

City of White Sulphur Springs

The regular meeting of the City Council was held on October 17, 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

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. Unfinished Business - Items for Discussion and/or Action

1. Task Order #7: Houston Street Sewer Replacement

The Mayor said that Jessica Salo submitted the deviation requests for the 6-inch main, clean out versus manhole, and updated plans/design work report on the Houston Street sewer extension project and they are just waiting on final approval from DEQ for construction of the new sewer main. The Mayor said that they hope to have the approval letter from DEQ by Friday to be able to move forward with installation.

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

1. Open/Review Sealed Bids for Heating/Electrical Installation at New City Shop – Award Bid.

Discussion and/or Action

Open and review sealed bids for Heating/Electrical Installation at New City Shop.

Consider award to lowest responsible bidder.

Accept Public Comment

Possible Motion: Move to Award bid to [Contractor] subject to contract finalization, OR Move to continue discussion to another meeting.

The Mayor said that the City received one bid for a heating system from Paddock Heating & Cooling for the New City Shop for \$16,000 on October 12th at 8:30 am.

ESTIMATE

Paddock Heating and Cooling
403 PO Box
White Sulphur Springs, MT 59645

Paddockheatingandcooling@gmail.com
+1 (406) 661-3776



City Shop

Bill to
City Shop

Estimate details

Estimate no.: 1132
Estimate date: 10/12/2023

#	Date	Product or service	SKU	Amount
1.		Shwank Tube heaters Provide and install 3) 30' 80k btu propane Shwank premiere infrared tube heaters, with all venting to spec and fresh air from outside. includes 3) T-6 Honeywell thermostats, and hangers as necessary		\$13,500.00
2.		Gas line Provide and install all gas line and necessary connections		\$2,500.00
Total				\$16,000.00

Note to customer

Thank you for your business.

There was a discussion on the contract being contingent on warranties and completion dates. Susan Wordal will talk with Paddock Heating & Cooling and finalize the needed language. Pattie Berg motioned to award the bid of the heating system of the New City Shop to Paddock Heating & Cooling subject to contract finalization and including a mutual agreement on the warranty of schedule. Lee Blanchard seconded the motion. All said Aye. Motion carried and passed. The Mayor said that there were two electrical bids submitted to the City, Master Electric Construction LLC and Sun-Lite Electric. The Master Electric Construction LLC bid for electrical for \$25,000 was submitted on October 13th at 4:55 pm.

The Sun-Lite Electric, Ron Sorg, bid for electrical for \$20,050 was submitted on October 13th at 3:35 pm. Ron Sorg's bid was very detailed that included the product and had separate circuits for plugging in the equipment, and the warranty information was provided.

The Mayor will submit a Northwestern Energy new construction request for the New City Shop. Susan Wordal will talk with Sun-Lite Electric, Ron Sorg, and finalize the needed language. Pattie Berg motioned to award the electrical installation bid of the New City Shop to Sun-Lite Electric subject to contract finalization, including a mutual agreement on the warranty of schedule, and any needed change orders required. Lee Blanchard seconded the motion. All said Aye. Motion carried and passed. The Mayor said that he will have the materials on site next week to do the inside frame work so that the electrician can do the electric part of the project of which should take 4-5 days to complete.

2. Parks Recreational Master Plan – Application for a CDBG Planning Grant

Discussion and/or Action

Approve for filing an application for CDBG Planning Grant as part of developing a Parks Recreational Master Plan.

Accept Public Comment

Possible Motion: Move to approve for filing an application for CDBG Planning Grant as discussed, OR Move to continue discussion to another meeting

The City Parks Advisory Committee Chair, Tressa Blair, approached the Council for approval of filing an application to a CDBG Planning Grant for putting together a Parks Recreational Master Plan. A Master Plan is needed before the Parks Committee can apply for any State, Federal, or Private Grants to fund improvements within the City Parks & including the 2 mile around donut area in County. In the past there have been discussions about possibly having a cross country ski walking or walking paths in the City Parks & including the 2-mile donut areas. Most Park grant applications will not qualify for or be funded unless the Municipality has a Master Plan to guide the work. The Parks Committee reviewed the Glendive Parks Recreational Master Plan and created and molded it into what would work for the City of White Sulphur Springs' Parks.

