

## City of White Sulphur Springs

The regular meeting of the City Council was held on July 20, 2021, at 6:00 P.M. Mayor Rick Nelson called the meeting to order with the following members present:

Pattie Berg  
Ron Coleman  
Stacy Menard  
Lee Blanchard

Mayor Rick Nelson asked the Council if there is a motion to accept or reject the minutes. table this. Stacy Menard seconded the motion. All said Aye. Motion carried and passed.

### A. Read & Approve - Accept or Reject Minutes

#### 1. June 22<sup>nd</sup> Meeting – Regular Session

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

Mayor Rick Nelson asked the Council if there is a motion to accept or reject the minutes. Pattie Berg motioned to accept the June 22<sup>nd</sup> Regular minutes as presented. Ron Coleman seconded the motion. All said Aye. Motion carried and passed.

#### 2. June 22<sup>nd</sup> Meeting – Work Session

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

Mayor Rick Nelson asked the Council if there is a motion to accept or reject the minutes. Lee Blanchard motioned to accept the June 22<sup>nd</sup> Work Session minutes as presented. Ron Coleman seconded the motion. All said Aye. Motion carried and passed.

**B. 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.

### C. Unfinished Business - Items for Discussion and/or Actions

#### 1. Ratify Approval for Amending the Farmer Market Street Closure Schedule during Red Ants Pants Weekend – Meagher County Chamber of Commerce

Ratify the approval, from the July 6, 2021 meeting, of the amendment to the original Street Closure Application submitted for the Farmer's Market for the weekend of the Red Ants Pants festival. Thursday (July 22) from 12:00 p.m. (noon) to 8:00 p.m. and on Friday & Saturday (July 23 & 24th) from 9:00 a.m. to 3:00 p.m.

*Possible Motion:*

*Move to ratify the July 6, 2021 approval of the amendment to the Street Closure Permit for the weekend of the Red Ants Pants Festival.*

Stacy Menard motioned to ratify the July 6, 2021 approval of the amendment to the Street Closure Permit for the weekend of the Red Ants Pants Festival. Lee Blanchard seconded the motion. All said Aye. Motion carried and passed.

**2. Appointment of Planning Board Member (1-year unexpired term)**

Continuation of the discussion and/or action regarding the appointment of a new City representative on Consolidated City/County Planning Board to fill a vacant seat

*Possible Motion:*

*Move to appoint \_\_\_\_\_ to the Consolidated City/County Planning Board.*

The Mayor said that the City received one letter of interest for the Planning Board Member. Terry Taylor submitted a letter of interest via email.

*Good morning,*

*I am writing to express my interest in being on the Consolidated City-County Planning Board.*

*My involvement with the real estate market and needs of both the City and County residents makes it very important to me to be a part of the planning for your community.*

*Thank you for your consideration,*

*Terry Taylor*

*406-580-9570*

*[taylor\\_265@yahoo.com](mailto:taylor_265@yahoo.com)*

The Mayor asked if there was a motion to fill the vacant position of Rick Seidlitz and appoint Terry Taylor to the Consolidated City/County Planning Board. The Mayor and Council discussed the appointment and agreed to table this item until the August 2<sup>nd</sup> meeting and request that she attends the next Agenda meeting to answer any questions that the Council may have. Pattie Berg motioned to table this until the August 2<sup>nd</sup> meeting. Stacy Menard seconded the motion. All said Aye. Motion carried and passed.

**D. New Business - Items for Discussion and/or Actions**

**1. Housing Study Update – Jackson Rose/Tracy Menez**

Discussion on the progress of the Housing Study and any expectations moving forward.

The Mayor asked if Tracy Menez from HRDC was on with zoom to give an update on the progress of the Housing Study. Tracy Menez said that the Housing Working Group, Ann Scargill, Cal Moore, Judy Berg, Maggie Buckingham, Nicolle Sere day, Shannon Graham, Bill Bryan, Leanne Bodell, Jackson Rose, the City of White Sulphur Springs, Meagher County Commissioners, and the Meagher County Stewardship, for the Housing Assessment HRDC have been meeting since May. The group have spent time in town assessing the housing needs and analyzing the graphic data for the area concerning income levels, household sizes, available property for redevelopment or rehabilitation. Tracy Menez will have the draft report document to the City and County by July 28<sup>th</sup> and will give them two weeks to review it and then two weeks for corrections before releasing it to the public. In October they hope to have public meetings, hosted by the Meagher County Stewardship Council and HRDC, with free food, to give attendees an opportunity to review the Housing Needs Assessment, discuss the draft report document, and react to its findings. The Housing Action Plan provides community members with the opportunity to review housing needs, prioritize needs, review successful strategies implemented by peer communities, select strategies for meeting community needs, develop an implementation strategy, assign roles and responsibilities, and create a mechanism for measuring progress toward identified desired outcomes.

