

**MINUTES**  
**TOWN OF CLYDE PARK**  
**COUNCIL MEETING**  
**July 8, 2024**

The meeting was called to order by Mayor Sydney Wiley at 7:02 p.m. Council members present were Brian Eckenrod, Roger Chandler, Teresa Saari, James Walsh and Dave Sarrazin., who was re-appointed to councilman in the following meeting.

**GUESTS:** Persons in attendance: Bruce lay, Carla Williams, Zachary Skogen

**PLEDGE OF ALLEGIANCE**

**MOMENT OF INSPIRATION:** Read by Clerk/Treasurer Mills. Councilman Brian Eckenrod volunteered to give the June meetings inspiration.

**OPEN FORUM**

**Items on the Agenda:** Mayor Wiley welcomed the visitors and asked if anyone would like to comment on items on the agenda. No one cared to make a comment.

**Items not on the Agenda:** Mayor Wiley welcomed the visitors and asked if anyone would like to comment on items not on the agenda. Carla Williams spoke on behalf of the Old Settlers Committee, asking if the Town was going to serve Burgers during the Old Settlers Day, August 24-25, again this year. Councilwoman Saari explained what took place last year. Mayor Wiley called for a motion to place the Burger Lunch on the June agenda to work out the details. Councilwoman Saari made a motion that the Town serves the Hamburger lunch on Aug 24, 2024 and that more discussion will be had at the June 10 council meeting. Councilman Sarrazin seconded the motion and the motion carried.

**MAYORS REPORT:** Mayor Wiley asked Councilwoman Saari and Clerk/Treasure Mills to give a brief review of their experience from their attendance at the annual Municipal Institute. Both discussed the classes they attended and contacts made.

**Treasurer's Report:** This report was given by Clerk/Treasure Stacy Mills. C/T Mills discussed the end of the fiscal year soon approaching and the need for the council to review the previous year's expenditures and prepare for a Budget review meeting. There were 204 water bills billed out for April. The total billed for April was \$13,361.63. The April receivables were \$11,620 There were two (2) payment arrangements made for late bills. C/T Mills continued with the report and opened a discussion about the current and ongoing Arpa projects. Primarily the Water Main Replacement Project on Main St.. After many discussions with Peccia , Chris Hayes and Trisha Bodlovic, it has been realized that the supposed match for the Main project has been spent on projects that are not transferable as a match to the Main St. project. C/T Mills passed out the computer report detailing the Arpa projects expenditures. She further discussed the need and possible accounts to draw the needed match from. C/T Mills asked the council to make the decision as to where the matching funds of approximately \$55,000, final bids could come in as more, would be taken from and whether they want to continue with the project. C/T Mills discussed possible forgivable loans that could replace these funds before the end of the 2025 expenditures. Mayor Wiley called for questions from the council. The Council questioned how the confusion happened and the previous years' expenditures were said to be a match, but turned out not to be after the fact. The Council discussed the Town's reserve accounts and the possible loss of the Arpa funds, \$93,000, if it is not used. Councilman Eckenrod made a motion that the Council agree to the notification to RPA that the town is moving forward with the Main St. water main replacement project, regardless of the match

discrepancies and that the match funding be addressed as soon as possible. Councilwoman Saari seconded and the motion carried.

**Water:** CSO Will Buniger gave this report. A fire hydrant that is located at the beginning area of the Main St. project will need to be replaced. While digging and looking for leaks in the downtown area, CSO Buniger discussed the extremely poor condition and inadequate work that was done. CSO Buniger discussed the need for the town to regulate and inspect the work and materials used in all future projects that include access to the town's water mains. CSO Buniger also discussed the conditions found under ground were of large rock and caverns that make leak detection even more difficult. The leak detection search continues.

**Animals:** CSO Will Buniger gave this report. Animal regulation enforcement is a work in progress and should show some results soon.

**Site Permits:** Discussions were had on the following permits, the Funk concrete apron to their shed, passed; Wiley variance for Dogwood trees removed from consent agenda til next meeting; Mcdonald fence permit, passed; Peterson home, passed; Koch fence removed from consent agenda for more review; and Lay permit for Tiny home, councilman Eckenrod motioned to remove from consent agenda and table til next meeting, Councilman Walsh seconded and the motion carried.

**Parks:** CSO Buniger gave this report. The trees in the park have been sprayed for beetles. Councilwoman Saari reassured that the extension expert explained that the damage done by the beetles will not kill the trees, but damages the tops.

**Cemetery:** Nothing to report.

**Streets:** Councilman Chandler gave this report. The streets have been busy. A culvert has been installed on 4th st. and a future culvert on Lathrop. The First St. drainage ditch is in progress. Asphalt is needed throughout town, approximately 8 loads. Councilman James Walsh made a motion that the town approves the asphalt overlay and Councilman Sarrazin seconded. The motion passed.

**Fire Chief :** Fire Chief Will Buniger gave this report. Chief Buniger announced his upcoming retirement from the chief position. Date to be determined. Chief Buniger introduced Zach Skogens, our new official and state certified EMT. Congratulations to Zach for his testing accomplishments and a big thank you to Fire Chief Will Buniger for his service to the Town of Clyde Park.

## **Consent Agenda**

**These items may all be accepted by a single motion, or individual items may be motioned to be moved off for further discussion before approval:**

1. Minutes of the April Meeting
2. Claim Warrants and Financial Reports
3. Animal Permits
4. Site Permits
5. Adopt 2024 Strategic Plan
6. Adopt 2024 Capital Improvement Plan
7. Approve change to February Minutes: DeWitt Dominick's appointment as Shields Valley Urban Supervisor of the Park County Conservation Board to three years
8. Approve Remote Work Agreement for Stacy Mills

Councilwoman Teresa Saari made a motion to approve the consent agenda as written after the previously discussed items were removed or tabled. Councilman Eckenrod seconded and the motion passed.

