

MINUTES

TOWN OF CLYDE PARK

COUNCIL MEETING

FEBRUARY 10, 2025

TOWN COUNCIL MEETING

Council member James Walsh called to order the February 10, 2025 Council Meeting of the Town of Clyde Park at 7:00 pm.

Roll Call:

Present: James Walsh, Teresa Saari, Dave Sarrazin, Roger Chandler, C/T Stacy Mills

Absent: Brian Eckenrod

Guests: Richard Suisse, Carla Williams

Zoom: Mayor Wiley, Karilee Valeriano

PLEDGE OF ALLEGIANCE

MOMENT OF INSPIRATION: None given

MAYORS REPORT: Mayor Wiley was out of town and attended via Zoom. No report was given.

Treasurer's Report: This report was presented by C/T Stacy Mills.

1. Treasury Financial Reports:

- a. [Utility Billing for December billed \\$13,222.44, collected \\$8,154.17](#)
- b. Presentation of Monthly Claim Warrants: to be approved.
- c. C/T Mills is collaborating with the Montana League of Cities and Towns to conduct an internal review and reconciliation. This process involves working with a veteran clerk from Choteau, MT. This will ensure the accuracy of computer entries, records and financial procedures. The review covers all cash receipts, investment interest, journal and revenue vouchers, accounts receivable and payable, as well as the annual financial reporting and year-end closing processes. This process also provides an opportunity to secure confidence in the accuracy of our accounts and to easily support financial transparency.
- d. C/T Mills is attending Grant Implementation Coaching Sessions every Tuesday. These sessions are designed to help better prepare for managing current grants and to enhance skills in writing new grant applications.
- e. Filed an extension on hiring an auditor due to unavailability of auditors and is working with the League. This is a state wide issue as auditors do not want to take on municipality audits.
- f. Continuing to gather information for PERS grants. As part of the Community Development Block Grant (CDBG) Program, several required start-up documents must be collected to ensure compliance with program guidelines.

- g. A motion was made by Council member Sarrazin to approve the Financial and Treasures Report. Seconded by Council member Saari. Motion approved and passed.

CSO Report:

Water: This report was prepared by Council member Eckenrod and read by C/T Mills

1. Snow plowing is ongoing.
2. APE came to go through Chlorine and pH sensor calibrations.
3. Chlorine was restocked at the reservoir.
4. Deputy CSO Bob Queen and Council member Eckenrod were notified at the end of January that the Nitrate samples had not been submitted for 2024. We are currently in non-compliance. We will stay in violation until samples from the reservoir and well water supplies are submitted. Council member Eckenrod has been in contact with DEQ regarding this issue. Samples were missed as a result of miscommunication due to staff changes. Samples from the reservoir will be taken and submitted in the spring. The public will be notified of the violation in June, however, Council member Eckenrod would like to have the new samples submitted by then so we can also notify the public that we are back in compliance and have no nitrate concerns.

Animals:

1. Nothing to report

Permits:

1. 303 Taft - Livestock Permit (5 horses)
2. 197 3rd Ave N - Livestock Permit (2 chickens)
3. 306 1st St E - Livestock Permit (10 chickens)
4. Livestock permits were approved and signed by council members. Council member Saari abstained from signing the permit at 197 3rd Ave N as this was her permit.

Cemetery/Park:

Streets: Presented by Council members Walsh and Chandler

1. Council member Walsh started by thanking all those who have helped with the plowing of the snow.
2. C/T Mills mentioned that those who are volunteering to plow snow for the town need to sign the Town of Clyde Park Volunteer form so the volunteer can be covered under the Towns Workman's Comp.
3. Council member Walsh will get thank you cards for the following who have helped with the plowing: Les Funk, Alan Bennett, Trace Tidwell, Kent Grabau, David Papadopolis, Shaun Jones.
4. C/T Mills needs to locate the 5 fuel cards. Deputy Clerk Barr mentioned there is one in her desk and one in the safe.
5. A front end loader and dump truck will be coming to clear the mounds of snow on Thursday and Friday.

Code Enforcement: Nothing to report

Visitor Comments on Non-Agenda Items:

1. Carla Williams, 204 3rd Ave S, mentioned that it would be nice to have the agenda posted on the web site and the FaceBook page.
2. Richard Suisse, 107 5th St East, updated the council regarding his property split.

