**May 14, 2024, Town of Twin Bridges Regular Council Meeting (104 E. 6th Ave)**

Council Members in attendance were Matt Greemore, Nolan Frandsen, and JB Klyap. Scott Holbrook arrived at 7:05 pm. Jordan High was absent. Also in attendance was Mayor Patricia Hayes, Clerk/Treasurer Kristi Millhouse, and Maintenance Worker Richard Zahn.

Guests: Jon and Kinnell Steward, Cynthia Beller, Heath Pardieu, Jim Gillhouse (Ruby Valley Medical Clinic), and Jen Schoch

Mayor Hayes called the meeting to order at 7:00 pm, opening the meeting with the Pledge of Allegiance.

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

**PUBLIC HEARING**

*Resolution 2024-08 Section 504 and ADA Complaint Resolution Procedures*: Clerk/Treasurer Kristi Millhouse explained to the council that Resolution 2024-08 is a requirement for our CDBG grant. Matt made a motion to approve 2024-08 ADA Complaint Procedures. Nolan seconded the motion. No public comment. JB – yes, Matt – yes, Nolan – yes. Motion passed.

*Resolution 2024-09*: Clerk/Treasurer Kristi Millhouse explained the purpose of Resolution 2024-09 is to meet CDBG Grant requirements. Discussion of Resolution 2024-09 occurred. Matt made a motion to approve Resolution 2024-09 EEO policy. JB Seconded the motion. No public comment. Nolan – yes, Scott-yes, Matt – yes, and JB yes.

*Resolution 2024-10*: Discussion occurred regarding the surplus property at the library. Nolan made a motion to approve resolution 2024-10 Library Surplus property. Scott seconded the motion. Matt-yes, Nolan – yes, JB-yes, Scott – yes. Motion passed.

**NEW BUSINESS**

PL84-99 Emergency Response to Natural Disasters: Kristi Millhouse notified the Council that the Town does not qualify for PL84-99 so if there is a flood then the Corp of Engineers will not respond to clean up afterwards. The only way to rectify this is to do updates on the levee and then we can reapply for PL84-99

**Business License**: *Mad Fly, LLC* - Scott made a motion to approve the business license for Mad Fly, LLC. Matt seconded the motion. No public comment. The motion passed with unanimous vote.

**Fence Applications**: *David and Cindy Beller* 306 N. George St. – Council asked Cindy questions regarding fence application. Scott made a motion to approve the fence application. JB Seconded the motion. No public comment. Motion approved with a unanimous vote.

*Jennifer Konopacki fence application:* Discussion of fence application occurred. Nolan made a motion to approve the fence application for Jennifer Konopacki. Scott seconded the motion. No public comment. Motion passed with a unanimous vote.

**Flood Application**: David and Cynthia Beller – Application was provided to property owner. David and Cindy have chosen not to complete the flood application since they are not in the floodplain currently. Matt explained the Cindy Beller the reason for the flood applications and why we are being directed to do what we are doing. Making sure that individuals that are building know that they will be in the future floodplain and that it will affect their funding.

**Building Application**: *Ruby Valley Hospital (207 N. Main St.)* – Jim Gillhouse (Interim Director) with Ruby Valley Hospital gave an update to the council regarding the new building. The clinic will have a public meeting in June so individuals can see the plans for the new clinic. Bid requests have been posted for contractors and that closes at the end of next week. They are planning to use the old foundation and hope their architect will have the final plans by the end of this month. They are planning to do an additional extension out the front of the building for reception and having a covered parking area for people to be dropped off under.

*David and Cindy Beller (306 N. George St.)*: Discussion occurred with review of application. Matt asked if George St. was the front of the house. Alley was at the back of the house. Scott made a motion to approve the building application for David and Cindy Beller. JB seconded the motion. No public comment. Motion passed with a unanimous vote.

*Jon and Kinnel Steward (Front Porch)*: No approval is required because it is an opened porch. The diagram looked fine, and the porch met the required setbacks.

**Bids for Cleaning Water Storage Tank**: Discussion occurred regarding the three bids for the cleaning of the water tank. Matt made a motion to approve Inland Marine to clean the water tank. Scott seconded the motion. Motion passed with a unanimous vote.

