

City of White Sulphur Springs

The regular meeting of the City Council was held on April 3, 2023 at 7:00 P.M. Mayor Rick Nelson called the meeting to order with the following members present:

Ron Coleman
Pattie Berg
Rick Ellison

A. Call Regular Meeting to Order

B. Roll Call

C. Pledge of Allegiance to Flag

D. Public Comment: Public comment will be accepted on public matters not listed on this agenda and are within the jurisdiction of the City Council and having a significant interest to the public. During a regular session, there will be time after each agenda item for comment about that item.

1. Step up to the podium and state your name and address for the record.
2. Please limit your comments to THREE (3) minutes.

E. Read & Approve - Accept or Reject Minutes

1. March 6th Meeting – Regular Session

Possible Motion: Move to Accept Minutes as presented or as amended

The Mayor asked if there was a motion to approve or reject the Regular Session minutes from March 6th as presented. Pattie Berg motioned to approve the March 6th Meeting Regular Session minutes as presented. Ron Coleman seconded the motion. All said Aye. Motion carried and passed.

2. March 21st Public Hearing Meeting and Regular Session

Possible Motion: Move to Accept Minutes as presented or as amended

The Mayor asked if there was a motion to approve or reject the Public Hearing Meeting and the Regular Session minutes from March 21st as presented. Ron Coleman motioned to approve the March 21st Public Hearing Meeting and the Regular Session minutes as presented. Rick Ellison seconded the motion. All said Aye. Motion carried and passed.

F. Receive/Accept Reports

1. Sheriff's Report – Sheriff Jon Lopp

The Mayor asked if the Council received the Meagher County Sheriff's Office Complaint Report for the Month of March. The Mayor said that if there were any questions to ask the Sheriff sometime.

2. City Court Report – City Judge Lori Sorenson

The March for the citation activity and case statistics reports was handed out for the Council.

3. Fire Department Report - City Fire Chief Sam Peeler – None.

4. City Engineer's Report - Great West Engineering

Jessica Salo let the Mayor know that she would be unable to attend tonight's meeting so she is providing her report via email.

Water System PER:

- Funding scenarios were explained at the March 6th Council meeting. The benefits of an EDU system were discussed.
- Great West facilitated a public hearing on the water system PER on March 21st. The PER will present the replacement of the 12-inch transmission main as the preferred alternative with a funding scenario that includes ARPA and SRF loan/forgiveness.
- Great West will finalize the PER in April and begin to prepare the SRF application.
- An amendment to the engineering contract for the PER will be prepared to include costs for grant administration for ARPA and SRF, as well as design for the water transmission project.
- Tentative date for starting design is July 2023 with construction in the spring of 2024.
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Capital Improvements Plan:

- Great West finalized public survey documents and public survey is currently running from April 1st – 15th for both electronic and hardcopy versions.
- Next steps will be conducting inventories and gathering information on the various infrastructure components. Great West will forward an Excel spreadsheet template this week for City staff to begin listing needed infrastructure improvements.

Backup Generator Project:

- Bid documents were finalized in March.
- Currently bidding this project, advertised on March 23rd and April 6th, bid opening will be April 13th.
- Working with ARPA to assure they have all documentation needed for funding.
- Have had one question from interested contractor wondering if long lead time for generators (40 to 50 weeks) will be an issue. Great West will issue an addendum at the end of this week regarding long lead times for equipment and how that issue will be approached on the project. It will generally be addressed through negotiation of notice to proceed to allow for initial work and then issuance of a suspend work order until delivery of the generators.
- If long lead times are a reality, construction would be next spring 2024.
- The original engineering contract included design of a single generator and we ended up designing two separate generators based on the City's current layout and electrical needs. Great West will prepare a contract amendment for the additional work and would like to discuss it with the Council next month.

Hometown Grant Program Application:

- Great West participated in discussions on a potential park improvement project for Springs Park and provided a cost estimate for park improvements.

