

MINUTES
TOWN OF CLYDE PARK
COUNCIL MEETING
JANUARY 13, 2025

TOWN COUNCIL MEETING

Mayor Wiley called to order the January 13, 2025 Council Meeting of the Town of Clyde Park at 7:02 pm.

Roll Call:

Present: Mayor Wiley, James Walsh, Brian Eckenrod, Teresa Saari, Dave Sarrazin, Roger Chandler

Absent: C/T Stacy Mills

Zoom: Deputy CSO Bob Queen

Guests: Richard Suisse, Bridget Pierce

PLEDGE OF ALLEGIANCE

MOMENT OF INSPIRATION: Read by Council member Dave Sarrazin

MAYORS REPORT:

1. Town Hall Forum: the date for the forum will be Tuesday, February 11, 2025 and will be held at the school. Mayor Wiley will present to the public:
 - a. A review of accomplishments and challenges of 2024.
 - b. Roles of the Mayor and Councilmembers.
 - c. History of the town, who we are, how and why we operate the town
 - d. Fire Department: Mayor asked the council members if she could get help in getting costs to bring Clyde Park Fire Department up to date and other information to see what direction needs to be taken to consolidate with Clyde Park Rural Fire Department, contract with another fire department or update and reinstate CPFD. Council member Dave Sarrazin will help Mayor Wiley gather the costs to update the fire department.
 - e. Other visitors that have been invited to make a presentation are: Crazy Mountain Ranch, Jeff Bradner, Public Health Department and Dan Johnston.
2. Fire Depart and Shop Maintenance Update: Wilsall Fire Department has a new EMT truck. They have requested that some of our supplies could be placed in their truck. Mayor Wiley explained this will benefit Clyde Park and that since these supplies are taxpayer owned, an inventory will be taken then presented to the council for approval.
3. Hiring/Contracting: Applicant went elsewhere.
4. Great West and PER: Stacy working on getting reports to Great West
5. ARCA Search proposal: ARCA has the ability to digitize important documents, i.e. historical minutes, resolutions and ordinances. He is preparing a quote to present for future grant use.
6. Mayor Wiley will be attending the Executive Forum in Helena on February 26-28. This will include A Day at the Capital. Council members are also invited to attend.

Treasurer's Report: This report was presented by Mayor Wiley.

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. HB 355: The application is being finalized and submitted with the analyzer expansion as priority one and the remodel repair paint being done to town hall as number two.
- d. SLFRF: The obligation of these funds is what was needed to be reported by December 31 and has been reported. The reports are due April, 2025.
- e. AFR: This has been a lengthy process. C/T Mills is diligently working on this to get it completed and submitted.
- f. Scheduling of Audit: C/T Mills has a list of approved auditors. She has emailed 29 auditors with those that have replied, they are no longer doing municipal or local government audits.

CSO Report: This was reported by Council member Eckenrod.

Water:

- 1. Deputy CSO Queen and Council member Eckenrod met with APE at the reservoir. Calibrated chlorine sensors. Need to get a new PH sensor. The system is running well. APE noted that throughout the state, cities and towns are having a hard time finding Water Operators.
- 2. Meter pits were ordered last week and Council Member Eckenrod picked them up. We are having trouble getting meters and readers. They are on back order and will be here in March.
- 3. Council member Eckenrod talked to Mike from 40/50 and they do not have any of our equipment. Everything they had was installed.
- 4. Chlorine will be ordered in smaller quantities during winter months due to the delivery truck not making it up the icy and snow covered road to the reservoir..
- 5. Plowed throughout town.
- 6.

Animals:

- 1. Will talk about this farther down the agenda.

Site Permits:

- 1. 402 1st Ave N - Replacing old shed with a new shed for the coffee shop. It will be moved a little further from where the existing shed is.
- 2. 402 1st Ave N - Move existing fence to property line. The owner of the property has had the property surveyed. Permits were signed by council members and Mayor Wiley
- 3. 206 Dinsmore and 303 Lathrop chicken permits were presented. Permits were signed by council members and Mayor Wiley.

Cemetery/Park: Nothing to report.

Street: Nothing to report

Visitor Comments on Non-Agenda Items:

- 1. Richard Suisse, 107 5th St E, has a loose dog that comes to his property and disturbs his dogs. Mayor Wiley responded that he should make a formal complaint, calling Town Hall and also take pictures if he can and the Town will take appropriate action to follow up.

Standing Committee Report:

Budget & Finance: Nothing to report

Public Works: Nothing to report

Parks & Recreation: Nothing to report

Streets and Alleys: Nothing to report

Planning, Zoning, and Subdivision: Nothing to report

Solid Waste: Nothing to report

Minutes of the December 9, 2024 Meeting. Council member Saari will follow up with Vanessa Myrstol regarding the Lead and Copper issue. Motion made by Council member Eckenrod to accept the December 9, 2024 minutes and the Public Hearing minutes as written. Motion seconded by Council member Walsh. Motion approved and passed.