Standing Committee Report:

Budget & Finance:

1. Nothing to report

Public Works:

1. Nothing to report

Parks & Recreation:

1. Council member Walsh reported he did not get the path at the park plowed. Mayor Wiley noted that deputy CSO Queen has been using a machine to get the the path plowed,

Cemetery: Reported by Mayor Wiley

1. The first meeting of the Cemetery Board was held with Hank and Marsha Leffingfeld. They have a list of people they are contacting to invite them to be on the board. Mayor Wiley is waiting to hear back as to when the next meeting will be.

Streets and Alleys:

1. Council member Chandler reported that he talked to Commissioner Brian Wells regarding plowing the streets. Commissioner Wells will email documents for Mayor Wiley's signature stating the town will not hold the county liable for damage while plowing. Commissioner Wells will then present to the County Commissioners for approval.

Planning, Zoning, and Subdivision: Report given by Council member Saari.

1. Did not have a meeting in January.
2. The Planning Board is working on updating the regulations. Council member Saari is working with Park County to get these updates within code. An immediate concern is the subdivision fee. It needs to be updated now due to the length of time to get the actual subdivision regulations up to date. Council member Saari proposed that we engage the Planning Department to update the subdivisions fee structure to include consulting fees, attorney fees, planning and engineering fees and other fees incurred. With the assistance of the council, these fees were decided upon for preparation of the Planning Board Meeting.

Solid Waste:

1. Nothing to report.

Minutes of the January 13, 2025 Meeting.

1. Motion made by Council member Chandler to accept the January 13, 2025 minutes as written. Motion seconded by Council member Sarrazin. Motion approved and passed.

Unfinished Business:

1. Follow up on action sent down to Streets & Alley committee regarding parking permits for town right-of-ways. Motion made by Council member Chandler to table to the next meeting. Seconded by Council member Sarrazin. Motion approved and passed.
2. Update on Fire coverage progress. Clyde Park Rural Fire Department along with Wilsall have committed to continue fire service for the town. Mayor Wiley is moving forward to find out what the process is to consolidate with CPRFD. This process is continuing to be a lengthy one. More information will be given at the Town Forum on February 18, 2025.
3. Carla Williams asked about the monies that are in the Fire Department Fund and the Fire Donation Fund. C/T responded that those funds will move with the consolidation.

New Business:

1. Oberquell request to assign alley as a town street. Council member Chandler said no. This is plated as an alley. The alley does not meet the 60 feet requirement for street width. Karilee Valeriano, 206 Park Ave, said her home is on the alley way and she does not want the alley turned into a street. Council killed the request.
2. Renew appointment of Jamie Lannen to the Shields Valley Conservation District for three-year-term. A motion was made by Council member Saari to renew the appointment of Jamie Lannes to the Shields Valley Conservation District for three years. Seconded by Council member Sarrazin. Motion approved and passed.
3. Review Business Licensing Codes/Fees vis: Liquor, Beer, Tobacco and Gambling. Send a Committee to make recommendations.
4. Fireworks ban within town limits. Mayor Wiley has asked that this be tabled to the next meeting. A motion was made to table the Fireworks ban to the next meeting by Council member Saari. Seconded Council member Sarrazin. Motion approved and passed.
5. Establish Good Neighbor, Good Citizen Award. A motion was made by Council member Chandler to have the Mayor and Staff establish a Good Neighbor, Good Citizen Award outline to be approved at the next meeting by the council. Seconded by Council member Saari. Motion approved and passed.
6. Discuss Town Mills. C/T Mills reported that mills come from a formula the state gives.
7. Request to purchase Meeting Owl. A motion was made by Council member Chandler to purchase a Meeting Owl 3 Premium Pack. Seconded by Council member Saari. Motion approved and passed.
8. Review the necessity of Town Council signatures on Livestock Permits. After discussion, a motion was made by Council member Chandler that if a Livestock Permit is new, the permit goes to the council for approval. If the permit is a renewal, it can be approved by the Mayor. Seconded by Council member Sarrazin. Motion approved and passed.
9. An Amendment to the above motion was made to word it as the following: If the Livestock Permit is new, it goes to the council for approval and be signed by the Mayor and Clerk. If the Livestock permit is a renewal livestock permit, it is approved by the mayor and signed by the Mayor and Clerk. The Amendment was voted on. Amendment approved and passed.

Adjournment:

Motion made by Council member Roger Chandler and seconded by Council member Sarrazin. The meeting ended at 8:24 pm.

Mayor

Clerk

DRAFT