

December 9, 2019 Regular Council Meeting @ Town Hall (104 E. 6th Ave)

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

Guests: Robert Lancaster

Mayor Willauer called the meeting to order at 7:09 pm

OLD BUSINESS – Matt commented that Patty Hayes and Jordan High will be interviewing for the empty council position. Originally Patty was okay with the Town using her previous interview for Mayor as her council interview, but she has changed her mind and would like to go through the interview process. Jordan will provide a schedule to Matt so his interview can be set up. Scott is stepping down from the committee and Nolan will fill in for Scott.

NEW BUSINESS

Approval of new council member: Postponed as interviews have not been done.

Oath of Office: Scott took his oath of office for the four year (2020 to 2023) council term starting January 1, 2020.

Building Application: Doug and Janice Denson are adding on to their garage at 209 W. 9th Ave. Council reviewed the application. Nolan made a motion to approve the building application for Doug and Janice Denson. Matt seconded the motion. Motion passed with a unanimous vote.

Memorandum of Agreement (MOA) with Montana Department of Transportation (MDT) Stormdrain Easement: Discussion and review occurred. Only concern was the maintenance of the drain system. Matt made a motion to approve the MOA with MDT for the storm water district. Scott seconded the motion. Motion passed with a unanimous vote.

NorthWestern Energy Agreement for 215 E. 9th Ave (Shop): Discussion occurred regarding the contract with Northwest Energy. The fees have already been paid for the service hookup. The Town just needs to dig the trenches and then Northwest Energy can hook the power up. Scott made a motion to accept the agreement with NorthWestern Energy. Nolan seconded the motion. Motion passed with a unanimous vote.

TSEP and DNRC Infrastructure Grant for Water PER: Discussion regarding the application occurred. The grant is for a PER for the water system. This is a grant we already applied for but did not receive. We are reapplying for it. Scott made a motion to reapprove the grant applications and resubmit them. Matt seconded the motion. Motion passed with a unanimous vote.

Electronic Meeting Policy: Discussion occurred regarding electronic meetings. Kristi will put a draft together with council procedures for council review at the next council meeting.

Signatures on Bank Accounts: Kristi requested this be post-poned until January when we have the new council member approved, so we are only doing paperwork once. We will need to add a new council member and remove the former Mayor from the accounts.

Subcontractors for Shop: Electrician – We received two electrical bids, one for Tim Corrigan and the other from Tezak Industries. Sam went through the building plans with each electrician. Each of them got a copy of the spec books and the plans for the Shop. Council reviewed the bids and discussed each of them. Scott made a motion to accept Tim Corrigan’s bid pending he gets his Town license and all other licenses and insurance are up to date. Matt seconded the motion. Further discussion occurred. Tim Corrigan joined the meeting via phone. Sam asked him what the time frame was for his license with the Department of Labor and Industry. Tim commented that his license was completed this afternoon with the Dept. of Labor and Industry. Motion passed with a unanimous vote. Kristi will contact Lori to get contract drawn up.

Sam commented further that the electricians need to buy materials and asked if we can refund materials as they purchase with proof of invoice. We will then pay the labor portion once the electrical work is complete. Matt commented that he didn’t have any problems with doing it in a tiered payment as we have done it with everyone else. Nolan also commented that an invoice would allow us to verify we are getting the material that is required.

Sheetrock and Taping – Sam commented on the plans that there is a requirement for 6 mil poly in the sides of the building and ceiling. Sam talked to Jim McGowan with Great West Engineering about the poly in the walls and ceiling. Jim commented that they do not need to do the sides as long as have a polyurethane sealant on the walls, but they do need to have in the ceiling done. Council can deviate from that if they want but it is recommended to stay with the plans for the ceiling. Council agreed to stay with the plans for the roof. The two bids we received are from Hardy Drywall and Turk Construction. Council reviewed and discussed the bids. Sam originally budgeted \$19,000 for the sheetrock and taping. Both bids are higher than what we originally planned for, but Sam did not take into consideration the 6 mil poly.

Matt made a motion to accept the bid from Hardy Drywall Plaster and Stucco, Inc. with clarification that the 6 mill poly needs to go in the ceiling. Nolan seconded the motion. Joe asked for any further discussion. No further discussion. Motion passed with a unanimous vote.

Sheriff’s Report: Council reviewed the written report from the Sheriff’s department.

Library Report: Council reviewed director’s report from the library.

