

## City of White Sulphur Springs

The regular meeting of the City Council was held on December 19, 2017 at 7:00 P.M. Mayor Julian Theriault called the meeting to order with the following members present:

Heith Stidham  
George Kirkwood  
Sara Driemeyer  
Mike Eby

Mayor Julian Theriault asked council if there is a motion to accept or reject the minutes from the last meetings. Heith Stidham motioned to accept the regular minutes. George Kirkwood seconded the motion. All said Aye. Motion carried and passed.

Public Discussion – The Mayor asked if there was any public discussion.

Sheriff's Report – None.

Fire Report – None.

Brad Koenig – Robert Peccia & Associates – The Mayor said that they will be doing the testing when the ice comes off of the lagoon. The Mayor said that Michele Marsh, DEQ, will be here in February sometime to sign off on the project and then will be sending a letter of completion.

Terry Threlkeld – The Mayor said that Terry Threlkeld will be here but is delayed because of the snow storm.

Mayor – Elect – Starting Salary - The Mayor asked if the Council would like to set the starting salary of the new Mayor. The Council had a discussion on the Mayor Elect/Mayor starting salary. George Kirkwood said that in the past the Mayor has started at \$350 a month and did not see any sense on changing this at all this point. When the Mayor becomes more experienced the Council could increase the salary then. The Mayor salary is never going to be very big the Mayor of Billings only makes \$900 a month. George Kirkwood motioned to set the Mayor salary initially starting at \$350 a month. Sara Driemeyer asked if there would be a timeline to raise it or based on performance. George Kirkwood said based on performance. Sara Driemeyer asked what the timeline would be then. The Mayor said that the Council would be reviewing the City Crew, City Office, and Mayor and based on the evaluations would be raised in July once a year performance evaluations. The Mayor asked if there was a motion. George Kirkwood motioned to set the starting salary at \$350 a month. Mike Eby seconded the motion with the understanding of a review the same time that the City Crew and City Office are evaluated July 1st. All said Aye. Motion carried and passed.

Council Member – Starting Salary - The Mayor asked if the Council would like to set the starting salary of the new Council Member. The Mayor said that it used to be \$25 a meeting but was raised to \$50 a meeting. Heith Stidham said that it always has been \$50 a meeting ever since he has been on the Council 12 years and the Council has actually turn downed the raise per meeting in the past. George Kirkwood motioned to set the new Council Member's salary at \$50 a meeting, with up to two paid meetings a month. Mike Eby seconded the motion to start the new Council member at \$50 a meeting like the rest of us. All said Aye. Motion carried and passed.

Check Signing – The Mayor asked if the Council would like to discuss the check signing. Mike Eby said that currently it is the Mayor, Michelle Stidham, and George Kirkwood signing the checks. Mike Eby would like to propose that starting with the new Mayor to adjust it to just two signing, Michelle Stidham and George Kirkwood. George Kirkwood would like to limit that. George Kirkwood said that the Mayor needs to go to school and take classes. George Kirkwood said that the main schools coming up are Rural Water in Great Falls, MT February 21-23, Executive Form-Local Government Center/MMIA in Polson, MT March 28-30, Elected Officials in Billings, MT May 8-10, and the 87<sup>th</sup> Annual Montana League of Cities and Towns Conference in Butte, MT September 26-28. Heith Stidham was wondering if something come up and one of the two signers were not available and the City needed parts or something. The Council agreed if a third check signer was needed that one could be added at the bank by another Council Member. The new Mayor needs to have the classes completed before adding him onto the check signing. Sara Driemeyer said that it is for the Mayor's protection as well. The Mayor said that the bills have to come in and be approved anyways first. The Mayor asked if there was a motion. Mike Eby motioned that the check signing needs to go to George Kirkwood and Michelle Stidham for a period of time. Sara Driemeyer seconded the motion. All said Aye. Motion carried and passed.

Purchase of Storage Container (Sea – Land) - The Mayor said that it has been brought up for several years to purchase a storage container for the City Office papers in boxes. George Kirkwood said that he talked to Sea-Land in Butte and could get a 20' or a 40' container. A 20' container would be about \$3400 plus delivery for used ones and a new one would be about \$200 more. The Council would like the costs of the new or used storage container. The Council would like someone to go and look at the storage container before they bought it. The Council would like the container not just set on the ground. The container could be placed behind the Ambulance Building. George Kirkwood said that over by the Ambulance Building there are electricity lines to hook in areas. George Kirkwood said that the Council needs to look into some shelves (approximately \$700) to place the boxes in the container. Sara Driemeyer said that the Ambulance Barn had purchased shelving from Costco. The Mayor and George Kirkwood will go look into the costs of the container for Council's approval. The storage container will be for the old boxes and leaving the newest two years here at the City Offices.

Council Meetings – Back to 1 meeting a month starting in January - The Mayor suggested going back to one Council meeting a month. George Kirkwood said that they are at a time of the year where the work load is pretty slim so drop down to one meeting a month until it picks back up in April. The Mayor said until the Engineer puts into more grants for the water. The Mayor asked if there was a motion. George Kirkwood motioned to drop back down to one meeting a month until work load picks up. Mike Eby seconded the motion. All said Aye. Motion carried and passed.