General Services:

- Great West assisted the City with grant administration tasks for the Phase 3 water project.

- Great West is currently providing assistance as needed on the MDT street abandonment and hospital development projects.
- Meeting is scheduled for April 4th with all parties associated with the hospital development. Great West will participate in this call.

5. Public Work's Report - City Public Works Supervisor Rocky Vinton

Rocky Vinton said that there are snow piles in the City right of way that were not put there by the City Crew. The City Crew moved the snow towards the School but it should not be at a cost to the taxpayers to move the snow that a private contractor service put there. Rocky Vinton priced out the cost for the City Crew to remove the snow at about \$155.28 an hour (\$85 Big Equipment – Loader +\$54.78 fuel 12 GPH+\$15.50 wage, wear on equipment is not figured in). Rocky Vinton said that the City Crew will be able to start patching the street in a couple of weeks after the potholes dry out and it warms up. The City Crew will be using the millings to fill potholes. Rocky Vinton said that he will be zipping Garfield Street and leave it gravel for now and then pick the worst streets in Town next to work on. The City Crew completed the chlorine room pump replacement and is up and running. The Mayor said that there seems to be a sink hole by the School. Rocky Vinton said that he has been working on it. There is a missing steel plate grate by the Bakery that is needing to be replaced soon.

6. Animal Control Report – Marc Pryor

Marc Pryor reported to the Mayor that he has been working on placement of volunteers for the 4th of July Race for this Place. This year all proceeds will go to the Animal Shelter Building Addition Project. Marc Pryor has a drawing of the project, it will have four dog runs and will be able to house eight dogs + four cats comfortably. The cost of the shed is approximately \$6,100 and will set on a cement slab (cost is separate). The total cost would be approximately \$15,000. The Animal Control fund has already received several donations that will help fund the project.

7. Parks Committee Report – Jennifer Frazer – Pattie Berg

Great West Engineering is working on the T-Mobile Hometown (maximum \$50,000) Grant Program Application. The next meeting will be April 13th at 4:30 pm.

8. Meagher County/City Housing Project Report – Jackson Rose

Terry Taylor reported that they had the first housing meeting on March 29th and it was well attended. The next meeting will be April 27th and will discuss infrastructure.

9. Library Report – Rachel Wahlstrom – None.

G. Unfinished Business - Items for Discussion and/or Action

1. Phase 3 Water Project – Final Documents and Closing Out Project

Discussion and/or Action

Project is finished. Final documents for accounting/reimbursement close-out and certification of project and any final arrangements to be discussed.

Accept Public Comment

Possible Motion: Move to authorize Mayor and City Clerk to close out project documents and arrange for final certifications as required.

Craig Erickson helped the City with the TSEP request for funds so that the City would be able to be reimbursed back for invoices that the City received and paid totaling \$147,486.23 (May 10, 2019 thru November 21, 2022) . The City is waiting on the copy of the signed Certificate of Substantial Completed by engineer Terry Threlkeld. The total project cost was \$674,793.76 (budgeted \$734,000), saving the City, the contractor C&C Excavating and Construction came in \$59,206.24 under budget (remaining balance TSEP \$19,507.24+SRF Loan A \$24,306+SRF Loan B \$15,393). In the one year anniversary of completion there will be a walk-through of the project that was completed. The Mayor asked if there was a motion to close out the Phase 3 Water Project and to close out project documents and arrange for final certifications as required. Rick Ellison motioned to authorize the Mayor and City Clerk to close out the project documents and arrange for the final certifications as required. Ron Coleman seconded the motion. All said Aye. Motion carried and passed. Craig Erickson mentioned that he would like to discuss at the next meeting planning grant opportunities that have become available that the City might be interested in.

2. Freedom Days LLC - Labor Day Rodeo Street Closure/Alcohol Waiver

Discussion and/or Action

Tabled/Continued from March 6th and March 21st: Presentation as to Freedom Day's Rodeo event and the street closure/alcohol waiver request for the 4th of September.

