

City of White Sulphur Springs

The regular meeting of the City Council was held on July 3, 2023 at 6:00 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 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. May 1st Meeting – Work Session and Regular Session
Possible Motion: Move to Accept Minutes as presented or as amended
2. May 16th Regular Session and Work Session
Possible Motion: Move to Accept Minutes as presented or as amended
3. June 5th Meeting – Regular Session
Possible Motion: Move to Accept Minutes as presented or as amended
4. June 20th Regular Session
Possible Motion: Move to Accept Minutes as presented or as amended

The Mayor said that there are not any minutes available for approval this time.

F. Receive/Accept Reports

Sheriff Jon Lopp asked if there were any questions or concerns about the June COMM Report. The Mayor asked about possibly adding radar speed signs at each of the three entrances to town to try and slow incoming traffic. The Sheriff agreed that it would be a good idea and he would look into the grant funding available and let the Council know what he finds out. The cost of each radar sign is approximately \$5,000. The Mayor and Sheriff will ask Ted Jones, MT Department of Transportation about placing the signs and if there is any available funding for the radar speed signs.

City Judge Lori Sorenson handed out the June Report to the Council. The Judge said that it has been a busy month with hearings, 97 cases pending, and community service. Currently the community service person has been working at the County/City dump, but will be working on the clean up after the fireworks and cleaning up yards. The Mayor asked if the dog case was done. The Judge said that there was a change of plea and they plead guilty, the sentencing will be completed by next week.

There was not a City Fire Report given.

The City Engineer On-Call Engineering Services report as of June 30, 2023 was handed out to the Council for review.

The Animal Control was reported by Marc Pryor and he said that the new animal shelter is coming along with the concrete slab that is done. The animal shelter shed will be arriving on Wednesday. This year's proceeds from the, "Race for this Place" will be being donated to helping build the new animal shelter. Marc Pryor said that there was a good turn out on the spay & neuter clinic, with vaccines and chips done on over 30 animals. Marc Pryor mentioned that he had hoped that more feral cats had been brought in. Marc Pryor mentioned that a chip reader would be beneficial. Marc Pryor mentioned that maybe the vet from Livingston might have one that could be donated to the City if not would like to have one be included into the this next budget. The two Vet Teams were so appreciated of the volunteers, the autoclave sterilization was a big help, and the good rooms and food.

There was not a Parks Committee Report given.

There was not a Meagher County/City Housing Project Report given.

The County/City Library reported was given by the Co-Director, she said that the native grass garden with the wild flowers are still blooming, (a brochure was handed out to the Council), and when they go to seed they will be trimming the grass down. The summer reading program is going on now. The library has received funds from the Friends of the Library used books sale along with other donations, and a Bair Grant for the new electric doors. Mountainview Medical Center received a grant and is able to sponsor a free lunch program for kids after the Summer Reading (11-12 pm) on Wednesdays from 12-12:30.

The Public Work's Report was given by the Mayor, he said that the City Shop Building has a concrete slab now and 2-3 weeks later the building should be erected.

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

1. Septic to Sewer – 1st Avenue NW - Funding Options Discussion/Plan

Discussion and/or Action

Based on approval of Task Order #8 from Gt. West Engineering as to design, continue discussion as to funding options and process.

Accept Public Comment

Possible Motion: (Motion depends on results of discussion)

The Mayor, Council, City Attorney, and Craig Erickson, discussed the septic to sewer, 1st Avenue NW funding plan options. The June 30, 2023 report on:

Task Order 8: 1st Avenue NW Septic to Sewer Project

Background: This project was developed over the past few months as septic system issues were identified on 1st Avenue NW. The project approach has been developed and includes abandonment of septic systems on three existing properties and connection of these properties to City sewer via installation of individual grinder pumps and force main.

Current Status: Great West has prepared a task order for the engineering design, bidding, and construction management services, totaling \$81,400. Task Order 8 was presented to the Council on June 20th and the Council approved the task order. The total cost estimate for the sewer project is \$269,100 (including engineering) and a project budget has been prepared which assumes 48% SRF loan forgiveness. The anticipated funding strategy for the sewer project is as follows:

1st Avenue SW Septic to Sewer Project Funding Summary

Funding Source Amount Status/Timing of Funding Availability

SRF Loan Forgiveness \$128,576 The City will need to apply by submitting an SRF application (Great West will prepare).

Approximately 48% of the funds will be requested for loan forgiveness. If loan forgiveness is not awarded, the entire project cost will be funded through an SRF loan. The City will not be able to draw on these funds until construction. If the City needs assistance with payment of engineering fees, a small bond anticipation note can be submitted to SRF.