Andy Stensrud – Andy Stensrud was not here. Andy Stensrud had inquired about doing a retracement of some blocks in the Parberry Townsite for West Development LLC this was previously owned by Mikesell lot.

Attorney – City Attorney, Susan Wordal, said that her 2-year appointment and the current contract as City Attorney is due to expire at the end of this year. Susan Wordal provided a letter of interest for the City Attorney Appointment and a Proposed Contract for the City Attorney Appointment –Fee Agreement for January 1, 2018 through December 31, 2019 for review of the Mayor and Council. The Mayor, Julian Theriault said that Mayor-Elect Rick Nelson will appoint the City Attorney with the Council's approval in January.

Town Pump – The Mayor said that Town Pump has a letter of supplemental agreement to the Memorandum of Understanding by and between the City of White Sulphur Springs that they would like Council's approval on.

The letter:



December 19, 2017

Mayor Julian Theriault  
Town of White Sulphur Springs  
101 West Hampton  
White Sulphur Springs, MT 59645

RE: Supplement to Nov 6, 2017 MOU; White Sulphur Springs Town Pump & Casino

Dear Mr. Theriault,

This document serves as a supplemental agreement to the Memorandum of Understanding (MOU) dated November 6, 2017 by and between Town Pump and the City of White Sulphur Springs. This supplemental agreement entitles Town Pump to place a 1500-gallon grease interceptor and 6-inch combination water service line within the East Hampton Street public Right-of-Way. Town Pump will be responsible for all installation and maintenance costs associated with the interceptor and service line.

The grease interceptor and water service line will be buried with access manholes and cleanout structures being installed in association with the interceptor. The improvements will be installed outside of the existing paved surface of E. Hampton within the boulevard area as shown on the attachment. The signatures below by Mayor Julian Theriault and Dan Sampson serve as formal acknowledgment that the 11/6/17 MOU is formally amended as stipulated herein.

Sincerely,

Joseph N. Murphy, P.E.  
Big Sky Civil & Environmental, Inc.

encl.

City of White Sulphur Springs

Town Pump

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Mayor Julian Theriault

  
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Dan Sampson

The Mayor said that it was well written up. The Mayor said that it is an improvement/add-on of the other Memorandum of Understanding previously presented. The Mayor asked if there was a motion. Heith Stidham motioned to accept the supplemental agreement to the Memorandum of Understanding between the Town Pump and the City of White Sulphur Springs. George Kirkwood seconded the motion. All said Aye. Motion carried and passed.

CD Interest – Kelley Aline – No new information is available. Susan Wordal is still reviewing the State Law for more information on the CD interest. Susan Wordal does not know of anyone doing the financial investments. The Mayor said that he would ask Montana League of Cities and Towns. Susan Wordal advised to have ladders to avoid any penalties and to have a final written agreement. The Council agreed to table this until more information was available.

Memorandum of Understanding – No new information is available. The Mayor said that Sandy Lang, MMIA, and Kelly Lynch, Montana League of Cities and Towns, and MACO are coordinating a meeting in White Sulphur Springs sometime after the 1<sup>st</sup> of January. The Mayor and the Council are asking for an answer if the Resolution from the County Commissioners is legal or not. Heith Stidham said that the City had previously been triple taxed. Once by the County Tax, City Tax, and another by including extra funding for the Sheriff Department that included a Sheriff vehicle. The Mayor said that the Council had given the Sheriff Department the extra money because they thought that they needed the help not because it was a law. The Mayor said that the Council did not have to help but did by the grace of the Council. The Mayor and Council in 2015 said no more on the extra funding for the Sheriff's Department on prisoner board, 911, dispatch, law enforcement, and vehicle for the Sheriff. The City just can't afford it anymore. The Mayor also that the Sheriff's vehicle was never given back to the City and the Auditor said that they should have been giving back the vehicles.

The Mayor said that in March 2017 the Commissioners brought up the County Treasurer, Sue Phelan, they thought that City owed the County money on taxes. Sue Phelan said that it was the other way around that the County owed the City money back. The Mayor said that the Federal Auditor this time said that the Local Option Tax was reported incorrectly as \$49,703 instead of the \$61,591, Resolution #582, and the County would pay monthly for about five years. The Auditor said that they could have gone back 8 years and should have asked for the whole \$61, 591 at once. The Auditor said the City was being too nice.