## **Unfinished Business**

1. *Approval of creation of Standing (Legislative) Committees to consist of the following:*
  - a. *Budget & Finance*
  - b. *Public Works*
  - c. *Parks & Recreation*
  - d. *Streets & Alleys*
  - e. *Planning, Zoning & Subdivision*

Mayor Wiley discussed the development and need of working committees focusing on the productivity for the town's development, budgeting, and code review; as well as the appointment of leadership for committees. The committees can be made up of one to two (1-2) council members. More than two (2) constitute a quorum and cannot be done. Ad hoc committees, made up of residents, can be formed when additional work is needed by the standing committee. Councilman Eckenrod made a motion to approve the creation of standing legislative committees, Councilwoman Saari seconded the motion and the motion carried through a vote with reason.

2. *Mayor's appointments to Standing Committees*
  - a. *Budget & Finance - Councilman Dave Sarrazin*
  - b. *Public Works - Councilman Brian Eckenrod*
  - c. *Parks & Recreation - Councilman James Walsh*
  - d. *Streets & Alleys - Councilman Roger Chandler*
  - e. *Planning, Zoning & Subdivision - Councilwoman Teresa Saari*
3. *Review and Approve Draft of Water permit application (Public Works Committee)*
4. *Review and Approve Resolution for Procedures regarding water and site permit applications (Public Works Committee)*

Open discussion among council members about how the new water contract should read, its direct purpose and who should get one, was had. Councilman Eckenrod asked that the Public Works committee have a chance to meet and discuss and draft the final contract and the procedures regarding water and site permits. Councilman Eckenrod asked for the discussion to be tabled for review in June. *Councilman Chandler made a motion to send the water permit application and water procedures to committee for review. Councilwoman Saari seconded, and the motion passed.*

5. *Business License for Transient Vendors (Budget & Finance Committee)*

Discussion was had as to who and when a license would be required for. Councilman Eckenrod made a motion to pass the Business License for Transient Vendors on to the committee for review. Councilwoman Saari seconded and the motion passed.

6. *Spending Limits and Policy for Approval of Budgeted and Unbudgeted Expenditures (Budget & Finance Committee)*

The council had discussion of the approved and set spending amount that the Mayor and the office, under the direction of the Mayor, have permission to spend without consistent detailed permissions from the council ahead of time. CSO Buniger and Mayor Wiley gave examples of what might need to be purchased. Chief Buniger also mentioned the donation use exemption the fire dept uses and requested that this not be changed. Councilman Eckenrod made a motion that the office, under the approval from the Mayor, be allowed to spend up to \$500, without prior consent of the council. Councilman James Walsh second it and the motion carried.

7. *Create Policy and Resolution for no camping in parks or on town right of ways (Parks &*

### *Recreation Committee)*

Councilwoman Saari made a motion to send the topic, *Create Policy and Resolution for no camping in parks or on town right of ways to committee for review* Councilman Eckenrod seconded and the motion and the motion passed.

### New Business

1. Create a resolution to add an Ordinance for No Dogs Allowed in Holliday Park (Public Works Department)

This topic was discussed by the council and was not approved. Enforcement options are to be researched and acted upon. There was discussion of possibly enforcing the dogs on leash in the park. Loose dogs in the park are creating fear among the children and parents. Mayor Wiley made the suggestion to send the topic to committee for further review. The mayor suggested that Parks and Rec and the Public Works work together on clarification on what the town is able to do. The Mayor also reiterated the importance of the existing town codes and enforcing them.

2. Amend Ordinance #08-02-050 (A) to add: Dogs must be kept in a fenced area, a kennel or on a tie-out to be prevented from roaming free within the town (Public Works Committee)

Councilwoman Saari made a motion to send 1.Create a resolution to add an Ordinance for No Dogs Allowed in Holliday Park (Public Works Department) and 2.Amend Ordinance #08-02-050 (A) to add: Dogs must be kept in a fenced area, a kennel or on a tie-out to be prevented from roaming free within the town (Public Works Committee) to committee for review. Councilman Eckenrod seconded and the motion passed.

3. Research FHWA ATIP Grant Opportunity for alternative forms of active transportation, e.g. bike and walking trails (Park & Rec Committee)

Mayor Wiley addresses the possibility of Parks and Recreation drawing out a possible bike/walk trail throughout town for submission with a due date June 14th.Councilwoman Saari made a motion to send the grant opportunity to committee. Councilman Eckenrod seconded the motion and the motion passed.

4. Discuss placement of additional speed bumps on First Street between First Ave (Hwy 89) and Park Street to control traffic speed (Streets and Alleys) *Was discussed and passed in previous meetings.*
5. Discuss and approve replacing yield signs on East Ave at Short Street with stop signs (Streets & Alleys) Councilman Walsh made a motion to replace the yield signs on the corners of East Ave at Short Street and East Ave at Second St. with stop signs.Councilman Chandler seconded and the motion passed.
6. Assign Budget Work (All) Mayor Wiley asked the council and committees to look over last year's budget and start writing out the anticipated expenditures for the coming fiscal year. A budget prep meeting to be scheduled on Jun 24, 2024at 7p.m.
7. Discuss announcement of retirement Fire Chief Will Buniger's Retirement and future steps for analyzing the need of maintaining a Fire Department

Mayor Wiley talked about the retirement of Fire Chief Buniger. She discussed having a meeting with

rural fire to address the needs of the community and issues that are preventing a collaboration of the two fire departments. Further investigation and talks continue.

Councilman Roger Chandler Made a motion to adjourn the meeting, Councilman Eckenrod seconded and the motion passed to adjourn at 9:32 p.m.

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Mayor

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Clerk