

## January 10, 2023, Twin Bridges Regular Council Meeting (104 W. 9<sup>th</sup> Ave)

Council members in attendance were Matt Greemore, Jordan High, Nolan Frandsen, JB Klyap (via Go-to-Meeting) and Scott Holbrook. Also in attendance were Mayor Patty Hayes, Town Clerk Kristi Millhouse, and Maintenance Supervisor Sam Novich.

Guests: Lori Harshbarger (Harshbarger Law Firm - Town Attorney, Via Go-to-Meeting), Dan McCauley (Great West Engineering), Duncan Hedges (Madison County Sheriff's Department), Adam and Danette Snyder, Kate Rose (The Madisonian), and Abbee Croninger (Harshbarger Law Firm)

Mayor Hayes opened the meeting with the Pledge of Allegiance at 7:02 am.

Public Comment (Non-Agenda Items): No non-agenda items

### NEW BUSINESS

Great West Engineering – (On Call Engineer Contract): Dan McCauley thanked the Council for choosing Great West Engineering as the Town's engineer. The contract between the Town and Great West Engineering was sent down for council review. The contract is like the previous contract with a few minor changes. Scott made a motion to approve the on-call engineer contract with Great West Engineering. Jordan seconded the motion. Motion passed with a unanimous vote.

CDBG Grants – Dan McCauley did notify the council that they did receive the CDBG grant for \$750,000. We are looking good for the MCEP funds. The Town of Twin Bridges MCEP Application is up for review with the legislature on Wednesday. Dan recommends that someone from the Town be present to testify. Should be someone from the Council or the Mayor. Matt and/or Patty will attend. Dan will provide them with information to present. The Town was ranked fourth for their project.

Dan McCauley notified the council that the TA grant program through Montana Department of Transportation (MDT) is coming available again. MDT will reimburse the grant application up to \$5,000 and the Town's match for any project would be 13.42%. Applications need to be submitted to MDT by April. Council will set up a work session to discuss further to come up with some project ideas.

**Open Cut Mining Permit (Lott Property):** Maintenance Supervisor Sam Novich explained to the council that the Town applied for an open-cut mining permit approximately 10 years ago. That permit is now expired, and the Council needs to decide whether they want to renew the permit or close the project out. The State did take pictures of the area in June of 2022. Sam has spoken to the individual that oversees the permits and stated that the State would like to get the project closed out. We need the property owner to sign off on the project and the needs to submit the paperwork to the State. Sam talked to Lonny Shaw who is the property owner and gave him the paperwork to complete.

Council member Holbrook made a motion to close the Opencut Mining permit on Lott's property. Council member High seconded the motion. Motion passed with a unanimous vote.

New Grant – Outdoor Fitness: Discussion occurred. Mayor Hayes will investigate the grant more and figure out what the Town can use the funds for.

Building Application – (Roger Hutchinson): 410 N. Madison – Council member Frandsen made a motion to approve the building application for Roger Hutchinson. Council member High seconded the motion. Motion approved with a unanimous vote.

New Business Licenses (Three Rivers Quick Stop, LLC) – Council member Holbrook made a motion to approve the business licenses for Three Rivers Quick Stop and Twin Inn. Council member High seconded the motion. Motion passed with a unanimous vote.

ADS Services, LLC – Home Service Maintenance, no structural work. Council member Frandsen made a motion to approve the ADS Services, LLC business license. Council member Greemore seconded the motion. Motion passed with a unanimous vote.

Snyder Enterprises, LLC – Air BNB – Snyder Enterprises, LLC has been in business with the State for two years but have not done their business license with the Town. They have a management company that they have been working with. Discussion occurred. Council member Greemore made a motion to approve the business license for Snyder Enterprises, LLC with payment for the previous two years business licenses (2021 and 2022). Council member High seconded the motion. Discussion occurred. Mayor Hayes called for a vote JB Klyap-No, Nolan Frandsen – yes, Jordan High – yes, Matt Greemore – yes. Motion passed.