City Engineer - Terry Threlkeld – The Mayor introduced the Mayor – Elect, Rick Nelson, to Terry Threlkeld. Terry Threlkeld said that the City is going to need about 1,000 feet of 8” waterline (2 Blocks and ½ block on 5<sup>th</sup>), a hydrant, and 14 services possibly, and either new pavement or use some of the millings. The Mayor said that the City could isolate the main line and have a valve installed that would keep the town still with water. The City could apply for a grant that would have 50% forgiveness along with a CDBG grant. The grant would need to be submitted by August 2018 to be able to start construction in the fall of 2019. The City could apply for a DNRC grant or TSEP grant/matching funding. The Mayor said that the City would like to do this without raising the water rates for the residents. Terry Threlkeld asked the Mayor how much of the \$5 waterline fund was in reserves. The Mayor thought that it was about \$120,000 in reserves. Terry Threlkeld thought that would be enough for matching funds for a loan/grant. Terry Threlkeld said that since pavement grants usually were not given, he thought that the City could use the millings for the streets and save some money. Terry Threlkeld said that water and sewer are usually considered important and could get a SRF forgiveness loan.

Terry Threlkeld said he would have the cost estimates and cut it down some. The Mayor had talked to the Army Corps about a possible grant and that they said no guarantees but maybe a \$200,000 grant. Terry Threlkeld thought that if CTEP had available grants that the City should apply for that also. The new Mayor and Council should go to the Capital in Helena and submit interest in applying for SRF/DNRC/TSEP for the water line projects in the spring time and then in the fall could construct the project. The Mayor said that with the CDBG grant application only one application is allowed for the City and they would have to make sure that the Planning Board for the annexation /subdivision grant would not be putting an application or use the City for funding. Jim Richard emailed/reported the letter to the Mayor and Council on December 18th:

WSS City Council members:

The Department of Commerce will open, sometime in January, the period to apply for a CDBG planning grant. The City planning board believes the highest priority for a WSS planning grant to begin implementing the City's recently adopted Growth Policy is drafting and adopting city subdivision regulations. I called Jerry Grebenc (the consultant who prepared the Meagher County Growth Policy) for a cost estimate to draft a set of subdivision regulations. Jerry estimated that drafting subdivision regulations, using another small community's regulations as a template, would cost about \$4,000-\$6,000. Jerry made quite a point that WSS should also draft annexation policies to complement our subdivision regulations, especially in light of the likely growth triggered by the potential Tintina project. I suggest that the City look at \$10,000 to have subdivision regulations and annexation policies drafted. Of that, \$7,500 would be funded by the CDBG planning grant, and \$2,500 by the City.

I called the Bozeman HRDC last week to find out how much they would charge us to do a city housing study and housing plan (another of our priorities). They thought it would cost about \$7,500 to contract with HRDC to do a housing study/plan.

Two of our other priority projects are a Capital Improvements Plan (CIP) and zoning. In my conversation with Jerry Grenbenc, he thought a CIP that focused on repair/replacement of streets and underlying deteriorating water and sewer lines would cost about \$11,000-\$12,000. I am not sure what drafting zoning regulations would cost.

I am thinking that in January we should apply for CDBG funding to prepare City subdivision regulations and an annexation policy (total cost of \$10,000 – \$2,500 City funds, \$7,500 CDBG funding). Also, we could include in our CDBG planning grant application, a request for one or more additional planning projects, (e.g.: a housing study/plan; a City CIP; zoning).

A summary of the projects and estimated costs:

Subdivision Regulations/Annexation Policy	\$10,000: CDBG \$7,500, City \$2,500
Housing study/Plan	\$ 7,500: CDBG \$5,625, City \$1,875
Capital Improvements Plan	\$11,500: CDBG \$8,625, City \$2,875
Zoning	?

The Council would just like to be certain that there would not be a conflict with the Planning Board submitting an application to CDBG. Terry Threlkeld should have the costs by the 1<sup>st</sup> of the year.

Review Ordinances – Susan Wordal has finished Chapter 1 of the Ordinance book, but will be working on Chapter 2 and 3<sup>rd</sup> on the Ordinances book next.

Council Comments on Future Business – Heith Stidham said that he would like to say “Thank You” for a good 12 years and good luck.

Mayor Comments – No more.

Public Works Report – Rocky Vinton said that they might be discharging to the lagoons in next month maybe. Rocky Vinton said that the plow truck and sander is down, someone from Belgrade will come up and fix the electrical issues. Rocky Vinton said that the City Crew had been plowing snow. Rocky Vinton said that they almost have all the signs put up. The Mayor said that Heith Stidham had mentioned that if it was nice that the City Crew should shave off the ice/blade the slush off from the streets. Heith Stidham asked if anything had been done about the vehicles that had been tagged. The snow plows can't plow the streets while the abandoned vehicles are in the way. The Mayor said that Susan Wordal was going to ask the Sheriff where they are going to put them.

Pay the Bills - Mayor Julian Theriault asked the Council if there is a motion to pay the bills. Heith Stidham motioned to pay the bills. George Kirkwood seconded the motion. All said Aye. Motion carried and passed.

Mayor Julian Theriault asked council if there is a motion to adjourn the meeting. George Kirkwood motioned to adjourn the meeting. Heith Stidham seconded the motion. All said Aye. Meeting adjourned at 8:36 pm.

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Michelle Stidham – Clerk-Treasurer

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Rick Nelson - Mayor

