

## **July 12, 2022, Public Meeting and Regular Council Meeting (104 E. 6<sup>th</sup> Ave.)**

Council members in attendance were Scott Holbrook and Nolan Frandsen (Arrived at 6:15 pm). Also in attendance were Mayor Patty Hayes, Clerk/Treasurer Kristi Millhouse, and Maintenance Supervisor Sam Novich.

Guests: Dan McCauley and LaNette Jones (Great West Engineering)

### **PUBLIC MEETING**

LaNette Jones of Great West Engineering explained the Community Development Block Grant (CDBG) Funding as the Town of Twin Bridges is looking at the CDBG funding for the water project. These funds will be applied for in September. CDBG Funding requires the Town to hold two public meetings. The first meeting is to explain the CDBG Funding and get feelers for other projects within the community that might qualify for CDBG funding. The Town would be the sponsor on projects that are not Town specific projects. An example of this would be the Twin Bridges Senior Citizen Center. The Senior Center was CDBG funded, and the Town was the sponsor of the grant. Towns this size get funding from the State of Montana. Cities larger than 50,000 residents get direct funds from the federal government.

There are five categories for grants Community and Public Facilities, CDBG Affordable Housing Development and Rehabilitation Grants, CDBG Housing Stabilization Program Grants, CDBG Affordable Housing Development and Rehabilitation Grants, and Economic Development. The Town's water project will be under Community & Public Facilities category. Great West is still waiting for exact date for submitting the application and whether CDBG is going to increase the maximum to \$750,000 instead of \$600,000. LaNette discussed the categories with the Mayor and Council members and the funds in each category can be used for. There can only be one construction grant at a time. A second one cannot be applied for until the first is complete. The Council discussed other projects that could use funding through CDBG that would qualify including the Food Pantry, Growth Policy Update, rental rehabilitation for low-income housing, and the Town's water project.

The Town's priority is the water project which falls under community and public facilities. The Town will also want to apply for CDBG funding for the Growth policy as it needs to be updated. The growth policy falls under the housing and public facility planning grant program.

Meeting adjourned at 6:35 pm.

### **REGULAR COUNCIL MEETING**

Council members in attendance were Scott Holbrook, Nolan Frandsen, Jordan High, and Matt Greemore (arrived at 7:25). JB Klyap was absent. Also in attendance were Mayor Patty Hayes, Clerk/Treasurer Kristi Millhouse, and Maintenance Supervisor Sam Novich.

Guests: Dan McCauley (Great West Engineering), Coree Martin (Food Pantry), Pat Carroll, Luana Dowling (Lost Cabin), Joy Day, Lori Harshbarger (Town Attorney), Thad Kaiser (Twin Bridges School Superintendent).

Mayor Hayes opened the meeting at 7:05 pm with the Pledge of Allegiance.

**Public Comment (Non-Agenda Items):** Pat Carroll asked about the individuals that were around measuring along the levee. Clerk/Treasurer Kristi Millhouse explained that they are with the Army Corp of Engineers and FEMA. They are studying the floodplain and levee. Pat asked if this was an expense to the Town and Kristi answered, no it is not.

### **NEW BUSINESS**

*Food Pantry (Coree Martin):* Coree Martin provided the council an update on how the food pantry has been doing since her and Jen Mulvihill started the project. They received a \$20,000 grant for infrastructure. They are looking for a building that is not occupied so that the food pantry can be moved to the ground floor. They are looking for an area that is 12 x 24 ft. They have a lot of Senior Citizens that would use the pantry more if it were on the ground floor. In the month of June, the food pantry fed 108 people. Looking for a 12 x 24 building to move into. They have received several donations including a refrigerator and a freezer.