**UNFINISHED BUSINESS**

**Bylaws Update**: Attorney Harshbarger provided the council with her comments on the bylaws. The council will review again for any additional changes. Kristi requested that the time for items to be put on the agenda to be 2:00 instead of 3:00, change the agenda posted by the end of the workday, and add a time limit in the bylaws for the public to speak.

**Sheriff’s Report**: Deputy Sheriff provided a quick report to the council regarding activity in Twin Bridges for the past month.

**Madison County Planning Board**: No Report. The planning board’s agenda was provided to the council at a previous meeting.

**Library Director’s Report**: Written Report received.

**Fire Department’s Report**: Fire Chief Scott Holbrook reported that the fire department has had calls this past month regarding wildland fires and a structure call in Whitehall they assisted on. The fire in Silver Star was large.

They broke one of their extraction tools in a vehicle accident. They are looking for a replacement. The cost is approximately $45,000.

This Sunday they are going to burn a house down as practice. The house is located between Twin Bridges and Dillon. Will be a joint training with Dillon.

**Attorney’s Report**: Attorney provided the bylaws with her comments. Attorney Harshbarger was unable to attend because she was in mediation.

**Mayor’s Report**: The Summit is coming up in Butte on May 31st and she is registered to attend. Mayor Hayes reported that she is working on the ADA Inventory which is part of the CDBG requirements. She will work Rick to go through each of the buildings.

**Public Works Department**: Rick Zahn reported that he got the sidewalk completed this past week in front of Stonefly Inn. He has also completed the installation of the first 15 of the new meters. As soon as it rains, he will grade the streets. The other project that will be happening is Hutchinson’s tap for the water and sewer. He will be doing that when David Banks gets ahold of him.

The rest area is open. He is holding on opening the bike camp until he starts to see bicyclists come through.

Rick received a quote for a pump from Advanced Pump & Equipment (APE) for $9,910.38. Nick Pettigrew took the information over to Mike West and he is also looking for a pump for the Town. The other bid that was received was over $10,000. Discussion occurred regarding the pumps and status of the pump with Nash Electric.

**Safety Report**: No report

**Clerk’s Report**: Solar Panels – Clerk Kristi Millhouse asked the council if solar panels on a roof needed a building application. No they do not need an application for solar panels on the roof.

Quorums were discussed and emails will start being sent so no responses can be made. This is considered a quorum as is the group text messages.

Boards were discussed at the Clerk Institute last week and it is another policy that should be put in place. It puts procedures in place so all boards that operate under the Town operate the same.

Kristi asked about a couple of the outstanding invoices for individuals the Town has and how to manage them when they are not getting paid. An explanation of one of the invoices was provided.

Everyone should have received a ballet in their mail for the voter review process. The voter review happens every ten years and allows the public to vote on whether they want the form of government reviewed. They cannot come in and change things, just review the form of government.

The Town was approved for funding to have the medical clinic studied for asbestos and there should be money to help with the asbestos clean up.

Wastewater PER Work session needs to be set up. We are looking at June 18th at 7:00 pm. The council will double check their calendars.

October 2nd to 4th is the Montana League of Cities and Towns Conference which will be held in West Yellowstone. Is anyone interested in attending? Kristi will reserve extra rooms and then cancel if we do not need them.

**Consent Agenda**: Matt made a motion to approve the consent agenda. JB seconded the motion. Motion passed with a unanimous view.

**Council Review**: Matt Greemore spoke with Dan McCauley last week about a letter of support for the tank from the school. He had contacted the superintendent, but the superintendent of the school has resigned from the school. Matt has reached out to Jamie Wood and Steve Janzen (School Board members), and they are working on the letter of support for the water tank project.

Great West Engineering update – Kristi told the council that the phase I water project is still sitting in DEQ for review. DEQ is taking a while to get through things. The RRGL funding app for the new water tank has been submitted and the MCEP will be submitted at the end of this week.

**Adjournment**: Matt made a motion to adjourn the meeting at 9:00 pm. Scott seconded the motion. Motion passed with a unanimous vote.

ATTEST:

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Kristi Millhouse, Clerk/Treasurer Patricia Hayes, Mayor