

MINUTES
TOWN OF CLYDE PARK
COUNCIL MEETING
SEPTEMBER 9, 2024

The meeting was called to order by Mayor Sydney Wiley at 7:00 p.m. Council members present were Brian Eckenrod, Roger Chandler, Teresa Saari, James Walsh and Dave Sarrazin.

GUESTS: Persons in attendance: Richard Suiss. Persons in attendance via Zoom: Town Attorney John Hess, Deputy CSO Robert Queen, Clerk/Treasurer Stacy Mills

PLEDGE OF ALLEGIANCE

MOMENT OF INSPIRATION: Read by Mayor Sydney Wiley

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 responded.

Items not on the Agenda: Mayor Wiley welcomed the visitors and asked if anyone would like to comment on items not on the agenda. Richard Suisse, 107 5th Street East. Mr. Suisse spoke on the direction he is taking his permit forward after his conversation with Attorney John Hess. Mr Suisse will gather the information needed for a minor subdivision and present it to the council at a future date. Mayor Wiley asked Attorney Hess if the Council had anything they would like to say, do they get an open forum. Attorney Hess responded that this would be the time for the Council to respond with any issues. No one responded.

MAYORS REPORT: Mayor Wiley reported that the ARPA 1st St & East St Water Main replacement project construction is back. The contractor, 40/50, delivered the culverts and will proceed with and complete the intersection project this week. The contractor will install the main irrigation ditch and then install the main collection bin for the storm water. Councilman Chandler asked if the contractor would fill in the road in front of the Lay property. Mayor Wiley will look into this.

With the resignation of Fire Chief, Will Buniger, Mayor Wiley has contacted Clyde Park Rural, Wilsall and Greg Coleman and informed them that the Town of Clyde Park does not have a responding fire department at this time. They are all on board as the town will not be responding to calls in the valley. The town currently has an EMS, Zac Skogen, who will continue to respond to medical calls but will require backup from Wilsall, who will be the primary responder. Greg Coleman informed Dispatch that there will be no response or page out to or from the Town of Clyde Park Fire Department. Attorney John Hess will prepare what a consolidation will look like with Clyde Park Rural Fire Department. This will include the steps it would take and the transfer of equipment. As per MCA codes, the Clyde Park Rural Fire Department Board and Town Council need to both agree with this option. Other options for the fire department are to build new or contract out for private services. A public hearing will need to be held to inform the residents and get their input. Zac Skogen is continuing education and training as a firefighter that will allow him to enter burning structures.

Mayor Wiley notified DEQ and Bridger Analytical Lab that Brian Eckenrod and Bob Queen are able to continue testing.

Collette Anderson from Great West would like to have a Kick Off meeting for starting the PER process. Schedule an Open Meeting for September 30, 2024 at 7:00 pm.

Mayor Wiley spoke of the importance of communicating and working as a team. The mayor reviewed how the standing committees work and the responsibilities of the council members. The standing committees are for policy work only. Council members can choose members from anyone to be on their committee. It does not have to be a town resident and the committee can have up to two council members to help do the work. A committee report is an update on where you are on assignments you've been given. The report is then given to the Mayor who will put it on the agenda for the next council meeting. The Action Forms are for what decision the Council needs to make. The Mayor takes the decisions that are made to the staff for follow up. Mayor Wiley stated that policy making should be driven by the town's mission statement. The mission statement will be defined in January 2025.

Attorney John Hess Presentation: Prepared a letter explaining that the Town of Clyde Park is a Mayor/Council form of government and what the role of the Mayor is and what the role of the council is. Council is a legislative body. The council's role is to pass resolutions and pass ordinances that become city codes. The council approves a budget presented by the mayor and town clerk. The council also approves all contracts. The role of the Mayor is to implement the codes and implement the budget. The codes and subdivision regulations need to be updated. The growth policy was updated in 2021. Council member Saari asked Mr. Hess about checks and balances on the accounts receivable and accounts payable and what the council's role is. Mr. Hess' response was that the council receives a detailed report of the expenditures and payables at every council meeting and approves the report. The council has requested a copy of the detailed reports prior to the council meeting each month to review for approval at the council meeting.

Treasurer's Report: This report was given by Clerk/Treasure Stacy Mills. C/T Mills presented a printed report of the Fire Donation Fund from 2019 to present. C/T Mills reported that the total billed for August was \$14,496.00. The total payments received were \$14,620.00. The budget for 2024/2025 was presented. The budget shows that more funds need to be raised. The budget does not balance for this year. An amortization chart was presented regarding the two DEQ loans. If \$400.00 a month extra was applied to each loan, the smaller loan would take off 5 years with a savings of \$39,000. The larger loan would take off 4 years with a savings of \$57,000. The council discussed raising water rates. Council member Eckenrod will present this issue at a future council meeting with an action form after further research is done. A motion made by Council Member Saari to approve the budget with the additional \$400.00 a month to each DEQ loan and seconded by Council Member Chandler. Motion passes. Council Member Saari made a motion to sign Resolution 472 for the 2024/2025 Budget. Seconded by Council Member Eckenrod. Motion passes. C/T Mills will be submitting a daily log along with the treasurer's report.

CSO Report: This report was given by Deputy CSO Robert Queen and Council Member Eckenrod.

Water: Continuing to monitor the water. Meeting with 40/50 Construction to conclude 1st St and East St water main project. Mayor Wiley reported that Council Member Eckenrod will be getting a temporary six month certification to do water tests. A curb stop was located at the Hoffman property about 14 inches underground.

Animals: Nothing to report

Site Permits: Nothing to report

Cemetery/Park: Mayor Wiley reported that a Cemetery Board will be reinstated in the near future.

Street: Working on the snow plow, street signs were put 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: Council Member Saari reported that the committee is going over the subdivision codes and having them match the 2023 amendments to the state codes. An Action Form was presented by Council Member Saari to purchase folding picnic tables with money raised at Old Settlers. After discussion, the decision was made to have the picnic at the park next year. Council Member Saari withdrew the action item.

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 August 2024 Meeting
2. Claim Warrants and Financial Reports
3. Site Permits: 106 4th St E, wood fence
4. Water Service Application: 414 Main St W; Taft Ave

Council Member Eckenrod motioned to approve the Consent Agenda and Council Member Walsh seconded. Motion approved and passed.

Unfinished Business

Mayor Wiley discussed a spreadsheet for water applicants that are pre-approved for water and new applicants for water after the moratorium was lifted. Mayor Wiley discussed the property at 103 E 1st St. Owner needs to submit a separate permit application for the fence. Because the tiny home is on wheels and with the RV on wheels, according to Montana codes, that makes the property a minor subdivision and needs to go through a minor subdivision review. Mayor Wiley presented the option of splitting Town Maintenance and the Water Operation duties into two separate part time positions. Council Member Eckenrod motioned to divide the CSO role into two part time positions or one potential full time position for Town Maintenance Operator and Water Operator. Seconded by Council Member Saari. Motion approved and passed.

Council Member Chandler motioned to adjourn the meeting and seconded by Council Member Eckenrod. Motion passed. Meeting adjourned at 8:46 pm

Mayor

Clerk