SRF Loan Total Amount (Loan + Bond Reserves) \$140,524⁽¹⁾⁽²⁾

Total Project Funds \$269,100

(1)Additional funding is available through DNRC's private landowner septic program. Each landowner is eligible for up to \$5,000 for the upgrade to their septic system (in this case, removal of the septic system). There are three affected landowners for a total of \$15,000 that could be used to pay the SRF loan. Great West can help assist the landowners with submission of funding applications to DNRC and also with the repayment logistics to the City.

(2)The Montana Department of Commerce has also offered to provide 20 hours of technical assistance to the project which can be used to re-pay engineering fees (approximately \$3,000 based on 20 hours x \$150 per hour).

Next Steps:

· Great West will proceed with design of the sewer improvements once the City is comfortable with the funding approach and Task Order 8 has been signed. The first steps in design will be to conduct a topographic field survey of the site and associated base mapping.

It was mentioned that it would be up to a \$5,000 grant to help cover the cost through DNRC, not up to a \$10,000 grant, each that could be applied for the septic to sewer grant fund. Craig Erickson will call all three property owners this week to schedule a time to assist the property owners and help them submit an application online at the City Hall early next month.

2. Resolutions 2023- 2, 2023-3, 2023-4: Planning Grants for a Wastewater PER, Stormwater PER, and Parks Master Plan. – Great West Engineering

Discussion and/or Action

Continued from June 20th meeting: Discuss and consider for approval 3 resolutions authorizing submission of applications for planning and Preliminary Engineering Reports (PER) to MECP and commitment of matching funds for:

- a. Wastewater PER
- b. Stormwater PER
- c. City Parks Master Plan

These resolutions incorporate informal discussions from prior meetings as to the need to address wastewater, stormwater and the City Parks to provide needed infrastructure and other support in these identified areas.

Accept Public Comment

Motion: Move to approve Resolutions 2023-2, 2023-3 and 2023-4 authorizing submission of applications for PERs and commitment of matching funds if grants are approved. OR Move to continue to another meeting..

The Mayor, Council, City Attorney, and Craig Erickson discussed the three resolutions. Pattie Berg asked that the Parks Master Plan Planning Grant Resolution wait until more information would be available and able to discuss with the Parks Committee further after July 11th. Craig Erickson will be discussing the CIP Planning Grant with DNRC soon. Pattie Berg motioned to approve Resolution 2023-2 and Resolution 2023-3 authorizing submission of applications for PERs and commitment of matching funds if grants are approved. Lee Blanchard seconded the motion. All said Aye. Motion carried and passed.

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

1. Approve Animal Control Shed from Precision Portable Buildings

Discussion and/or Action

Review and consider Precision Portable Buildings quote for Animal Control shed and approve expenditure. Discuss which budget year this item is attributed

Accept Public Comment

Possible Motion: Move to authorize expenditure for Animal Control Shed based on quote from Precision Portable Buildings. OR, Move to continue to another meeting.

The Mayor said that the 10X16 shed cost is \$5,996 if purchased by July 7th (it is a 20% savings) with arrival being Wednesday. The funds will come from donations. The new animal shelter will still need electricity, insulation, and heating. Pattie Berg motioned to authorize the expenditure for the Animal Control Shed up to \$5,996 based on the quote from Precision Portable Buildings. Lee Blanchard seconded the motion. All said Aye. Motion carried and passed.

2. Water Drainage Issues – 110 S Central – Suzane Weitz

Discussion and/or Action

Discuss Water Drainage Issues re: 110 S. Central and possible proposal from property owner, Suzanne Weitz.

Accept Public Comment

Possible Motion: Move to approve proposal from property owner as to 110 S. Central. OR, Move to continue discussion to another meeting.

The Mayor, Council, City Attorney, and Suzanne Weitz discussed the water drainage issues on 110 S Central and a possible proposal. Suzanne Weitz would like permission to build a berm and ditch along the corner of Chilton and Central to divert water away from flooding on her property and basement. There were concerns that if the City approved it that the City would have to deal with the maintenance or it could cause problems for nearby residents down the road. The area is grass. The Mayor suggested that Suzanne Weitz could instead improve her parking area pad at her house fence line by sloping up slightly and building up the area using the City right of away normal parking area. Lee Blachard motioned to approve Suzanne Weitz to improve her parking area in the City Right of Away. Rick Ellison seconded the motion. All said Aye. Motion carried and passed. Ron Coleman will come up and review the parking area tomorrow.

3. Resolution 2023-5 – Election by Mail Ballot

Discussion and/or Action

Consider Resolution 2023-2 calling for the upcoming City general election to be conducted by mail ballot.

