

## **Twin Bridges Regular Council Meeting, January 8, 2019**

Council Members in attendance were Joe Willauer, Nolan Frandsen, Scott Holbrook, and Matt Greemore. Jim Klyap was absent. Also in attendance were Mayor Thomas Hyndman, Clerk/Treasurer Kristi Millhouse, and Public Works Director Sam Novich.

Guests: Jeremiah Theys (Great West Engineering), Annette McLean, Dave Smith, Bailey Escott (representative for Harshbarger Law Firm), Lois Smith, John Taylor (Madisonian), Phil Fortner (Madison County Sheriff's Office), Roger Hutchinson, Leslie Adams, Frank Kneeshaw, and Steven Millhouse (Library)

Meeting was called to order at 7:05 pm by Mayor Hyndman.

Public Comment: No Comments

**Resolution 2019-01 Create a Storm drain District for the Town:** Dave Smith asked the question if the \$600,000 the total cost of the project or just 6<sup>th</sup> Avenue. Matt answered that the \$600,000 is the entire project not just the school. How are you going to assess the Town and School since both entities are exempt from taxes? Jeremiah commented that all of the parcels are assessed including the schools and the Town. The assessments will be collected by the County. It is a special improvement district not a tax. There was a PER done that was \$1.2 million which was too much money for the Town. Discussion followed regarding the funds and how they will be used around Town. John Pollorena asked about the difference in dollar amounts \$2310 and \$155. Jeremiah explained that the \$2310 is if you went down and paid your portion of the district off today, the flat amount rather than the \$155 per year. Mayor Hyndman asked for any further questions. No further questions, council voted on the resolution.

Clerk reported that there were 14 parcel owners that filed protest letters that came out to 5% against the storm drain district. The remaining 95% either did not respond or were ok with it. Matt made a motion to approve resolution 2019-10 the creation of a storm water special improvement district. The motion was seconded by Joe. Motion passed with a unanimous roll call vote Scott – yes, Matt – yes, Nolan – yes, Joe – yes.

**Sheriff's Report:** Phil Fortner from the Madison County Sheriff's Department reported that it was quiet for the month December in the Town of Twin Bridges. The Sheriff's Department responded to (2) animal complaints, (1) suspicious circumstance, (1) traffic complaint, and (2) unfounded 911 calls.

**Roger Hutchinson – Approval of Boundary Adjustment on Wray Street:** Roger Hutchinson brought the map in showing his final boundary adjustments for the property on Wray Street. He just needs the signature of the Mayor. Council looked at the map and verified that the sewer right away was shown on the map. Joe made a motion to approve the final boundary adjustment for Roger Hutchinson. Motion was seconded by Nolan. Motion passed with a unanimous vote.

**MDT TAP Agreement for 6<sup>th</sup> Ave Project:** Nolan made a motion to approve the amendment to the Contract with Montana Department of Transportation for the 6<sup>th</sup> Ave sidewalk project. Motion was seconded by Joe. Motion passed with a unanimous vote.

**Madison County Planning Board Report:** No Report

**Library Report:** Steve Millhouse reported on behalf of the library. Steve had nothing to add to the director's report. Steve asked if the council had any questions for him.

**Attorney's Report:** Bailey Escott filled in for Lori and gave a report on Lori's behalf. Since the Town is acting as the General Contractor any project that is under \$80,000 does not have to go up for bid. All Subcontractors must have a contract with the Town and Lori will draw that contract up.

*Delinquent Account Issue* - The delinquent account has been going on for several years. Lori would like the council to designate someone from the Town to work with her and Tom to get this issue resolved. Scott made a motion to approve Matt to work with Lori to resolve the issue with account number #026-00. Motion was seconded by Nolan. Motion passed with a unanimous vote.

*Library Board* – In regards to the library board she doesn't understand why they keep having issues with the clerk and it doesn't matter who is in the position. Tom and Lori will schedule a meeting and go in and talk to them. It is also time to get the inter-local agreement signed and approved.

*Scrivener's Errors* – Lori didn't recommend just writing something in to fix the error and if it was Ordinance we should go through the process of correcting the ordinance. Kristi explained that it is simply a typo error that was done by someone else. She will send the document to Lori and have her look at it.

*Fence Ordinance* – Lori commented that she couldn't remember where we are at with the fence ordinance but asked if Kristi could send it to her again she will take a look at it.

**Maintenance Report:** No accidents to reports. Rick and Sam will be at Rural Water Convention in February for two days. If weather is bad he will be leave Rick at home and Sam will go. They have been having issues with non-biodegradable items going through the lift stations and have been having to take them apart to clean them out.

**Mayor's Report:** Tom reported that he and Sam met with MDT and the School today and went over the plans for the sidewalk project. They looked at amending some areas of the project. MDT will get revised plans to us next month. We will start laying the pipes for the storm drain this summer.

Tom will be calling Ray Shaw and talk to him about the need for the Town's to keep their State Entitlement Share money, it is a loss of \$40,000 for Twin Bridges.

We had a safety training meeting with Key Rentals a couple of weeks ago. They showed us a couple of monitors to check manholes for gases. Approximate cost was \$1,000. Sam thought the one to go down in the hole would be the most useful.

There is a Mayor's Forum next month in Helena. Matt made a motion to approve Tom to go to the Mayor's Convention in Helena. Joe seconded the motion. Motion passed with a unanimous vote.

**Clerk's Report:** Kristi explained to the Council the Muni-code Ordinance Software. It is a self-codification software that allows us to codify our own ordinances as they are written. We can add down the road our resolutions, minutes, agenda's. It is accessible online.

Kristi commented that when account is #026-00 is being addressed then #150-00 also needs to be looked at because with the late fees accruing every month the bill is going to continue to go up. This account has been completely disconnected from the Town. They are fully aware that they have to pay reconnection fees/meter/pit, etc. It is something we need to address and may need to write policy on for future delinquent accounts such as these.

Kristi also commented that she has several adjustments for late fees this month for the billing system. These accounts were all paid up to date and got charged a late fee but shouldn't have. Matt made a motion to approve the adjustments from 19029 to 19039. Nolan seconded the motion. Motion passed with a unanimous vote.

**Minutes:** Work Meeting December 10, 2018 – Joe made a motion to approve the minutes for the December 10, 2018 work meeting. Nolan Seconded the motion – Motion passed with a unanimous vote.

*December 10, 2018 Regular Council Meeting* – Matt made a motion to approve December 10, 2018 regular council meeting. Joe seconded the motion. Motion passed with a unanimous vote.

**Claims:** *Electronic Claims* – Matt made a motion approve electronic claims 89852 to 89854 and Payroll 89592 to 89630. Nolan seconded the motion. Motion passed with a unanimous vote.

*Payroll checks* - Scott made a motion to approve payroll checks 5680 to 5688. Nolan seconded the motion. Motion passed with a unanimous vote.

*Claims checks* - Matt made a motion to approve claims checks 20544 to 20568. Joe seconded the motion. Motion approved with a unanimous vote.

**Council Review:** Jeremiah Theys stated that Bond Council would help us get funding in place. Funding would go through a SRF Loan at 2.5%.

Meeting adjourned at 8:34 pm.

ATTEST:

Signatures on File in official minute books

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Kristi Millhouse, Clerk

Signatures on file in official minute books

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Thomas O. Hyndman, Mayor