

## June 14, 2022, Town of Twin Bridges Regular Council Meeting

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

Guests: Dan McCauley and Ryan Holm (Great West Engineering), Leah Cox (Madison County Sheriff's Department), Didi Murray and Jennifer Giem (Twin Bridges Public Library), Lori Harshbarger (Twin Bridges Attorney).

Mayor Hayes called the meeting to order at 7:04 pm with the Pledge of Allegiance.

**Public Comment (Non-Agenda Items):** No Comments

### NEW BUSINESS

**Great West Engineering (Task Order No. 11 – Wastewater PER):** Dan McCauley (Great West Engineering) provided the council a brief explanation of Task Order No. 11 for the Wastewater Preliminary Engineering Report (PER). The funding for this project has been put together and Great West will start working on the PER next month. It is a standard language contract. Matt Greemore made a motion to approve Task Order No. 11 - Wastewater PER. Scott Holbrook seconded the motion. Motion passed with a unanimous vote.

Dan McCauley also reported that preliminary engineering report is complete for the Town's Water System. Copies of the final Water PER are in the Town's Office.

Great West will be getting the CDBG grant applications together for the first phase of the water project. They will be starting with a public meeting in July and then a second one in August. The July meeting will be a Town-wide needs assessment meeting for the public that everyone can bring their needs suggestions too.

**Stormdrain Project:** Dan gave the council a report on the Town's Stormdrain project and the issue of the water pulling down to 8<sup>th</sup> and 9<sup>th</sup> Ave. Great West believes they have produced a solution for the issue and are waiting for the contractor (Jeffrey Contracting) to provide a bid for the work. They will be looking at a couple sections of about ten feet to stop the water flowing. This seemed to work over by the school and so they want to try the between 8<sup>th</sup> and 9<sup>th</sup>. The system is going to work but we do have an issue of all the water pulling to 8<sup>th</sup> and 9<sup>th</sup> Ave. There was a second plan, but the Contractor gave a bid that was remarkably high in cost, approximately \$80,000. Great West must go back and talk to Department of Environmental Quality (DEQ) to get their approval for the change that we are looking at doing. SRF funding requires us to meet all DEQ requirements and require certain storage requirements. Great West originally had 12-inch pipes and ended up with 18-inch pipes because of DEQ's storage requirements and wanting 12-inch pipes running down both sides of Madison Street. Discussion occurred regarding the resolution of the current water issue and financing.

Sam Novich, Maintenance Supervisor reported that Jeffrey Contracting is going to let us use a 6-inch pump to pump the water at 8th Ave, so we do not have to rent one. Sam made the agreement with Jeffrey's that if we used their pump, then the Town would pay for the fuel, and we would monitor it. Reason to run the pump is so that we do not flood everyone on eighth. We are pumping water 24/7 to draw the water down so that Jeffrey's can finish the work. Jeffrey's is not going to charge us for the

change in contract because the waterline issues they ran into since the Town is not charging them late fees and Sam and Rick have been able to help them.

**Building Application:** *Roger Hutchinson (106 E. 9<sup>th</sup> Ave)* – Discussion occurred. Jordan made a motion to approve Roger Hutchinson’s building application. Scott seconded the motion. Motion passed with a unanimous vote.

*Lori Harshbarger (204 S. Main St.)* – Discussion occurred. Nolan made a motion to approve the building application for Lori Harshbarger. Matt seconded the motion. Motion passed with a unanimous vote.

**Fence Application:** *Melissa Hutchinson (510 N. Main St)* – Discussion occurred. Scott made a motion to approve the fence application for Melissa Hutchinson. Jordan seconded the motion. Motion passed with a unanimous vote.

**Preliminary Budget Approval for FY2022-23:** Discussion occurred regarding the budget. Nolan made a motion to approve the preliminary budget for fiscal year 2022-2023. Matt seconded the motion. Motion passed with a unanimous vote.

**Memo of Understanding (MOU) for Madison County ARPA Funds:** Clerk/Treasurer Kristi Millhouse reported that we have already signed this contract, but the Department of Natural Resources (DNRC) wanted some changes. Matt made a motion to approve the MOU with Madison County. Scott seconded the motion. Motion passed with a unanimous vote.

**Library Interlocal Agreement:** Discussion occurred. Library does not like the last paragraph of the agreement for personnel termination/grievances where they will have to go by what the Town Attorney says. Discussion occurred regarding the paragraph and Town Attorney Lori Harshbarger explained the purpose for the paragraph and the intent of it. Matt made a motion to approve the library agreement as written. Nolan seconded the motion. Motion passed with a unanimous vote.

Attorney Lori Harshbarger commented to the library board that the contract with Coree Martin for the food pantry is not completed. Kristi stated that she thought it was just waiting to be signed. Joe Willauer (former Mayor) had stated he was ok with the contract, and she thought it was supposed to go to Coree next for signature. Lori will run the contract to Coree for signature.

**Resolution 2022-07 – Budget Amendment for FY21-22:** Scott made a motion to approve resolution 2022-07. Matt seconded the motion. Motion passed with a unanimous vote.