Accept Public Comment

Possible Motion: Move to approve Resolution 2023-2 and send to Elections Administrator for Meagher County. OR, Move to approve Resolution 2023-2 with changes and send to Elections Administrator for Meagher County.

The Mayor read Resolution 2023-5, a Resolution of the City Council of the City of White Sulphur Springs, Montana, Requesting the County Election Administrator Conduct the 2023, Election(s) of the City Officials by Mail Ballot. Rick Ellison motioned to approve Resolution 2023-5 and send to the Elections Administrator for Meagher County. Ron Coleman seconded the motion. All said Aye. Motion carried and passed.

4. Reappointment of Parks Advisory Board Member Jen Frazer

Discussion and/or Action

The appointment of Jen Frazer to a 2-year term from June 7, 2021, is expiring. Discuss reappointment to another 2-year term.

Accept Public Comment

Possible Motion: Move to reappoint Jen Frazer to a 2-year term on the Parks Advisory Board. OR, Move to publicize vacancy for Parks Advisory Board and consider applicants at future meeting.

The Mayor received,

Good morning,

This electronic message is to convey my interest in continuing my membership and work for the Parks Advisory Committee. I would like to commit another two years to work on improving the public spaces in White Sulphur Spring. If other members of the community are interested in serving I would still like to assist within a subcommittee capacity.

Projects I am keenly interested in working on include:

Spikes happy trails
Springs Park

Thank you,
Jen Frazer

Lee Blanchard motioned to reappoint Jen Frazer to a 2-year term on the Parks Advisory Board. Pattie Berg seconded the motion. All said Aye. Motion carried and passed.

5. Reappointment of Parks Advisory Board Member Kelly Huffield

Discussion and/or Action

The appointment of Kelly Huffield to a 2-year term from June 7, 2021, is expiring. Discuss reappointment to another 2-year term.

Accept Public Comment

Possible Motion: Move to reappoint Kelly Huffield to a 2-year term on the Parks Advisory Board. OR, Move to publicize vacancy for Parks Advisory Board and consider applicants at future meeting.

The Mayor received,

Dear Mayor Rick Nelson,

I would like to continue to serve on the City Parks Advisory Committee. I am eligible to be a member based on my residency within the City Limits.

It has not been easy trying to improve our parks but I feel we are making progress and would like to be part of the continued process.

Thank you for your consideration,

Kelly Huffield

Pattie Berg motioned to reappoint Kelly Huffield to a 2-year term on the Parks Advisory Board. 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 the City received another Annexation to Petition, on a property in the same area covered by the sewer plan, to discuss at the next Council meeting and then take to the Planning board.

3. Council Comments/Discussion

- a. President of the Council—Ron Coleman – none.
- b. Council Member—Lee Blanchard – There was a discussion on the issue of traffic problems at the corner on Main and 3rd Avenue West by the Bank of the Rockies and the Spa Hot Springs. People not from the City do not understand the system of the yield sign and yielding to the through traffic. It was suggested to contact the Department of Transportation, Ted Jones, about a solution to this, maybe ask about a flashing light. The Council agreed.
- c. Council Member—Pattie Berg – There was a discussion on the General and Enterprise Funds to get clarification from the Auditors, Susan Wordal is looking into it. There was a mention about the mosquitoes being really bad and it is not up to the City to spray. The County budgets about 3.87 mills every year to have someone contracted to spray. The Mayor said that the spraying for mosquitos’ environment has to at a certain level of temperature, wind, and moisture.
- d. Council Member—Rick Ellison – none.

J. Council Review of Financials

The Council received a copy of the Budget Expenditure/Revenue for May.

K. Claims Signing/Motion to Approve the Bills

Pay the Bills

- Accounting Claim Check #'s 19204-19238 June 21-30 for \$42,267.07
- Accounting Claim Check #'s 19239-19241 July 3 for \$4,102.48
- Accounting Journal Vouchers – May 1-31
- Payroll & Electronic Check #'s 9468-9488 June 16-30 for \$22,504.01
- Utility Billing System Adjustments Journal Vouchers – May 1-31st
- Received a copy Budget Expenditure/Revenue May 2023

June 21-30 and July 3, 2023 were presented for Council’s approval. The Mayor and Council received the Pay the Bills and the monthly May 1, 2023 thru May 31, 2023 Budget Expenditures/Revenues. The Mayor asked if there is a motion to pay the bills. Lee Blanchard motioned to pay the bills as presented. Ron Coleman 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. Lee Blanchard motioned to adjourn the meeting. Ron Coleman seconded the motion. All said Aye. Meeting adjourned at 8:55 pm.



 Michelle Stidham—Clerk-Treasurer



 Mayor – Rick Nelson