**2. Land Use Variance – Benjamin Nunery**

Discussion on the request to run 200 feet of water line from Central Ave down the alley to his lots on Garfield. Sewer already exists in the alley, though the City isn't sure of the size of the line.

*Possible Motion:*

*Move to approve Land Use Variance to run water line down the alley.*

The Mayor and Council discussed Benjamin Nunery and his request for a land use variance to run 200 feet of water line from Central Ave down the alley to lots 5-7 on Garfield. On the lots there is a travel camper and shed. There was a discussion on putting in a temporary water line or making the area surrounding a SID. Stacy Menard motioned to table this until the next meeting. Pattie Berg seconded the motion. All said Aye. Motion carried and passed.

**3. Rescinding Resolution 621 – Declaration of a State of Local Emergency**

Discussion on rescinding Resolution 621 – Municipal Declaration Resolution after the Governor rescinded Montana's State of Emergency on June 30, 2021 (Executive Order 10-2021).

*Possible Motion:*

*Move to rescind Resolution 621.*

The Mayor said that the Governor rescinded Montana's State of Emergency on June 30, 2021. The Mayor asked if there was a motion to rescind Resolution 621. Stacy Menard motioned to rescind Resolution 621. Pattie Berg seconded the motion. All said Aye. Motion carried and passed.

**4. Survey in Preparation for Water Project #3/4**

Discussion on approving the cost of preliminary surveys needed to prepare for moving forward on the next phase of the water project, from the Water Tank to 150' east of Townsend's pivot.

*Possible Motion:*

*Move to approve spending \_\_\_\_\_ for the preliminary surveys needed.*

Terry Threlkeld discussed possibly surveying the next phase of the water project from the water tank to 150-foot east of Townsend's pivot in preparation to move forward. The Council agreed that getting things in place to put the work out for bid this fall or winter would be a good plan. Lee Blanchard asked about the survey cost. Terry Threlkeld said that it would be approximately \$3,000-\$5,000. Lee Blanchard motioned to move forward on the preliminary survey. Pattie Berg seconded the motion. All said Aye. Motion carried and passed.

Terry Threlkeld submitted the ARPA "C" competitive grant application due by July 15th, for \$1,562,472 with a total match of \$112,706 coming from the City and other funding sources. The Mayor and Terry Threlkeld were present at the County's Agenda and discussed the City's funding shortfall of \$200,000 with the County Commissioner's in hopes that the County would be willing to apply for ARPA funds for the City's up coming water main line project. The County Commissioner's mentioned that the Meagher County would like to give their support to the City of White Sulphur Springs, Phase 4 of Water Transmission Main Replacement Project, but would have to review their ARPA funds and see how much they could. Later after the meeting Dayna Ogle emailed the City and attached the letter from the Commissioner allocating

\$100K of Meagher County's Minimum Allocation ARPA Funds to the City of WSS.



**Meagher County, Montana**  
WHITE SULPHUR SPRINGS

OFFICE OF  
BOARD OF  
COUNTY COMMISSIONERS

July 14, 2021

City of White Sulphur Springs  
PO Box 442  
White Sulphur Springs MT 59645

Meagher County we would like to give our support to the City of White Sulphur Springs, Phase 4 of Water Transmission Main Replacement Project.

Per Meagher County Resolution FY 21-22 #2, Meagher County will pledge \$100,000 of their Minimum Allocation of State ARPA Funds from HB 632 to this project. City of White Sulphur Springs is responsible for the required match for these funds, in addition this pledge is subject to a Memorandum of Understanding upon successful funding of this project.

If you have any questions please contact Dayna Ogle, Meagher County, CFO at 406-547-3023.

Sincerely

A handwritten signature in cursive script, appearing to read "Ben Hurwitz", is written over a faint, larger version of the same signature.