**Resolution 2022-08 Fair Hiring Procedures and Evaluations:** Matt made a motion to approve Resolution 2022-08. Nolan seconded the motion. Motion passed with a unanimous vote.

### **OLD BUSINESS**

**Town Hall:** Discussion occurred. Nolan has not seen Caleb yet. Will keep trying to reach him. Town Attorney Lori Harshbarger commented that Janice Harbor oversees the church building, she will reach out to Janice Harbor.

### **REPORTS**

**Sheriff’s Report:** Leah Cox was present for the Madison County Sheriff’s Office. Leah reported that the Sheriff’s department responded to thirteen calls for service, two civil service calls, and one ambulance

call for the Town of Twin Bridges. County wide there has been an increase in crime. They have responded to fifty-one major crimes in Madison County for the month of May. Leah also reported that storage units are being broken into again. Round slide locks work best for the storage units as there is not a bolt cutter that fits that lock.

Leah also notified the council that Sheriff Fortner retired in April. Craig Schroeder the undersheriff is managing the sheriff's duties until the election. The Sheriff's department is also looking at adding three new deputies to their staff and are putting in an office in Sheridan at the Search and Rescue Building. This will allow them to work out of that office and not have to go all the way to Virginia City.

**Madison County Planning Board:** Written report received.

**Library Director's Report:** No report received.

**Attorney's Report:** Lori Harshbarger, Town Attorney commented that she has the MOU with the fire department completed but she needs to get additional information from Kristi to finalize it.

*Water Account 216-00* – Lori reported that she received a letter regarding this water account and the issues with the past due balance and the compounding interest. Kristi rounded up all the information she had on the account and Lori sent the info to their attorney. As of today, Lori has heard nothing more. Kristi has more information on this account that she will give during her report.

**Mayor's Report:** Mayor Hayes went to the MT League/MMIA Summit on June 1st and learned some useful information. They discussed items regarding human resources and the libraries.

Patty commented that there are two ordinances that she wants to have completed next month. One is for the Air BNB's and the other is for the storage units. Both will be in will be in next month's packet. Lori will investigate the Air BNB's and a moratorium.

Patty asked about the property for Water/Sewer account 216-00 as the property is falling apart. She asked the Town attorney if we can claim it as a nuisance and what would the next steps to get the building condemned. Patty and Lori will set up a meeting to discuss.

**Maintenance Report:** Maintenance Supervisor commented that the has good start on the area near next to the football field. He will need additional material and he is thinking he may get that material when Jeffrey's Contracting is doing the landscaping. It is still soft over there. Probably will not be able to grow grass this year.

Sam reported that after the landscaping completed, there will be individuals that are going to be able use their parking area which is City property like they did in the past. They can still use it but there will be a change in the layout.

Sam stated that he knows he needs to grade the roads, but his time has been focused on the storm drain project. They are till planning on shooting Madison Street and towards the dump with road material but cannot do until the Stormdrains are finished.

Lagoon, Water, and Wastewater are all good. Excited about the Preliminary Engineering Report for the Wastewater system because of the Town's pump system. Originally installed in 1963 and he knows that work needs to be done on the system.

He has also been in contact with John Nash to get the Scada system updated and get a contract in place with Nash for his services. Sam still has not gotten the info from John Nash as he has been extremely busy.

The CCE Report and Water reports are all complete and caught up. He will start a new round of testing next year.

Discussion occurred regarding the Stormdrains.

**Safety Report:** Safety Training did not get done in May as everyone was busy with other projects. Kristi reported that there was a press release from the County this afternoon regarding road closures because of flooding issues.

**Clerks Report:** Clerk/Treasurer Kristi Millhouse reported that the auditor was here last week, and we wrapped up the audit. We passed everything except for the segregation of duties which we have as finding every year. There is a small issue with the accounting system of the library's 501C3, but John Mahrt (Denning and Downey) was figuring out a solution for them and will work with Kerstin Clark to resolve the issue. Matt and Patty were both at the exit interview for the audit.

Kristi also reported that she talked John about account 216-00 and how we should be managing water accounts after we have filed a tax lien. He suggested that we should transfer the amount to the accounting system at the end of the year not keep accruing penalties. Then we start the billing cycle over. Kristi provided the council with the numbers she produced for what the tax liens should have been for the past couple of years and what they were. She will end up this year filing a lien of \$50.72 if the council allows her to fix the account by adjusting the penalty amount. Jordan made a motion to approve the adjustment for compounding interest for account 216-00. Scott seconded the motion. Motion passed with a unanimous vote.

**Claims Approval:** Matt made a motion to approve Claim 21642 to 21655 and 89739 to 89740 and payroll checks 88467 to 88497. Nolan seconded the motion. Motion passed with a unanimous vote.

Matt made a motion to approve the minutes of May 10, 2022. Nolan seconded the motion. Motion passed with a unanimous vote.

Matt made a motion to adjourn the meeting at 9:45. Nolan seconded the motion. Motion passed with a unanimous vote.

ATTEST:

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Kristi Millhouse, Town Clerk/Treasurer

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Patricia Hayes, Mayor