

City of White Sulphur Springs

The regular meeting of the City Council was held on February 7, 2023 at 7:00 P.M. Mayor Rick Nelson called the meeting to order with the following members present:

Ron Coleman
Lee Blanchard
Pattie Berg
Rick Ellison

A. Call Regular Meeting to Order

B. Roll Call

C. Pledge of Allegiance to Flag

D. Public Comment: Public comment will be accepted on public matters not listed on this agenda and are within the jurisdiction of the City Council and having a significant interest to the public. During a regular session, there will be time after each agenda item for comment about that item.

1. Step up to the podium and state your name and address for the record.
2. Please limit your comments to THREE (3) minutes.

E. Read & Approve - Accept or Reject Minutes

1. December 20th Meeting – Regular Session and Work Session

Possible Motion: Move to Accept Minutes as presented or as amended

The Mayor asked if there was a motion to approve or reject the Regular Session and Work Session minutes from December 20th as presented. Lee Blanchard motioned to approve the December 20th Meeting Regular Session and Work Session minutes as presented. Ron Coleman seconded the motion. All said Aye. Motion carried and passed.

2. January 3rd Meeting – Regular Session

Possible Motion: Move to Accept Minutes as presented or as amended

The Mayor asked if there was a motion to approve or reject the Regular Session minutes from January 3rd as presented. Rick Ellison motioned to approve the January 3rd Meeting Regular Session minutes as presented. Lee Blanchard seconded the motion. All said Aye. Motion carried and passed.

F. Receive/Accept Reports

1. Sheriff's Report – Sheriff Jon Lopp

The Mayor and Council reviewed the Meagher County Sheriff's Office Complaint Report month of January.

2. City Court Report – City Judge Lori Sorenson

The January for the citation activity and case statistics reports was handed out for the Council.

3. Fire Department Report - City Fire Chief Sam Peeler

4. City Engineer's Report - Great West Engineering

Jessica Salo said that they have been working on task order #2, Water System PER, the evaluation of the City's existing water system & correspondence with environmental agencies. There was a meeting on January 4th at 10:00 am with Great West Engineering (via zoom) and the City Council to discuss the Water System PER. The next steps will be to prepare a complete draft of the PER and conduct public involvement activities. The City will put a notice of a public hearing newspaper ad two times (March 9 & March 16), before holding the public hearing on March 21, to obtain public comments regarding the proposed improvements to the City of White Sulphur Springs' water system.

The newspaper ad is below:

NOTICE OF PUBLIC HEARING

The City of White Sulphur Springs will hold a public hearing on Tuesday, March 21, 2023. The public hearing will begin at 5:30 p.m. at the City Hall at 105 West Hampton in White Sulphur Springs. The City has scheduled a hearing to obtain public comments regarding the proposed improvements to the City of White Sulphur Springs' water system. With assistance from Great West Engineering, the City is preparing a water preliminary engineering report (PER) update. It may apply for funding from the Montana Department of Commerce, Montana Department of Natural Resources and Conservation, USDA Rural Development, or the Department of Environmental Quality's Drinking Water State Revolving Fund Program.

At the public hearing, White Sulphur Springs and Great West Engineering representatives will explain the project's purpose, the project area, the scope of work, the budget, possible funding sources, and any costs that may result for local citizens because of the project. Great West Engineering will also present its assessment of the project's environmental impact. A copy of the PER is available at City Hall. During the public hearing, residents may ask questions and express their opinions regarding the project and its potential impact on the City of White Sulphur Springs residents.

Residents can submit comments and questions about the project at any time at wss@itstriangle.com or P.O. Box 442, White Sulphur Springs, MT 59645. You may also contact Great West Engineering's Project Manager, Jessica Salo, PE, at (406) 422-1288 or jsalo@greatwesteng.com.

Publish Two (2) Times:

The Meagher County News

March 9, 2023

March 16, 2023

Jessica Salo said that they have been working on task order #3, Backup Generators, with the design for the two generators, to serve the well pump house (200kW) and waste water lift station (35kW) costing approximately \$245,000. A site survey was performed and preliminary plan set generated for location of the generators. Great West will finalize the design, cost estimate, and assemble plans, specifications, and contract documents in preparation for going out to bid. Jessica Salo said that they are really close to being able to advertise and put out for bid, but wanted the City Attorney to review it first. The City was notified of the ARPA Water & Sewer

Minimum Allocation Grant award in the amount \$173,421 and a transfer from Meagher County in the amount of \$133,287 for the White Sulphur Springs – Water System Improvements Project. The total Minimum Allocation Grant is \$306,708.