*Stormdrains 8<sup>th</sup> and 9<sup>th</sup> Ave (Anti-seep Collars) Change Order:* Dan McCauley of Great West Engineering provided the council with change order one for the installation of three trench blocks/anti-sleep collars to control the groundwater movement between 8<sup>th</sup> and 9<sup>th</sup> Ave. Total cost of the change is \$22,650. The Town does not want Sam to do the work because of warranty issues, but he will be hauling the sill material for the contractor. It saves the Town approximately \$1,500 and this will not affect any of the warranty

issues. Discussion occurred. Sam has already purchased the caps (six of them). Matt made a motion to approve change order No. 1 Installation of three trench blocks/anti-seep collars to control groundwater movement. Nolan seconded the motion. Further discussion occurred regarding how the additional costs will be paid for. Clerk/Treasurer Kristi Millhouse commented that we can use our bucket B ARPA funding as this would be a qualifying project. Mayor Hayes called for a vote. Motion passed with a unanimous vote.

*Twin Bridges School:* Thad Kaiser Superintendent of the School explained to the council that they have an issue with staff parking where the road narrows on 6<sup>th</sup> Avenue to Wray Street in front of the elementary school causing issues as they park on the grass and sidewalk. This has made it difficult for staff to maintain the sidewalks. Discussion occurred regarding parking and if there were other areas to park. Thad stated there are several areas for staff to park. Thad is asking for another no parking sign. Matt made a motion to approve the no parking sign. Jordan seconded the motion. Motion passed with a unanimous vote.

*Closing of Bridge Street and 4<sup>th</sup> Ave:* Pat Carroll is asking that the entrance from 4<sup>th</sup> Ave. on to Bridge Street be closed off to traffic. Sam commented that we may need to talk to the highway department and Sam is not in supportive of a permanent barricade. Lori Harshbarger the Town Attorney suggested that it needs to be looked at further before a decision can be made. Options other than closing the road were discussed such as guard rails, making the street a one-way street heading to the north. Sam commented that it is Montana Department of Transportation's right-away (MDT). Patty will get ahold of MDT to see what we can do.

*Street Closure on Third Avenue (Lost Cabin Bar) Benefit for Bob Lovejoy:* Luana Dowling owner of the Lost Cabin is providing the catering and liquor for a benefit for Bob Lovejoy. They are wanting to close off 3<sup>rd</sup> Avenue for the benefit. Her insurance for the Lost Cabin will cover the catering and the liquor liability. Jody Lovejoy will be purchasing the general liability insurance for a one-day event that will cover the event and list the Town as an additional insured. The event will start 1:00 pm to 9pm on August 6th Discussion occurred regarding how much of the street will be closed off. Sam will provide signs to block the road off. Jordan made a motion to approve the closure of 3<sup>rd</sup> Avenue from 12:00 pm to 9:00 pm for the benefit on August 6th. Lori Harshbarger commented that the Town needs an agreement with whoever is sponsoring the event. Nolan seconded the motion. Motion passed with a unanimous vote. Lori will draw up the agreement.

*Pledged Securities –* Clerk/Treasurer Kristi Millhouse explained to the council that we need to increase our pledged securities at Opportunity Bank as we have more money in the bank than we have secured. We can investment the money, move money to another bank or have Opportunity Bank pledge more securities. Jordan made a motion to move the \$60,000 for Town Hall to High Peaks FCU and have Opportunity Bank increase the Pledged Securities an additional \$150,000. Nolan seconded the motion. Motion passed with a unanimous vote.

*Employee Handbook:* Resolution 2022-09 – Discussion occurred. Approval will be postponed until August.

*Ordinance 2022-01 Storage Containers:* Discussion occurred. First reading of ordinance 2022-01 will be postponed and the council will have a work session to rework the ordinance.

*Ordinance 2022-02 – Air BNB's:* Discussion occurred. Scott made a motion to approve Ordinance 2022-02. Jordan seconded the motion. Discussion occurred as Nolan wants something in the ordinance about renters knowing the property boundaries, so they are not trespassing on their neighbor's property. Lori worked on wording for Section 2. Scott made an amendment to the motion to add item 7 to section 2 "Boundaries of each rental shall be clearly defined to each renter by the owner or the owner's representative". Jordan accepted the amended motion. Motion passed with a unanimous vote.

