

## **January 9, 2018 Regular Council Meeting**

Council Members in attendance were Annette McLean, Joe Willauer, Nolan Frandsen, Davey Banks and Matthew Greemore. Also in attendance were Mayor Thomas Hyndman, Clerk/Treasurer Kristi Millhouse and Maintenance Supervisor Sam Novich.

Guests: Dan McCauley and Craig Erickson of Great West Engineering, Sheriff Roger Thompson (Madison County Sheriff's Department), Steve Millhouse (library), Bob Lancaster, Geoff Hamill (Madisonian), Ron Nye (County Commissioner)

Annette started the meeting with the swearing in of the Mayor Thomas Hyndman. The remaining council members were sworn in by the Mayor. Council members included Nolan Frandsen, David Banks, and Matthew Greemore.

Mayor Hyndman called the regular council meeting to order at 7:10 pm.

**Public Comment:** Mayor Hyndman asked for any comments about anything not on the agenda. No Comments.

**Great West Engineering:** Dan McCauley and Craig Erickson from Great West Engineering discussed possible options that the Town could look at to help with the financial situation. Some of these options would be putting together special improvement districts and making sure the water/sewer rates are adequate. Dan thinks that between Great West Engineering and Kristi they can come back with some financial options. Great West would like to submit a task order for approximately a \$1,000 to help us get the finances in order. Annette and Joe commented that it would be a great idea to have Great West help and then present their finds at a later date to the council.

Craig commented that the current TSEP grant is for \$5,000 to update the Capital Improvement Plan (CIP) and we have asked for a waiver on the grant for the matching funds. The information gathered during the financial analysis will also help in updating the CIP.

Matt asked Dan about the bill that we received from the State for the 6<sup>th</sup> Avenue project for \$11,913. Dan answered that the bill is our percentage of the project for the preliminary engineering. Matt asked what percentage should be the schools. Matt asked if the cost should be a split 60/40, 50/50, etc. Dan couldn't quite answer the question at this time and suggested talking to Jeremiah as he is more familiar with the layout of the project. Dan did notify that the State will start the design plans during June/July of 2018, but the construction should not start until 2019. No engineer has been hired at this time. The Town has approximately a year and half before construction starts. Discussion followed regarding the current bill from the State. Kristi commented that she has shuffled some funds around to cover the current bill. Matt asked if Great West could speak to the State to see if we can hold on payment until we have discussions with the school. Dan will certainly give the State a call and let us know as soon as possible what he finds out.

Davey asked if delaying the invoice will be in violation of the contract as this is a great project and we do not want to lose the money. Dan didn't think there would be any issues but he will get the answers to our questions.

Joe made a motion that the Town approve a task order from Great West Engineering to pay a \$1,000 to do a financial analysis for the Town of Twin Bridges. Matt seconded the motion. Motion passed unanimously.

Dan asked if the Town would like to do a work session to go over the information they will put together for the Town for their finances. Dan cannot make it to the next council meeting. He would like to meet with the Council on Tuesday, February 20<sup>th</sup>. Council agreed that Tuesday, February 20<sup>th</sup> at 5:00 pm would work for them.

**TAP Project (School – 6<sup>th</sup> Avenue):** Dan commented that when they come down in February they can discuss the matching funds further for the TAP Grant. The second part of the project is approximately \$425,000 and we will have to look at funding out of the Towns funds for this piece of the project.

**Sheriff's Report:** Roger Thompson reported that everything has been quiet the past few weeks. There were some minor incidents in the County but nothing major. The sheriff's department spent approximately 39.25 hours in the Town of Twin Bridges. They responded to (1) citizen assist, (1) civil service, (2) thefts/burglaries, (3) VIN Inspections, (1) welfare check.

Matt asked about the vehicle and speed signs coming into Virginia City and if they should be flashing when you are speeding. The sign in Twin Bridges is not flashing. Sheriff Thompson commented that it could be a programming issue. Roger will look into it and check on the programming to see if is programmed correctly. Tom commented that we will be moving the sign to the other end of Town shortly. Roger asked if we had 2 brackets to hang the sign. Sam answered no we only have one. Roger will get another bracket that will make it easier for us to move the sign around. The Sheriff's department is able to check the information that is tracked by the speed signs and can tell what time the Town has a problem with speeding.

**Madison County Fairgrounds (Water):** Ron Nye reported that they had divers look at the water line and they found that there is approximately a 2 foot break in the line and it is not repairable. Ron has been working with Great West Engineering and they have discussed putting in an 8" line or at least a line big enough so that it can loop around the fairgrounds, connect to Leslie's Children's Center and others can hook onto it in the future. They signed a resolution today to use some emergency funds in order to start looking at the line replacement.

The fairgrounds already has a pretty large water bill and he would like to negotiate the bill during the time frame of the water leak as they were unaware of the leak since it was under the river. He realizes the Town has some expense for the water services. Kristi commented that the bills are mailed out on a monthly basis and they are marked if they are on the leak report. The fairgrounds is always on the leak report but if the bill had been reviewed they would have noticed a substantial increase on their bill. Annette and Joe commented that she is very much in favor of working with the County to make the bill reasonable for the County. The County is going to get a line across the river that is sufficient for the fairgrounds use and then the Town can hook on later if they have any growth.