Jessica Salo said that they have been working on task order #3, Capital Improvements Plan (CIP), preparation of the public outreach materials as well as time for preparation of the PASER streets analysis. The next steps would include conducting the public survey and beginning inventories and evaluations of the various City owned facilities.

Jessica Salo said that they offer a general task order service to talk about any small task that the City might be interested and wanting Great West Engineering to work on next or in the future.

5. Public Work's Report - City Public Works Supervisor Rocky Vinton

Rocky Vinton said that with the weather it has been a bit slow. The City Crew have been busy reviewing/going through and reservicing the equipment again. Rocky Vinton asked what the plan was for vehicle replacements. The Mayor said that they will wait until the bid in the Spring comes back for the orange snow plow/sand truck, part out the white truck, and then look into getting a 1 ton dually with a flatbed that they will be able to put 4 ft sides on it for a sand box and place the plow onto it, and then that would alleviate any need for a CDL to operate the snow plow truck. The Mayor said that he has been looking online on the Government State site but has not seen anything yet, but sales are usually in the summer/fall time. Rocky Vinton suggested to have the City Crew trucks at a five year replacement within the CIP process. The Mayor said equipment will be when going through the CIP update document that Great West Engineering is working on now.

6. Animal Control Report – Marc Pryor

Marc Pryor said that the City met the 25 deer removal/trapped/harvested quota and they have permission from Fish & Game to continue and trap more until thru the February 15th season end. Marc Pryor said that they have harvested 29 deer so far. Marc Pryor said that residents that have had issues with the deer or aggressive deer should be happy. Marc Pryor said that he has seen about 9 deer (3 of them being bucks) around town so far. Marc Pryor said that next year he will be looking into other options like darting & rehoming at a ranch if there appears to not be enough people on the deer trapping/harvest list at City Hall. Marc Pryor said that next year he will be looking for a winch to help with harvesting. Marc Pryor said that he spoke with the Lewis & Clark Humane Society, Program Manager, SPAY Montana, Sandy Newton, about the Spay & Neuter and immunizations Clinic coming up June 17th.

7. Parks Committee Report – Jennifer Frazer

Pattie Berg said that the Parks Committee will meet again this Thursday February 9th at 4:00 pm.

8. Meagher County/City Housing Project Report – Jackson Rose

9. Library Report – Rachel Wahlstrom

The Library report was handed out earlier, as Rachel Wahlstrom would not be able to attend.

Good evening, Council!

We have finalized our Hoopla contract for a year. This will allow our patrons to have instant access to over one million book titles, movies, TV shows, and comics. We will still keep Libby, our state-run audio and ebook service, but Hoopla will replace Kanopy, an online video streaming service Friends of the Library offers our patrons. Hoopla will start on February 14th.

We were given six computers from Triangle. Rachel is in the process of setting them up but we ran into some issues with DIS (IT support company) and the county. Apparently when we moved into the new building the computers were added for DIS to take care of, but they are not on the county contract with DIS. In the old building, according to the county, the library was responsible for the patron computers. DIS will also charge the library a \$145 per computer for a set up fee, which we do not have in our budget. If we were to put the patron computers on DIS they would have to negotiate a new contract. The county said there is no liability if we do not have them monitored with DIS. We are bringing this to the library board meeting tonight for discussion.

The rest of our programs are going great!

Thank you!

The Mayor said that if the Council had any questions let them know at the next meeting.

G. Unfinished Business - Items for Discussion and/or Action

H. New Business- Items for Discussion and/or Action

1. Capital Improvement Plan (CIP) – Survey Documents

Discussion and/or Action

Discussion regarding Capital Improvement Plan (CIP) survey draft and advertising in order to obtain resident feedback for revisions to the prior Comprehensive CIP with Gt. West.

Accept Public Comment

Obtain consensus on completeness of survey and comments as to advertising poster and provide direction to Gt West as to additions/deletions and moving on with next steps.