City of White Sulphur Springs

Recreation Master Plan CDBG Grant Request

Budget Justification Narrative:

Professional Planning Activities - \$31,170

Great West Engineering has agreed to help the City of White Sulphur Springs (Client) develop a Recreation Master Plan. To begin with, Great West will compile previous trail and park planning results and gather input from project stakeholders. Next, Great West will create draft park concepts, draft the plan, and get feedback from the public. Once they have presented the plan to the city, Great West will revise it based on initial feedback and input from the city. Members of the Client's Parks Committee will facilitate the public open houses. Great West will finalize the plan up to 90%, meet with the city, and complete the master plan. The exact scope of work will be determined after the city has contracted with the Montana Department of Commerce for the CDBG grant.

The following estimates are based on having two planners and a GIS specialist involved in each activity. We used a \$165 per hour per team member for planning purposes.

- Kickoff meeting between the City of White Sulphur Springs to discuss the project goals, roles, responsibilities, and tasks.
 - 17 hours include preparation, travel, and attending the meeting.
 - \$2,800

- Outreach to White Sulphur Spring residents using online and hardcopy surveys and open houses.
 - Two open houses held in White Sulphur Springs – Will be facilitated by members of the Park Committee
 - Author community survey: 25 hours
 - Answering phone calls and emails: 10 hours
 - \$5,775
- GIS mapping & Conceptual Images.
 - GIS mapping: 4 hours
 - Conceptual Images: 14 hours
 - \$2,970
- Two work sessions with the City of White Sulphur Springs and with community stakeholders to identify the needs, opportunities, and issues of developing a recreation master plan
 - 35 hours includes preparation, travel, and attending the meetings.
 - \$5,775
- Development of a working draft of the recreation master plan.
 - 45 hours of writing, research, and formatting.
 - \$7,425
- Editing of the draft recreational master plan upon the community's input.
 - 20 hours, including writing, research, and formatting.
 - \$3,300
- Public hearing held by the White Sulphur Springs City Council on the recreation master plan.
 - 25 hours includes preparation, travel, and attending the hearing.
 - \$3,125

Total Estimated Cost of Project: \$31,170

Match (25%): \$7,793

Grant Request: \$23,777

The Mayor mentioned that with the Council's approval, an investment of approximately \$8,000 by the City for matching funds could possibly provide a chance at \$50,000 to \$100,000 in grants in future Park Projects. The Parks Advisory Committee is collecting letters expressing community support and signatures to support the petition.

Parks Advisory Committee members, Tressa Blair, Carol Berg, and Jennifer Frazer spoke at the Meagher County Commissioners' Meeting on October 10th, asking if the Commissioners would like to include the area outside the City limits, known as the 2-mile donut, into the Master Plan, a letter of support for the project, and possibly contributing matching funds towards the project. Tressa Blair told the Commissioners that she would draft a support letter for them to review. The City and County have worked on past Planning Documents like updating, the Growth Policy, Subdivisions, and the Housing Needs Assessment.

The grant application is due November 1st. Lee Blanchard motioned to approve for filing an application for a CDBG Planning Grant for a Parks Recreational Master Plan. Ron Coleman seconded the motion. All said Aye. Motion carried and passed.

G. WORK SESSION

Council Discussion

1. Ordinance Code Book – Ordinance revisions and Fee Schedule updates.

Discussion: Proposed Parks ordinance revisions and adjustments to current fee schedule.

Additional discussion if time as to other revisions to Code Book.

The Mayor, Council, and City Attorney reviewed the Fee Schedule.

There was a discussion on increasing the commercial and multi-family units water/sewer hookups (with an impact fee like Three Forks, MT), because a commercial user would have more of an impact to the City systems than a residential single-family unit.