Treasurers Report: Motion made by Council member Saari to approve the Treasurers Report. Motion seconded by Council member Chandler. Motion approved and passed.

Claim Warrants Report: Motion made by Council member Walsh to approve the Claim Warrants Report. Motion seconded by Council member Saari. Motion approved and passed.

Unfinished Business:

1. Snow Plowing Policy: Council member Chandler presented a list of streets to be plowed by priority.
 - a. Priority 1
 - i. Miles 1st to 3rd
 - ii. Hwy 89 to Miles
 - iii. Hwy 89 and 1st to High School
 - b. Priority 2
 - i. Miles to town line
 - ii. 3rd St to East Ave
 - iii. East Ave to 1st
 - iv. 5th St Taft to Miles
 - v. 3rd & 5th Streets to Hwy 89 & Miles
 - vi. Main St West to Town line
 - vii. 5th St West to Town line
 - c. Priority 3
 - i. All other streets and alleys
 - d. The plow truck needs to be replaced. Council member Chandler will start researching information on replacing the plow truck.
 - e. Motion was made by Council member Saari to revise the Snow Removal Operations Policy and Procedures Section Priority One, Two and Three to be more specific. Motion seconded by Council member Eckenrod. Motion approved and passed.
2. Permit application from Glenn's Market: Attorney Jon Hesse sent to Mayor Wiley and the council a draft copy of a RIGHT-OF-WAY ENCROACHMENT LICENSE AGREEMENT to review. After a discussion over this agreement, a motion was made by Council member

Eckenrod to table the permit application from Glenn's Market for the ice machine until May as the owners are planning to move the ice chest when a concrete pad can be set. Motion was seconded by Council member Sarrazin. Motion approved and passed.

New Business:

1. Permitting Storage Sheds: Mayor Wiley presented this.
 - a. As per town code 15.02.130 Site Permits For Homes Including Mobile Homes states:
 - i. A site permit will be required for all buildings, including mobile homes.
 - ii. Site permits will not be granted unless plans or blue prints are submitted.
 - iii. Site permits will be granted by the Mayor and Town Council.
 - iv. An exception will be mobile homes located in a pre-plated mobile home park.
 - b. Enforcement of this code needs to be in place. Storage sheds and storage containers will require permits. The staff will continue to monitor this and enforce this code to keep the residents in compliance. The Council and Mayor agree that all storage sheds and storage containers require building permits.
2. Permitting Parking on Town Right-of-Way:
 - a. Streets are becoming more congested with parking RVs and other vehicles on the towns right of way.
 - b. Consider requiring a parking permit to help control non-residents from parking RVs for long periods of time on the right of way.
 - c. A motion was made by Council member Saari to send Permitting Parking on Town Right-of-ways to the Streets & Alleys Committee for further review. Motion seconded by Council member Eckenrod. Motion is approved and passed.
3. Status of Animal, Dog, and Business Licenses:
 - a. Council will review the list of dog licenses, included in their packet, if the dog is still living at the address listed, if the dog has passed, or if the family and dog have moved out of town.
 - b. Council will return this information. The town will follow-up with the owner(s) of the dogs.
 - c. The Council will also review and turn in the information regarding the list of Business Licenses.
4. Elections:
 - a. Dave Sarrazin must file with the Clerk & Recorder's Election Office between April 17 and June 16, 2025 to continue his term until December 2027.
 - b. Roger Chandler and James Walsh's positions expire in December 2025. Anyone desiring to take a seat on the council should be encouraged, and will need to file

between April and June. Late filing term ends in August. Mayor Wiley would be happy to meet with anyone interested to answer any questions they might have.

- c. Discuss the possibility of establishing term limits. After discussion, a motion was made by Council member Chandler to put term limits of eight years for the mayor and eight years for the council. Motion seconded by Council member Saari. Motion approved and passed.
 - d. Discuss the possibility of reducing the number of voting council members to four with a fifth honorary non-voting member to be selected from the Junior class of the Shields Valley High School and Home School for a one year term, appointed by the Mayor.
 - i. Council member Chandler explained that he prefers having five council members so the voting comes from the council and the Mayor does not have to be the tie breaking vote.
 - ii. Council discussed having a high school junior shadowing the council meetings and came to the conclusion that it would not be a distraction to the meetings.
 - iii. After discussion of having four council seats instead of five, the council kept it at five seats. The issue “dies.”
5. Mayoral Appointments: Mayor Wiley is appointing Council Members to the following Standing Committees:
- a. **Budget & Finance:** Roger Chandler and Teresa Saari
 - b. **Public Works:** Brian Eckenrod and James Walsh
 - c. **Parks & Recreation:** Teresa Saari and Dave Sarrazin
 - d. **Streets and Alleys:** Roger Chandler and Brian Eckenrod
 - e. **Planning, Zoning, and Subdivision:** Teresa Saari and James Walsh
 - f. **Solid Waste:** Dave Sarraziin

Adjournment: Motion made by Council member Roger Chandler and seconded by Council member Eckenrod. The meeting ended at 9:00 pm.

Mayor

Clerk