The City is updating the Capital Improvements Plan (CIP) and the plan would be a budgeting /financial tool used by the City Council for maintaining and improving capital facilities such as streets, water systems, the sewer, stormwater, buildings, parks/trails, and equipment. Jerry Grebenc, Senior Planner, from Great West Engineering has prepared a draft community survey for the City’s comment, input, and when the Council is comfortable with the content of the survey, and it will be ready for marketing and distribution to City residents. It was suggested to wait until snowbirds return before starting the survey, so that a larger section of the community would be surveyed. The survey would be available online and distributed when residents come and pay their water bill at City Hall.

2. Montana Department of Transportation – Ted Jones – Request a permanent through traffic street closure of 5th Ave SW between the streets of SW Hancock St and SW Garfield St.

Discussion and/or Action

Discussion regarding need for street closure requested by Montana Department of Transportation (MDT) as to their property located between SW Hancock and SW Garfield which straddles 5th Ave SW and their plans for development of this property.

Accept Public Comment

Possible Motion: Move to grant street closure and bring matter back for formal Resolution; or Move to continue matter for further discussion.

Ted Jones from Montana Department of Transportation (MDT) plans to construct a new facility at the current location on 703 3rd Ave SW. MDT owns the property at this location that is currently separated by 5th Ave SW and as part of this project is requesting a permanent through traffic street closure of 5th Ave SW between the streets of SW Hancock Street and SW Garfield Street, because of safety concerns due to the heavy equipment operation in the area and to avoid the public from entering a dangerous situation with MDT operations. MDT would like to tie the fence ends together at this location eliminating access through MDT's maintenance yard. The City access would not be restricted if the need for public services or infrastructure maintenance is required. Ted Jones had a map of the proposed street closure for the Mayor, City Attorney, and Council's review. The Council agreed that it was a good idea. City Attorney, Susan Wordal, suggested that they delay action until she can talk to the City's Engineer and review the options and give a recommendation. This will be discussed at the next Council meeting on February 21st.

3. PUBLIC HEARINGS ON ORDINANCE PROPOSALS

a. 1ST Reading: Ordinance 2023-1: Street Numbering

Discussion and/or Action

Consider proposed Ordinance 2023-1 altering language in §1.5.4 of the WSS City Code to conform to the methodology being employed by the Meagher County Rural 9-1-1 Addressing project, which is upgrading to a GIS addressing protocol for locating structures.

Accept Public Comment

Possible Motion: Move to Adopt Proposed Ordinance 2023-1 as written (or as amended) and set for 2nd Reading. OR, Move to continue 1st Reading to another date.

The Mayor, City Attorney, and Council discussed the 1st reading of Ordinance 2023-1, an Ordinance Amending Title 1, Chapter 5, Section 4 of the White Sulphur Springs Code of Ordinance as to Method of Numbering Buildings, and Making Amendments as to Style and Form for Purposes of Reference and Codification. There was a discussion on whether or not this ordinance would affect resident's current addresses. Susan Wordal said that she will speak with the GIS Specialist, Matt Blassic, from Great West Engineering, on clarification on the language and speak with the Council before moving ahead. This will be continued and discussed again at the next meeting.

b. 1st Reading: Ordinance 2023-2: Public Works Superintendent

Discussion and/or Action

Consider proposed Ordinance 2023-2 altering language in §1.7.1, §1.7.7, §4.4.2, §8.1.2, §8.1.4, §8.1.14, §8.1.19, §8.1.20, §8.1.24, §8.1.29, §8.1.32, §8.2.10, §8.2.20, §8.1.21, §8.1.24, §8.1.29, §8.2.2, §8.2.4, §8.2.5, §8.2.6, §8.2.7, §8.2.9, §8.3.1, §8.3.2, §8.3.3, §8.3.4, §8.3.5, §8.3.10, §8.5.2, §8.5.6, §8.5.10, of the WSS City Code to change the word “Superintendent” as used therein to “Supervisor” or “Public Works Supervisor” and make other adjustments consistent with this change to conform to the City’s current job description and usage for this position; and revise the duties assigned under §1.7.7, and make other changes in style for codification as appropriate.

Accept Public Comment

Possible Motion: Move to Adopt Proposed Ordinance 2023-2 as written (or as amended) and set for 2nd Reading. OR, Move to continue 1st Reading to another date.