It was suggested to increase the Beer & Wine Alcohol Business License Annual fee from \$160 to \$200. There was a discussion on the Business License, classifying what kind of business it is, for the Public Safety of the Fire Department and Sheriff Department.

It was suggested to increase the Animal License/Registration Annual fee, Unaltered from \$20 to \$50, because the City/County have been offering and sponsoring the Animal Spay & Neuter Clinics. Impound fees – ACO or Law Enforcement impound 2nd Offense from \$60 to \$75.

Impound fees – mistaken rescue by non-law enforcement 1st Offense (Responsible Person) from \$35 to \$40.

There was a discussion on the Garbage Contractor License fee, impacts to alleys & streets, doing a \$120 Business License.

There was a discussion on the Planning Fee Schedule. Susan Wordal will review the MCA codes and make sure that the State is at that at least.

It was suggested to increase the Land Use Permit from \$20 to \$30 changing the footprint and still meeting the 3 ft setbacks, but a fence, tree/shrubbery, or storage shed would still be \$20 to \$30.

A new residential house or garage should be \$50. A bigger housing building, (apartments/duplex/townhouse) or commercial building would be more in the future.

Businesses need to have a higher base rate for water and sewer. The bigger the water meter the more water base they should be paying.

President of the City Council (in 2016-2017), George Kirkwood, formulated a hybrid schema to set sewer rates, to make it the most fair, with approval from the Bond Counsel, Bob Murdo.

Susan Wordal will look into her files to review how George Kirkwood come up with the rates.

The City is in need of professional consultation to really look at the City's current rates and help to set the City's increase of water/sewer rates. The Mayor will call Dan Kramer to see if he would be available to do an presentation of rate structures with his experience and education, and knowledge of Montana Rural Water Systems.

There was a discussion on an Arborist License (plus proof of insurance /bond) \$50, it was suggested to remove this.

It was discussed to review Vehicle Removal and impound over 5 days Tow Bill + \$20/day, to possibly increase the amount.

There was a discussion on Livestock/Cattle, goats, and horses that is still in code and not removed yet, of duties of the Animal Control Officer or the Chief of Police.

Next Work Session will be November 21st and will discuss and finish up the Ordinance Code Title 9: Building Regulations and finish up with Title 10: Flood Control. Then finalize the Fee Schedule.

H. Comments/Discussion

1. Future Business

2. Mayor's Comments—Rick Nelson

The Mayor said that City Hall received information via mail, getting 3 speed radars for \$9,000 total. Ron Coleman will ask the Department of Transportation, Ted Jones, if there are any grants or access on how to obtain speed radars. Waiting on the Application Permit Approval from DEQ on the sewer line on Houston Street. Watching the Mountainview Hospital development of the water main line and Great West Engineering is providing assistance. The Animal Shelter is wired in with electricity by Fisher Electric. Marc Pryor will be working on the internal building list of supplies needed. The Mayor said that the City Crew did get another street graveled and they have a plan to get Lincoln Street fixed. The City Crew worked on Houston Street today. The Mayor said that he will ask Jessica about the manhole on 2nd and Crawford. The Mayor asked if anyone wants to help finish the interior of the new City Shop they could sure volunteer their help.

3. Council Comments/Discussion

a. President of the Council—Ron Coleman

Nothing else to add.

b. Council Member—Lee Blanchard

Ron Coleman read and Lee Blachard read the newspaper ad that was left in the drop box in City Hall about the cell towers, and some residents being hyper sensitive to the frequencies, 4Gs antennas, 5Gs making people sick with headaches. Legislative Bills are being worked on about communications and signs.

c. Council Member—Pattie Berg

Inquired if anyone had seen the final Housing Document from HRDC, Terry Taylor, as Three Forks, Livingston, and White Sulphur Springs were mentioned in the document. The next Park Advisory Committee meeting will be November 9th.

d. Council Member—Rick Ellison

Not in attendance, had a dental emergency.

I. 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 8:33 pm.



Michelle Stidham
City Clerk-Treasurer



Mayor – Rick Nelson