Meagher County Commissioner  
Ben Hurwitz

**5. McStravick Park Concrete Bid Discussion**

Discussion on the bids received and the proposed concrete work needed to be done at McStravick Park.

*Possible Motion:*

*Move to accept one of the bids for the concrete work to be done at McStravick Park.*

The Mayor said that the City received three bids for the concrete work to be done at the McStravick Park. One bid was from Rock Hard Construction \$30,406.00, another one was from Brown Custom Builds \$30,525.00, and the other was from Cornerstone Concrete, Inc. \$30,937.50. The low bid is Rock Hard and they do have a one-year warranty to cover cracks over 3/8" and they would fix and fill if that were to happen. Stacy Menard motioned to accept the bid from Rock Hard Construction. Ron Coleman seconded the motion. All said Aye. Motion carried and passed.

**6. City Crew Salary Discussion**

Discussion on the request to increase the City Crew (Water/Sewer/Streets/Animal Control) employee's salaries following a redistribution of job duties. This increase would be independent of any other raises (COLA, certifications, etc.)

*Possible Motion:*

*Move to approve the requested salary increase(s) with an effective date of July 1, 2021.*

The Mayor said that he received two letters from the Public Work's Supervisor, Rocky Vinton, in reference to requesting pay raises for the City Public Works employees Jake Gregory and Marc Pryor. The letters are below.



## **City of White Sulphur Springs**

P.O. Box 442  
105 W. Hampton St.  
White Sulphur Springs, MT 59645-0442  
Phone: (406) 547-3911  
Fax: (406) 547-3945  
E-mail: [wss@itstriangle.com](mailto:wss@itstriangle.com)

TO: Rick Nelson, Mayor

FROM: Rocky Vinton, Public Works Supervisor

DATE: July 1, 2021

SUBJECT: Pay Increase – Marc Pryor

Because of the changes in the City Crew and the additional job duties that Marc will be taking on, I request an increase in Marc's salary from \$13.00/hour to \$14.00/hour, effective July 1, 2021.

After this raise, Marc should also receive the following:

- any "COLA" type raise that the Mayor and the Council agree to during budget discussions,
- \$1.00/hour raise after receiving his first water certification.
- \$0.50/hour raise after receiving his second water certification,
- \$0.50/hour raise after receiving his wastewater certification,
- \$0.50/hour raise if/when he receives his CDL.

Thank you for your consideration.



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E-mail: [wss@itstriangle.com](mailto:wss@itstriangle.com)

TO: Rick Nelson, Mayor

FROM: Rocky Vinton, Public Works Supervisor

DATE: July 1, 2021

SUBJECT: Pay Increase – Jake Gregory

Because of the changes in the City Crew and the additional job duties that Jake will be taking on, I request an increase in Jake's salary from \$15.00/hour to \$16.00/hour, effective July 1, 2021.

After this raise, Jake should also receive the following:

- any "COLA" type raise that the Mayor and the Council agree to during budget discussions,
- \$0.50/hour raise after receiving his second water certification,
- \$0.50/hour raise after receiving his wastewater certification,
- \$0.50/hour raise if/when he receives his CDL.

Thank you for your consideration.

The Mayor said he would support a \$1.00 pay raise for the City Crew employees, Marc Pryor and Jake Gregory. The County is hiring for the County Crew and would hate to have the City Crew employee go to the County at a higher rate of pay. Pattie Berg motioned to approve a \$1.00 raise for Marc Pryor because his position changed from Parks/Animal Control/Meters to City Crew employee/Animal Control/Parks/Meters. Stacy Menard seconded the motion. All said Aye. Motion carried and passed. Stacy Menard motioned to approve a \$1.00 raise for Jake Gregory because of more responsibilities now that the City is down a crew member. Ron Coleman seconded the motion. Stacy Menard, Aye, Ron Coleman, Aye, Pattie Berg, Nay, Lee Menard, Aye. Motion carried and passed. The Mayor said that when the City receives the Mills and Cola then in a future Budget meeting the City Employees will receive the Cola raises.

The Mayor asked the Council if there is a motion to adjourn the regular meeting. Pattie Berg motioned to adjourn the meeting. Stacy Menard seconded the motion. All said Aye. Meeting adjourned at 7:40 pm.

*Work Session, 7:30 P.M. – 9:00 P.M. (Starts Directly After Regular Session)*

**A. Call Work Session Meeting to Order**

**B. Council Discussion: Budget Discussion**

Discuss the City's preliminary budget.