**OLD BUSINESS** – No old business to discuss.

## **REPORTS**

**Sheriff's Report** – Sheriff Duncan Hedges, reviewed the written report from the Sheriff's department. Sheriff's department put together a giving tree that was very successful. Calls for services did go down. Sheriff Hedges has been pushing his guys to use the satellite districts in the area so there are quicker response times. Discussion followed.

**Madison County Planning Board Report:** Written report received from Pat Bradley via email.

**Library Director's Report:** – Written report received from Library Director.

**Fire Department's Report:** Fire Chief Holbrook provided a report. They had two fire calls and one medical call. Patty gave a donation to the Fire Department for \$1,000 from the Foundation that she is working with. The next round of grants will be in October. There are two sets of grants. \$3,000 and under and then over \$3,000 and higher.

Scott also stated that the fire department has put in for an Elks Grant to purchase two new hand-held radios.

**Attorney's Report:** Attorney Harshbarger gave her report via video call. Abbee provided handouts to the council from Attorney Harshbarger. First item discussed by the attorney was the records request from Joe Wiltzen. She is working on the letter to Mr. Wiltzen and needs some additional information for the Town. Council provided answers to the questions and the Town Clerk will provide the documents that are needed.

Minutes – Attorney Harshbarger reviewed the proper way to write minutes. She revised the minutes from December 13, 2022, with these changes.

Grant Application that was discussed at the last meeting – Attorney Harshbarger did research on the procedures for grant applications and the roles of Council and the Mayor. Council is to create policy and to approve things such as a contract. The mayor does have authority to sign that application but then if the grant is awarded the Council would approve the contract. If the Town runs into a short time frame again they should call an immediate special council meeting and if you cannot then the next step is to have the council retroactively approve the application. The grant application should be added to the next agenda for approval. If it does not get approved the application will not be nullified.

The mayor is the supervisor of all employees. Council has authority to vote to hire an employee, but not to fire an employee. Council does not have any say in how Mayor manages the employees.

**Mayor's Report:** Mayor Patty Hayes stated that there are some trainings coming up. Patty will be going to the Executive Training in Helena in March. Maintenance Worker Rick Zahn and Town Clerk/Treasurer Kristi Millhouse will be going to Rural Water in March. Discussion of continuing education occurred.

Mayor Hayes asked what the status was of the property being sold to Doug Stonebraker. Council member Greemore will provide the information needed to complete the buy-sell agreement to the attorney's office.

**Maintenance Report:** Maintenance Supervisor asked if the Town could give the Town customers free water for February to prevent frozen pipes and help with the ground water. The Town would charge just the base rate. Discussion occurred. The mayor has the discretion to make the decision to have residents run water with no charges other than the base rate.

Discussion occurred regarding snow removal.

Summer Projects – Maintenance Supervisor provided a list of possible projects for this summer that could be done but they also have projects that could be completed if a large project is not decided on. Discussion occurred regarding projects for the streets, parks, water, and sewer.

**Clerk's Report:** The Town Clerk has completed the W2's and disbursed them. The W-2's for the council are in their folders. A copy of the budget report through January 10<sup>th</sup>, 2023, was provided to the council for review. The Town Clerk requested help with an invoice issue on the closing from Denning and Downey. Discussion occurred. Mayor Hayes will call Denning and Downey.

**CONSENT AGENDA**

Claims Approval: Council Member Greemore made a motion to approve the claim checks 89714 to 89717 and 21824 to 21845 and payroll checks 88244 to 88277 and 5863 to 5865. Council member Frandsen seconded the motion. Motion passed with a unanimous vote.

Minute Approval – December 13, 2022 – Council member Holbrook made a motion to approve the corrected minutes from Attorney Harshbarger. Council member Greemore seconded the motion with some additional changes. Page 2 – paragraph 2 third line – “ranked higher or higher priority” needs to be added the other change is page 3 paragraph 6 Hydraulic Shute instead of “Short”. Motion passed with a unanimous vote.

Council Review – Next meeting will be February 14, 2023, at 7:00 pm.

Meeting adjourned at 9:00 pm.

ATTEST:

Signatures on File

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Kristi Millhouse, Town Clerk/Treasurer

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Patricia Hayes, Town of Twin Bridges Mayor