Accept Public Comment

Possible Motion: Move to approve Freedom Day's Rodeo's Open Container Waiver for September 3rd

Josh Manning and Cassie Coburn approached the Council with a presentation to the Freedom Day's Rodeo event and the street closure/alcohol waiver request for the 3rd of September. All of the permits have been submitted and approved. There was a discussion on letting everyone involved with a street closure know when and where it will be closed so that everyone is aware of it before it happens. Pattie Berg motioned approve the Freedom Day's Rodeo's Open Container Waiver/Street Closure for September 3rd. Ron Coleman seconded the motion. Rick Ellison and Ron Coleman said Aye. Pattie Berg opposed. Motion carried and passed.

H. New Business- Items for Discussion and/or Action

1. Baseball Field User Agreement – Parks

Discussion and/or Action

Consider proposed Baseball Field User Agreement for use and maintenance of the baseball field by Parks Committee and the City.

Accept Public Comment

Possible Motion: Move to approve proposed Baseball Field User Agreement for use.

The Mayor went through and explained the proposed baseball filed user agreement and that it is meant to make it clear what the City is responsible for and what the baseball club would be responsible for, such as, maintaining of the infield and dugout. Pattie Berg motioned to approve the proposed Baseball Field User Agreement for use. Ron Coleman seconded the motion. All said Aye. Motion carried and passed.

2. Proposed Exit Door in City Hall – Call for Bids

Discussion and/or Action

Discussion regarding Exit Door for City Judge in City Hall building and authorize Mayor to issue Call for Bids for work.

Accept Public Comment

Possible Motion: Move to authorize Mayor to issue Call for Bids.

City Judge, Lori Sorenson, presented the Mayor and Council a handout map diagram of the Courthouse room and office with an outside door (with a panic bar to open) and steps or ramp/rails. There was a discussion on the American Disabilities Act requirements. It was suggested to replace the interior City Judge office with a steel door and automatic locking mechanism instead. There was a discussion on having a button under the desk, getting a safe for the desk (\$121), and possibly having cameras. Pattie Berg motioned to authorize the Mayor to issue Call for Bids for work in regards to the exit door for the city Judge in City Hall building. Ron Coleman seconded the motion. All in favor “none”. Motion was not passed.

3. 2nd Annual Spay & Neuter Clinic – June 17, 2023

Discussion and/or Action

Discuss progress of 2nd Annual Spay and Neuter Clinic to be held with County. Consider logistics and any duties for Council and staff.

Accept Public Comment

Possible Motion: Motion to schedule 2nd Annual Spay & Neuter Clinic for June 17, 2023.

The Mayor, Marc Pryor, and Heather Harrington attended the last Commissioner’s meeting requesting, like last year, that the City and County split the cost of the spay and neuter clinic on June 17th possibly. The Commissioners agreed to contribute up to \$1,500. Marc Pryor said that the total cost would be approximately \$2,359. Ron Coleman motioned to schedule the 2nd Annual Spay & Neuter Clinic to be held with the County and City match approving up to \$1,500 for the Clinic on June 17th. Pattie Berg seconded the motion. All said Aye. Motion carried and passed.

4. Clean Up Day – Dump Day

Discussion and/or Action

County is hosting this year. Discuss logistics and confirmation of a date and any duties for Council and staff.

Accept Public Comment

Possible Motion: Motion to authorize coordination of Clean-up Day with County.

The Mayor said that the Commissioners will be discussing clean up day at their meeting tomorrow. The Mayor said that it will be the County’s turn to host the event and they will work the morning, they will let us know what date (could possibly be May 13th) to hold it. Pattie Berg motioned to authorize coordination of Clean-up Day with the County. Ron Coleman seconded the motion. All said Aye. Motion carried and passed.

5. Snow Removal Discussion – Citizen Request

Discussion and/or Action

Citizen requested this Agenda item to discuss snow fall, removal, and possible ordinances to address issues such as snow melt, run-off, and other issues.

