

June 9, 2020 Regular Council Meeting @ 104 W. 9th Ave, Twin Bridges, MT

Council Members in attendance were Nolan Frandsen, Scott Holbrook, and JB Klyap. Jordan High and Matt Greemore were absent. Also in attendance were Mayor Joe Willauer, Clerk/Treasurer Kristi Millhouse, and Maintenance Supervisor Sam Novich.

Council meeting was called to order at 7:09 pm by Mayor Willauer. Mayor Willauer opened the meeting with the pledge of allegiance.

Mayor Willauer asked for the Council to approve putting the Mayor's report on to the agenda. Council agreed.

Public Comment – Non Agenda Items: No comments

Ordinances: *General Business Licenses 2020-01* – First Reading: JB made a motion to approve the first reading of ordinance 2020-01 General Business Licenses. Motion was seconded by Scott. Motion passed with a unanimous vote.

Public Use & Display of Marijuana 2020-02 – First Reading: Nolan made a motion to approve the first reading of ordinance 2020-02. Motion was seconded by Scott. No further discussion. Motion passed with a unanimous vote.

Resolutions: Clerk/Treasurer Kristi Millhouse explained to the council that this is for the 2nd Gas Tax money that we receive in March. We are over budget because we ended up spending more for our match on the 6th Ave. Project and we received more money that was originally budgeted for. Scott made a motion to approve resolution 2020-04. Motion was seconded by Nolan. No further discussion. Motion passed with a unanimous vote.

Kristi explained that resolution 2020-05 is for our compensated absences cash account. This is to set aside money to pay employee vacation and sick leave they were to leave the Town of Twin Bridges employment. Nolan made a motion to approve resolution 2020-05 Compensated Absence Reserve Account. Motion was seconded by JB. No further discussion. Motion passed with a unanimous vote.

Fence Applications: JB Klyap's application was placed on hold as there was not a fourth member of the council present to create a forum to vote on JB's application.

Dennis and Joy Day @ 214 E. 9th Ave. – JB made a motion to approve Joy and Dennis Day's fence application. Motion was seconded by Scott. No further discussion. Motion passed with unanimous vote.

Building Application: JB Klyap's building application was placed on hold as there was not a fourth member of the council present to create forum to vote on JB's application.

Maureen Clark and Steve Hassenfelt @ 309 N Madison St – Maureen Clark and Steve Hassenfelt are requesting approval for a garage with screened porch and a variance to the building setbacks. Eric Van Houten (Contractor) was present to answer council questions. Nolan asked about the pins for the property lines. Eric Van Houten commented that he couldn't find the pins, but the garage would be in line with the 3 Rivers building and Andy Nye's rental property. Eric is estimating that the setback would be approximately 11'3" off the property line. Nolan made a motion to approve the building application with variance. JB seconded the motion. No further discussion. Motion passed with a unanimous vote.

Joy & Dennis Day @ 215 E. 9th Ave. – Scott made a motion to approve the building application for Joy and Dennis Day. JB seconded the motion. No further discussion. Motion passed with a unanimous vote.

Library: Will Koehler of the library board was present and gave the Town Council an update on the library's plan to update the front office of the library building. The remodel will provide the office with more storage and make it more conducive to the needs of the employees and library director.

Fire Department (Budget): Lloyd Carlson, Fire Chief is requesting that the Town set up a capital improvement fund for the fire department with the left over money from the Town's fire department budget. Discussion followed with explanation of how it would work. Any money spent would need to be budgeted for and so the clerk would need to be notified in order to add the extra expense to the budget. Nolan made a motion to approve setting up a separate cash account for the fire department to roll unused money over at the end of each fiscal year. Scott seconded the motion. No further discussion. Motion passed with a unanimous vote.

Colt High gave an update for the Fire Department and the addition on to Town Hall/Fire Department. They have gotten quotes from different contractors for the addition. The fire department is looking at adding 4 bays to what that they currently have. There would also have some extra costs for Architect & Engineers. The fire department would like to know where the Town is at with moving to their new building. Discussion occurred. The Town is supportive of the idea of adding on to the building. It was discussed that ownership of the building needs to be determined.

School – One Way Street on 6th Avenue: Discussion occurred to make the street in front of the School (Bridge Street in front of the School to Wray Street) a one way street. The school would like to see this done for the whole year and all day not just certain hours. Council agreed that this was a possibility and they were supportive of it. Sam commented that the Town would want to have some public hearings regarding the one way street and would need to get a plan together for signage. Sam suggested having Great West Engineering to determine the cost for signage. The Town will put this on agenda for July for a formal approval. Sam will talk to Great West Engineering.

Dust Abatement: Maintenance Supervisor Sam Novich reported that he is not able to get any dust abatement material this year. He spoke to an individual out of Billings that does abatement as he cannot get anyone from WE Dust to call him back. Sam was notified that the plants have been shut down this year so material for dust abatement is hard to get. Sam is asking for the Town to make/purchase some signs to put up along the streets asking people to slow down because of dust. Sam will find out what the costs are for the signs.

