

## City of White Sulphur Springs

The regular meeting of the City Council was held on March 15, 2022 at 7:00 P.M. Mayor Rick Nelson called the meeting to order with the following members present:

Pattie Berg  
Ron Coleman  
Stacy Menard  
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.

## **BUSINESS SESSION**

### **A. Call Business Session Meeting to Order**

### **B. New Business**

#### **1. Authorize Mayor to Act: Purchase of Street “Asphalt Zipper”**

Council to consider authorizing Mayor to purchase an Asphalt Zipper for the Public Works Department for street repair/resurfacing, with cost to be born primarily by gas tax and other street money. A used one may be available for \$17,500.

*Possible Motion: Move to authorize Mayor to expend not more than \$20,000 from gas tax or street maintenance funds available for such street or road work for purchase of Asphalt Zipper.*  
The Mayor and Council discussed the Asphalt Zipper purchase. The Mayor said that a bigger zipper is available in Denver, CO, it is a 50 inch width one, for \$19,500. Delivery costs might be approximately \$3,500. The Mayor said that he knows someone who lives in the Denver area and goes to White Sulphur Springs from time to time that might be willing to bring the zipper back to White Sulphur Springs and the City would paid him for gas. It was said that the City’s streets are in desperate need of repairs. The Mayor said that Rocky Vinton will schedule with the Mayor in Choteau and the Choteau City Crew, a time to go to Choteau, MT and see how they use their asphalt zipper. Stacy Menard motioned to authorize the Mayor to expend not more than \$20,000 from gas tax or street maintenance funds available for such street or road work for purchase of the Asphalt Zipper. Ron Coleman seconded the motion. All said Aye. Motion carried and passed.

### **C. Motion/Vote to Adjourn Business Meeting**

The Mayor asked if there was a motion to adjourn the Regular Meeting. Stacy Menard motioned to adjourn the meeting at 7:15 pm. Ron Coleman seconded the motion. All said Aye. Motion carried and passed.

**WORK SESSION (Starts directly after Business Meeting adjourns)**

**A. Call Work Session Meeting to Order**

**B. Council Discussion:**

**1. City Code Fee Schedule – Discussion re: New Code fees update**

Council to discuss the New Code Fees: consider current fee structure and discuss alterations to fee schedule for purposes of adopting a Fee Schedule Resolution or series of resolutions to take effect with the New Code.

**2. Annexations – Discussion of process**

Council to discuss the annexation process, particularly as it pertains to current fee structure

**3. Streets – Discussion re: Street Survey**

Council to discuss options for doing a survey of existing streets for purposes of determining which streets are in most urgent need of repair/resurfacing work.

The Mayor, City Attorney, and Council discussed the current Fee Schedule and some changes were discussed. The Mayor said that the Planning Fee Schedule on Annexation for \$500 should be plus any other applicable fees, like professional engineer consultation fees and DEQ, to be reimbursed back to the City if over \$500. There was a discussion on adding an Amended Application for Annexation for \$150. It was brought up that the Public Records Request, Routine Records should be more than the current cost of .10 cents a page, it should go up to .25/.50 cents a page Non Routine and the Electronic Records, hourly rate anything over 10 minutes would be the \$30 an hour staff time rate (staff time rate based on hourly rate of pay for staff plus benefits and loss of productivity) and the hourly rate for (professional services) per the contracted rate. The NSF handling fee is \$35. The General Penalty/Administrative fee Per ordinance violation (\$15) and Per Case (including an ordinance) \$20 it should say Administrative Fee \$35. City Business License General (annual fee), 1-3 employees \$25.00, 4-10 employees \$40.00, and over 11 employees \$60.00. Itinerant Vendor/Merchant currently is \$30 for 90 days or \$120 a year, should go up to \$50 for 90 days. The Marijuana Business Registration is an annual \$5,000. Garbage Contractor License fee 1-3 trucks \$100 and 4-10 trucks \$150, plus a volume fee of \$10/mo per yard based on average estimated collection. Animal License/Registration Annual Fee Spay/Neuter currently is \$5 and \$10 it should go up to \$10 and \$20. Notice and Redemption (Release Fee): Food/Shelter 1<sup>st</sup> offense \$10 per day, 2<sup>nd</sup> offense \$20 a day, 3<sup>rd</sup> offense within 1 year \$30 a day, mileage for transportation should be State mileage rate, and Out- of- Town housing/shelter should be the actual cost. A Dangerous Dog Impound fee should have an additional \$15 over impound fee. The Impound fees – ACO or Law Enforcement impound currently is: 1<sup>st</sup> Offense \$25, it should go up to \$40, 2<sup>nd</sup> Offense \$50, it should be \$60, 3<sup>rd</sup> or subsequent Offense \$100, it should be \$120. The current Fire Protection Outside City Limits (per response) minimum is \$100, it should go up to \$200, with maximum fee to be the actual expenses. Delinquency or Late Charge/Fee increase to \$30 to discourage continually residents late fee charges monthly. Water Well increase to \$40. Pattie Berg motioned to extend the meeting by 15 minutes. Stacy Menard seconded the motion. All said Aye. Motion carried and passed. The Connection to Public Water Main or Sewer Main Tap Application Fee currently is \$1,500, it should be increased to \$1,750. Digging/Tearing up Street currently is \$500, it should be increased to \$750 or actual costs to repair street. The City needs to ask what the County charges for an Amended