The Mayor, Council, and Clerk-Treasurer went thru the Preliminary Budget for discussions. A discussion on the Capital Projects Funds and CCIP (Community Capital Improvements Plan).

**Capital Improvement Program (CIP) Overview**

The Montana Legislature has passed legislation which allows a municipality to set aside up to ten percent (10%) of its general all-purpose levy for replacement and acquisition of property, plant or equipment costing in excess of five thousand dollars (\$5,000.00) with a life expectancy of five (5) years or more.

To set up a capital improvement *fund* the City is required to formally adopt a *Capital Improvement Program (CIP)*. The main advantage of this method of financing is that funds can be earmarked and carried from one year to the next. If it is recognized that renovation of a public building will be needed in five years, an amount can be set aside annually so the project can be funded at the end of five years. The CIP fund also allows a project to be done in phases, with funds allocated for architectural planning the first year and construction in later years.

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The Mayor said that he spoke with the Fire Chief, Sam Peeler, and they would like to have the same amount (2.5 mills) for education/training purposes. The Fire Department is in need of replacing aging bunker gear and they have new volunteer members that would have to be fitted, if the City had any extra funding if they could fund one or two (\$3,000 per set fitted) of the aging of the 10-12 aging bunkers they would appreciate it. Last year they applied for a Bair Grant for the Extrication Tools/ Jaws of Life and received \$10,000. It was discussed to find a grant writer to be able to receive more grants.

The Mayor said that the City Shop is in need of a couple of laptops (Rocky and Jake) as they are so old and not supported anymore for anything windows 7 or older. After the laptop that reads the Master Meters are done then there will be a laptop available for one of the City Crew. The City is down to about 100 meters to be replaced to Neptune meters. In 2022 Neptune will go to a cloud-based system, then the City could purchase a tablet (windows based/cellular service) for the reading of Neptune meters. The City Office's computers are good.

The Mayor said that the weed control account should be increased a bit and to include the spraying of the of the BMX track area. The landscaping around City Hall and the Parks should be reviewed and flowers and bushes replaced. It was suggested to adopt certain areas to have

either Girl Scouts, Community Service, or volunteers take care of the landscaping. The backup generator switch for the water wells is of need of repairs and was discussed. The merry go around playground equipment is of need of repairs. The furnace, flooring, Mayor's office painting, another exit door for the City Judge should be metal, led lighting and windows in the City Hall building was discussed.

### **C. Comments/Discussion**

Future Business

#### **Mayor's Comments—Rick Nelson**

The Mayor said that the Stage 2 Restrictions in light of the situation with the statewide drought went into effect at midnight. Watering for even or odd numbers on even or odd days after 8:00 pm. Sterling Codifiers – American Legal have sent out the Ordinance Code books and are at the City Office for pick up and review. The spay & neuter clinic went really well.

Council Comments/Discussion

#### **President of the Council—Pattie Berg**

Pattie Berg inquired about the Land Use Ordinance status. It was asked about the status of the naming of the Short Park donation. Maggie Johnson and Carol Berg are working out the process and should have something prior to Red Ants Pants and then finalize things, community input contest and have a name during the Labor Day weekend.

#### **Council Member—Lee Blanchard**

Lee Blanchard said that he will look up the generator manual and bring it up to the City. Lee Blanchard brought up about speaking with the County about the fire hall, trucks, and equipment and possibly starting a firehouse facility study process with a group.

Pattie Berg motioned to extend the meeting by 10 minutes. Stacy Menard seconded the motion. All said Aye. Motion carried and passed.

#### **Council Member—Ron Coleman**

Ron Coleman said that the Crew has been working on the millings and smoothing out the streets and it takes time.

#### **Council Member—Stacy Menard**

Stacy Menard mentioned the need to update the charges on impound fees in the animal control ordinance and that it should cost enough that animals are not out roaming around regularly. There was a discussion on an issue that happened with a power company digging up a curb stop and the landowner did not know about it when it was a problem.

The Mayor asked the Council if there is a motion to adjourn the meeting. Stacy Menard motioned to adjourn the meeting. Ron Coleman seconded the motion. All said Aye. Meeting adjourned at 9:07 pm.



Michelle Stidham—Clerk-Treasurer



Mayor – Rick Nelson