The Council can get together and figure out some figures for the County. The County has a meeting every week. Nolan asked what is the County wanting as an adjustment on their bill. Ron answered that they haven't discussed it at this time. Council agreed that it is a special situation and it would be difficult to see the leak. The Council is willing to visit regarding the bill.

Tom will attend the Commissioners meeting next Tuesday at 10:00 am.

Davey asked what the new building was up on the County property by the airport. Ron answered that it is the new county shop. Davey asked if it didn't have to go through the coding that we have had to go through. They did a pre-engineering building and they ended having to hire Great West Engineering to do the foundation as the floor did not pass the State inspection.

**Madison County Planning Board Report:** No representative present and no report provided. Tom reported that Lori checked with Charity Fetcher with the Madison County Planning Board and that the property behind the fairgrounds is in Town limits. Tom will contact Charity to find out some more information regarding what is happening with SRI. Tom is going to talk to Lori and see what she says and then what the Town needs to do. Kristi read the email from Charity to Lori regarding the conservation easement.

**Library Board Report:** Steven Millhouse reported to the Council on behalf of the library. For the month of December the library had 668 visitors which included 206 computer users, 129 desktop users, 5 AWE users, and 71 Wi-Fi users. The library had 679 items circulated which included 562 items and 117 Montana Library to Go items.

Steve also announced that in the library they have a white board that they are asking for ideas for outreach to the community. The first community outreach item they are implementing is Edith teaching Spanish one day a week. They also have new signs up in the library that were completed by CJ Wayland. Tom asked if they were going to finish the wood so they would last longer. Steve didn't think so or it would have been done already.

**Stonebraker House and Building Center Lot Adjustment:** Kristi provided a map to the Town Council for review so they could see that Doug Stonebraker is breaking the house out from the hardware store. Joe made a motion to approve the lot adjustment for Doug Stonebraker. Matt seconded the motion. Motion passed with a unanimous vote.

**Attorney's Report:** Lori was not in attendance. She provided an attorney report to the Mayor and Clerk. Lori stated that she has prepared a letter for the business licenses and she needs the Town to determine what fine they want to access the individuals that have not purchased their license. Discussion followed. Nolan made a motion to start the penalty fee for not complying with the Town Business License at \$100. Joe seconded the motion. Motion passed unanimously.

**Maintenance Report:** Sam reported that there have been no accidents. Sam commented that the building permit for the shop can be purchased now and we can work on the project in phases. The State will work with us up to 3 years. The inspector that works in this area was in the office when Sam called the State and he also confirmed that he was ok with the Town working on this project in phases. Sam also commented that we also need to get the insurance money finished up as MMIA is consistently asking us where we are at with the project. They would like to release the remaining funds and get the money off of their books. Kristi commented that the money that the Town originally received for the Shop has been used up so the additional \$37,000 going forward on the budget is the remainder that needs to come from MMIA. MMIA agreed that the Town could be their own General Contractor on the project and if we can get our bids together and get some contracts to show MMIA they will release the

remainder of the funds. Discussion followed. Sam will start putting some figures together and getting bids so we can move forward and make decisions.

Sam stated that he and Rick were able to get the fuel pump installed in the grader and it is up and running. They have been working on equipment in between the snow and the ice rink. They are going to continue with working on equipment for the winter. Sam is also going to start working on finishing up the water reports for 2017 and will start the reports for 2018.

Matt commented that he noticed that the flatbed is on the new Dodge. Sam replied yes and we would like to sell the box for the truck. Further discussion followed. Nolan can talk to Tezak's and see what they say about selling/buying it and Sharpe Shades might be interested in buying it as well.

**Mayor's Report:** Mayor mentioned to the Council that he wants to start the ordinance review next month. Dave Smith's two sections were dispersed among the Council members. Joe took Title 7 and Nolan took Title 6.

**Clerk's Report:** Kristi reported that the W-2's and 1095's have been printed and delivered to employees for review. The annual financial reports have been reviewed by the State and have been accepted but they found a couple of items that did not add up. These were items that the auditors completed, so they will fix them. We did not get fined for the discrepancies so all is well with the State.

**Minutes:** Annette made a motion to accept the December 12, 2017 council minutes. Matt seconded the motion. Motion passed unanimously. Nolan abstained since he wasn't here for the meeting in December.

**Claims:** Annette made a motion to accept the payroll checks 5491 to 5515. Joe seconded the motion. Motion passed unanimously. Nolan abstained from the vote.

*Claim checks* – Annette made a motion to accept claim checks 20231 to 20251. Joe seconded the motion. Motion passed unanimously. Nolan abstained from the vote.

*Electronic Checks* - Annette made a motion to accept electronic checks 89781 to 89786 and 89879 to 89880. Motion was seconded by Matt. Motion passed unanimously. Nolan abstained from the vote.

**Council Review:** Kristi commented that she had one more item; she needs the council to make a motion to delete Dave Smith from the bank accounts and add Davey and Nolan. Joe made a motion to remove Dave Smith from the bank accounts and add Nolan Frandsen and David Banks to the bank accounts. Matt seconded the motion. Motion passed unanimously.

Davey asked about whether the past due water/sewer bills were mailed to the owners as well. Kristi answered yes they get the past due notice and they get the shut off notice.

Kristi also commented that she shuffled numbers around on the budget to meet the payment for the State of Montana matching funds. The budget didn't increase, but numbers were just moved around.

Meeting adjourned at 9:00 pm.