Accept Public Comment

Possible direction to City Attorney to draft policy or ordinance related to issues in discussion.

The Mayor, Council, and City Attorney discussed snow removal with citizen, Suzanne Weitz. Suzanne Weitz said that the biggest struggle this year has been the problems with snow melt on Chilton Street and then flooding into her basement. Suzanne Weitz said that there is not an ordinance currently, but would like to have better communications with the plow truck crews, so that the snow piles are kept away from certain problem areas. When plowing snow for customers the plowing companies should place the snow back onto that customer's property. It was suggested to have the City Attorney draft an ordinance prohibiting placement of snow in the City right of way and requiring the plowing companies that do not remove the snow to pay for the removal by the City. Pattie Berg motioned to direct the City Attorney to draft a policy or ordinance prohibiting snow on the City right of way. Ron Coleman seconded the motion. All said Aye. Motion carried and passed.

F. Comments/Discussion

1. Future Business

2. Mayor's Comments—Rick Nelson

The Mayor said that tomorrow at 2:30 pm in the hospital meeting room there will be a discussion with the Engineer and Hospital about the proposed waterline pipe. Tuesday April 11th at 4:30 pm in the County Commissioner's meeting room the Hospital will give an update of where the new hospital processes are at now. Tuesday April 18th at 1:00 pm with the Mayor, City Judge, and Commissioners at the County discussing the annual State funding given to the County for education on treatment courses for \$25,000 FY 2022-2023. The City Judge was not aware that these funds were even available. The City Judge hopes to utilize ½ of the funding for citizens in the City. Hoping to get tablets for treatment training at the City Courtroom so that citizens that have a DUI would not have to travel out of town. The Mayor said that the new City Shop will be delivered between May 22-26 and Rocky Vinton said that he has been working on getting someone (either Rooney's if there are available or the County Crew) with a fork lift to help unload it. The Mayor, Ron Coleman, and Rick Ellison will be going to the training presentation put on by MSU, Dan Clark, in Big Timber on April 27th. Pattie Berg may attend that training as well. There was a discussion on the legislative bill out there about limited zoning and revising the zoning to encourage greater housing options. There was a discussion on the GIS progress and it will resume after the snow/ice is gone and vehicles from winter are removed so that the City can GPS the curb stops. The City is working with Triangle Telephone that has a map of the fiber optics to be able to layer it in with the City's mapping.

3. Council Comments/Discussion

a. President of the Council—Ron Coleman

None. The streets are coming up soon.

b. Council Member—Lee Blanchard

Out sick with an illness.

c. Council Member—Pattie Berg

d. Council Member—Rick Ellison

G. Council Review of Financials

Not until April 18th.

H. Claims Signing/Motion to Approve the Bills

Pay the Bills

Accounting Claim Check #'s 19081-19087 March 22-31, 2023 for \$1,296.56

Accounting Journal Vouchers – not until March 1 thru March 31

Payroll & Electronic Checks #'s 9385-9402 for \$24,300.34 March 16-31


Utility Billing System Adjustments Journal Vouchers \$-132.47 March 1-31 2023

Received a copy Budget Expenditure/Revenue March 2023 – Not until April 18

March 22, 2023 thru March 31, 2023 were presented for Council’s approval. The Mayor and Council received the Pay the Bills for March 2023. The Mayor asked if there is a motion to pay the bills. Ron Coleman motioned to pay the bills as presented. Pattie Berg seconded the motion. All said Aye. Motion carried and passed.

I. Motion/Vote to Adjourn the Meeting

The Mayor asked the Council if there is a motion to adjourn the meeting. Ron Coleman motioned to adjourn the meeting. Pattie Berg seconded the motion. All said Aye. Meeting adjourned at 8:50 pm.



Michelle Stidham–Clerk-Treasurer



Mayor – Rick Nelson