The Mayor, City Attorney, and Council discussed the 1st reading Ordinance 2023-2, an Ordinance Amending White Sulphur Springs Code of Ordinance to Alter Language in 1.7.1 through 8.5.2, to Change the Word “Superintendent” as used therein to “Supervisor” or “Public Works Supervisor” or make other adjustments consistent with this change to conform to the City’s current job description and usage for this position; and revise the duties assigned to the public works supervisor under 1.7.7, and making amendments as to style and form for purposes of reference and codification. The Mayor asked if there was a motion. Lee Blanchard motioned to Adopt the Proposed 1st reading of Ordinance 2023-2 as written. Ron Coleman seconded the motion. All said Aye. Motion carried and passed.

c. 1st Reading: Ordinance 2023-3: Weeds

Discussion and/or Action

Consider proposed Ordinance 2023-3 altering language to Title 4, Chapter 3 on Weeds to establish dates for compliance and dates for warning letters, establish a height for ground growth, and establish a process for application to the Mayor for an exception on a case-by-case basis; and make other changes in style as appropriate.

Accept Public Comment

Possible Motion: Move to Adopt Proposed Ordinance 2023-3 as written (or as amended) and set for 2nd Reading. OR, Move to continue 1st Reading to another date.

The Mayor, City Attorney, and Council discussed the 1st reading of Ordinance 2023-3, an Ordinance Amending Title 4, Chapter 3 as to Weeds and Vegetation to establish dates for compliance and dates for warning letters, establish a height for ground growth, and establish a process for application to the Mayor for an exception on a case-by-case basis, and making Amendments as to style and form for purposes of reference and codification. The City will now send a general letter out in June as a reminder to property owners to cut their grass and weeds in lots to a four inch height by the end of the month. In August the City will send out another letter to the property owners that still need to cut the grass or weeds. The Mayor asked if there was a motion. Lee Blanchard motioned to Adopt the Proposed 1st Reading Ordinance 2023-3 as written. Ron Coleman seconded the motion. All said Aye. Motion carried and passed.

I. Comments/Discussion

1. Future Business
2. Mayor’s Comments—Rick Nelson

The Mayor said that he has done the second step of getting the City Shop, by picking a color, it will be a dark grey with white trim. It went into production last week and so twelve weeks later we should have the building materials delivered (some time in May). The building should be up

sometime in July. Rocky Vinton and Matt Swett will be going to the Rural Water training classes in March. Matt Swett has been studying for the water distribution exam and will take the test at Rural Water in Great Falls.

3. Council Comments/Discussion

a. President of the Council—Ron Coleman

Ron Coleman said that the City Crew will need to get onto the CDL licensing now or soon they will have to go to school for a CDL.

b. Council Member—Lee Blanchard

c. Council Member—Pattie Berg

d. Council Member—Rick Ellison

Rick Ellison contacted the individual that does recycling about cardboard about issues that they had. The Mayor said that he will bring it up to the County about recycling (Four Corners Recycling renegotiates the City/County contract every May) and Republic Services (at the transfer site).

J. Council Review of Financials

The Mayor asked if there were any questions about the financials presented.

K. Claims Signing/Motion to Approve the Bills

Pay the Bills

Accounting Claim Check #'s 18957-19007 January 1-31, 2023 for \$64,837.20

Accounting Journal Vouchers January 1 thru January 31, 2022 for \$1,315.97

Payroll & Electronic Check #'s 9317-9327 January 1-16 for \$10,984.69

Payroll & Electronic Check #'s 9328-9348 January 17-31 for \$19,193.19

Utility Billing System Adjustments Journal Vouchers

\$-302.87 December 1, 2022 thru December 31, 2023 and January 1-31 \$302.21

Received a copy Budget Expenditure/Revenue December 2022

The Mayor and Council received the Pay the Bills for January 1, 2023 thru January 21, 2023 and were presented for Council's approval, along with the monthly December 1, 2022 thru December 31, 2022 Budget Expenditures/Revenues. The Mayor asked if there is a motion to pay the bills. Rick Ellison motioned to pay the bills as presented. Lee Blanchard seconded the motion. All said Aye. Motion carried and passed.

L. Motion/Vote to Adjourn the Meeting

The Mayor asked the Council if there is a motion to adjourn the meeting. Ron Coleman motioned to adjourn the meeting. Rick Ellison seconded the motion. All said Aye. Meeting adjourned at 8:20 pm.



Michelle Stidham—Clerk-Treasurer



Mayor – Rick Nelson