## **OLD BUSINESS**

Lori spoke with Janice Harbor about the Town purchasing the building across the street from Town Hall. Janice is meeting with her board this Sunday and will discuss it with them. Janice will get back to Lori next week.

## **REPORTS**

*Sheriff's Report:* Written Report Received

*Madison County Planning Board Report:* Written Report Received

*Library Director's Report:* Written Report Received

*Attorney's Report:* Provided update on building for Town Hall – see old business

*Mayor's Report:* Patty met with the Library on July 5<sup>th</sup> and went over their deposit procedures as a check for \$48,000 from the County that was dated May 27<sup>th</sup> got buried on the library director's desk. She also talked to them about the audit and that it cost them an extra \$1300 for the 501 C3 as the Benefactors of the Library are not following any accounting procedures. Kristi commented that the auditor spent 4.5 hours going through the Benefactors documents.

Mayor Hayes also reported that she had received a complaint from Betsy Best regarding the port-a-potties at her next-door neighbor's house. Caprara's bring trailers in pressure wash all their stuff off. They are not dumping anything and there are no chemicals. Betsy does not like the look of them. Patty told her there was nothing the Town could do about it as it was private property.

Mayor Hayes also reported that we received a locate notice for a fence installation for John and Brenda Pollorena and they do not have a permit. Patty has talked to Brenda and told her that she cannot build a fence until the fence permit is completed and approved.

Nolan brought up enforcing the ordinance in a situation like this if they go forward with the fence and do not get approval. Attorney Harshbarger commented that we need to explore the idea of the judge in Virginia City (Mark Glines) to oversee the Town's Ordinances. Mayor Patty Hayes and Attorney Lori Harshbarger will set up a meeting with the judge in Virginia City.

*Maintenance Report:* Maintenance Supervisor Sam Novich reported that the contractors finished the ditch today for the drainage on the Stormdrain project. They will start back around and do the other side. With change order one being approved the contractor can now get the 8<sup>th</sup> and 9<sup>th</sup> issue resolved. There is a small issue with the conda rock that is being used as it is rolling around and this will occur until it has been compacted. Sam will apply the Horse Creek Material on the Madison Street after RE Miller has completed the project.

The Lagoon Cell is collecting a bunch of algae. Sam has started to treat the algae and is hoping to get it under control quickly.

Great West Engineering set up flow meters for the sewer system at school and Main Lift Station. The flow meters will be monitoring the sewer system for 3 weeks.

Curb and Gutter around the school – Great West Engineering has provided the cost for designing the curb and gutter along the school side of 6<sup>th</sup> Avenue. The plans will go from Bridge Street down to Wray Street. The Town will get a construction drawing and elevations if they choose to move forward with having the plans drawn up. Costs for plans is \$9,500. After the Town has received the engineered plans then the Town can decide to put it out to bid or to do sections of the project.

*Clerk's Report:* Floodplain (Levee) - Kristi reported that Corp of Engineers and FEMA are here studying the levee information and comparing it with what Great West Engineering's information. This is being done because we opted into a program that would allow us to receive funding from FEMA at 65/35 match. Sam suggested that the Town has someone from the Absorkee/Red Lodge area come and talk to the Town and those around the levee. Firsthand knowledge of what floodwater can do is better than engineers and the Town Council/Mayor talking to them.

*Claims Approval:* Matt made a motion to approve the claims checks 89736 to 89738 and 21666 to 21698 and Payroll Checks 88433 to 88466 and 5860 to 5862. Jordan seconded the motion. Motion passed with a unanimous vote.

*Minute Approval – June 14, 2022 –* Matt made a motion to approve the June 14, 2022, minutes. Nolan seconded the motion. Motion passed with a unanimous vote.

Meeting adjourned at 10:00 pm.

ATTEST:

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Kristi Millhouse, Clerk/Treasurer

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Patricia Hayes, Mayor