Attorney’s Report: No report

Maintenance Report: Sam reported that now that the electrician and sheet rocker are approved he will be moving on to insulation. He is going to get just a flat bid for the spray insulation in the building instead per hour. Would like to change plans in the mezzanine area and would like insulation in the floor to help with heat, cooling, and sound barrier. The batting Rick and Sam can do.

NW Energy Contract – Town is responsible for the trenching. We will have frost over there when the power gets put in. There are a couple of options they can do prior to the NW Energy coming in that will help with the frost. The Town can dig out the trench now and fill in with crushed rock, and then when ready for NW Energy to come in can remove the rock which will be easier than digging through the frost. The other option is we can hire Mark Miller to come in and pound out the trench.

The metal siding and doors have us on hold at the building right now. The material was supposed to be in this week and there is still hope that it will show up. It could be a couple week out still. Sam asked if we could pay Turk the second installment of his contract without it being completed. The metal is holding him up but he has done some of the work out the third installment so it is a wash cost wise. Turk already has jumped ahead and put soffit and windows in. He is also working on all of the little stuff which will be done in the next couple of days. Sam will have Turk write a letter that he has moved forward on phase 3 simply because doors are not in.

Perry Plumbing is coming in next week to rough in the plumbing. Big garage doors will be in after the first of the year. Matt commented that based on Hardy's comments that we need to put up primer on the sheetrock to seal it we should go ahead and do that. Sam commented that we will need to rent an electric heater in order to paint and mud the building. This is an expense that the Town will have to cover that was not planned for.

Water – Sam commented that when they working on the new tap for 309 N Madison Street and went to turn the water off at 6th and 8th the bolts on the valve broke, so they had to go down further and turn a second one off. This one also broke. The Town needs to start looking at all of the valves and start replacing them with steel bolts. Matt commented that he looked at the bolts and there is not much left to them, he agreed that we need to come up with plan and start working on that project. Sam is going to come up with a plan for the council.

Sam also commented that individuals that purchased 309 N Madison will be putting in a second house and water tap on the property. They are purchasing the materials now and will pay for the second tap when they are ready to tap the line.

Wastewater inspection - Sam notified the council that there was an inspection of the water system about 10 days ago. He has not received the report back yet, but the individual that did the inspection commented that the Town needs to spray more weeds along the lagoon system.

Safety Committee Report: No report

Mayor's Report: Mayor Willauer commented that he met with the employees two weeks ago, went over how he wants to handle things. He will be sitting down every other week with employees to run through things. He feels things are going smoothly right now.

Clerk's Report: Emergency Services – Kristi commented that after one of our recent snow storms, she received a call from an individual in Town and they wanted to know where they were supposed to go if the power went for several days. Kristi talked to Jim Brummel of the Madison County Emergency Planning and was told that Twin Bridges does not have a location. Individuals need to either go to Sheridan or Ennis. The Town of Twin Bridges has to representation on the board. Nolan and Scott commented that they are both part of that board. Discussion also occurred about setting up a generator system at the new shop if the power or something else were to occur. Scott and Nolan will take this over and work on it and Sam will look into what it would take to have the shop wired for a generator.

Kristi commented that she would like to know who her go to person is for daily items that need signatures. Joe commented that Matt is the go to person for the time cards and any other item that will

come up. Joe will continue to sign the contracts and anything else that can be emailed to him during the day.

Kristi also commented that we are having issues with returned checks. Can we set up a policy to charge a fee for returned checks? Consensus is yes. Kristi will look into what other Towns are charging for returned checks.

Minutes: Matt made a motion to approve the November 12, 2019 minutes. Scott seconded the motion. Motion passed with a unanimous vote.

Claims: Matt made a motion to approve payroll electronic checks 89317 to 89338 and checks 5755 to 5758. Scott seconded the motion. Motion passed with a unanimous vote.

Matt made a motion to approve the claim checks 20849 to 20875 and electronic checks 89820 to 89822. Scott seconded the motion. Motion passed with a unanimous vote.

Council Review: Ordinances. Discussion occurred regarding how to get these completed. Kristi commented that we need the attorney involved with finishing these up. Scott commented that Alexis Sandru may be willing to help us. Nolan suggested that we ask Lori if she would be ok with having Alexis Sandru help us with our ordinances.

Matt made a motion to adjourn the meeting. Nolan seconded the motion. Motion passed with a unanimous vote.

Meeting adjourned at 9:15 pm.