Road Material: Maintenance Supervisor Sam Novich discussed the option of putting ¾" material down on the road to help with the dust situation. Grading roads and shaping them right now, loosen the current material and add to the dust situation. Sam and Rick will be going around and filling in holes by hand. Discussion occurred regarding the roads. The roads will be left as is for now with the current holes filled in with material.

Further discussion occurred regarding the road repairs on 6th Avenue from digging it up for the stormdrain project. At this time the road repairs will be put on hold until the State has finished their project of putting in the sidewalks and curb and gutter.

Payment Agreement: Clerk/Treasurer Kristi Millhouse asked the council about setting up a payment agreement with the water/sewer accounts that became past due with COVID 19. Her suggestions is to require individuals to keep current on their current bill and pay an additional \$25.00 towards the past due amount until it is caught up. In return the Town will not add any late fees or do any shutoffs. If the individual defaults on the agreement, then they must pay the bill in its entirety or the water will get shut off. Scott made a motion to approve payment plan for individuals that are past due on their accounts because of the COVID 19. Customers will pay their current bill plus an additional \$25.00 per account until account is caught up. Customers will accrue no late fees or be shut off as long as they do not default on their bill. Nolan seconded the motion. Motion passed with a unanimous vote.

Water/Sewer Annual Adjustment: Discussion occurred regarding the annual 2% increase for the water and the sewer system. Scott made a motion to approve the 2% increase for the water and sewer rates. Nolan seconded the motion. Motion passed with a unanimous vote.

Water Testing: Maintenance Supervisor Sam Novich reported that Marcom out of Butte that does our coliform testing on the water is going out of business. The only other lab that is close to is Energy Laboratory in Helena. The Town currently uses them for their sewer line testing. Sam reported that they can do our monthly coliform tests. The water sample would have to be either taken to Helena or mailed to them. Discussion followed. Mayor Willauer asked to do a sample run via the mail for the month of June as well as a hand delivery since Sam has to go to Helena to pick up other items.

Shop Tools & Equipment: There is approximately \$28,000 left in the budget for the Shop. Sam came up with a list of items that he would like to get for the shop that total approximately \$18,000. This would still leave \$10,000 in the budget. Discussion occurred. Nolan made a motion to approve the electric wench, jib crane and lift. JB seconded the motion. No further discussion. Motion passed with a unanimous vote.

Purchasing Policy: Clerk/Treasurer Kristi Millhouse commented that she would like to set up purchasing policy that gives some guidelines to everyone for buying items. For example what dollar limit can be spent that doesn't have to go to council for approval, what can just be approved by the Mayor, etc.

Sheriff's Report: Council reviewed the written report.

Attorney's Report: Attorney Harshbarger reported that account 026-00 accepted the Town's offer to settle the water/sewer account for \$10,000. The property owner will get the money together and sign the agreement. Starting July 1st either the current account holder or purchaser will start paying the water bill.

Mayor's Report: Mayor Willauer voiced his appreciation of the employees of the Town. Both Sam and Rick were allowed significant overtime hours the past couple of weeks in order to get the Stormdrains installed on 6th Ave. Kristi was able to adjust the budget so that we had enough funds to cover the overtime.

Northwest Energy Lights – Mayor Willauer received a call from Paul Baab that Northwest Energy would like to add/move some street lights and they will be adding LED bulbs to our current street lights. Joe did an inventory and there were two lights over by the school that were out.

Mayor Willauer also reported that there is also some grant funding for COVID expenses to help pay for hand sanitizers, masks, etc. The other grant money that is coming out is from the Care Act, and 45% of that money is supposed to go to local governments throughout the State. There may be some funding for us for equipment or community planning.

Mayor Willauer also reported that he will be presenting a class in Virginia City sometime in October/November. He would recommend that one of the council members should attend. Bring ideas for things that need be funded for example fire stuff for the fire department.

Consented Minutes: May 12, 2020 – Scott made a motion to approve the May 12, 2020 minutes. Nolan seconded the motion. No further discussion. Motion passed with a unanimous vote.

Consented Claims: Scott made a motion to approve electronic checks 89799 to 89803 and checks 21003 to 21037 and voided check 20929. Nolan seconded the motion. Motion passed with a unanimous vote.

Nolan made a motion to approve the payroll electronic checks 89162 to 89163 and checks 5787 to 5790. Scott seconded the motion. Motion passed with a unanimous vote.

UB Adjustments: Clerk Millhouse explained that the ub (utility billing) adjustment for Nordquist was because of the water that was used by the contractors while working on the stormdrain project. The adjustments are from renters moving in and out. Scott made a motion to approve the UB Adjustments. JB seconded the motion. Motion passed with a unanimous vote.

Council Review: Discussion Occurred regarding ordinances occurred with some changes to the building ordinance. Mayor Willauer requested that everyone review the ordinances and have their changes submitted to Kristi by the 18th and we will do a working meeting on June 23rd.

Meeting adjourned 9:35 pm.