

MINUTES OF A REGULAR MEETING OF
THE CITY COUNCIL OF THE CITY OF
CONRAD, COUNTY OF PONDERA, STATE
OF MONTANA, HELD AT CONRAD CITY HALL
ON DECEMBER 19, 2022

The City Council of the City of Conrad, County of Pondera, State of Montana, met in regular session at the Conrad City Hall on December 19, 2022, at 6:00 p.m.

Present: Mayor Miller, Aldermen Cates, Hunsucker, Breeding, and Schoenrock; PWD Zimbelman; Chief Padilla; Library Director Christensen; and Finance Officer Ritter

Guests present: Jacob Konen, Darryl Burditt

The meeting was called to order by Mayor Miller at 6:00 p.m.

Motion by Alderman Breeding, second by Alderman Hunsucker to approve the minutes from the December 6, 2022, regular meeting, as presented.

Motion Carried Unanimously

Claims #26856 through #26914 (refer to the claims register).

Motion by Alderman Breeding, second by Alderman Cates to approve claims as presented.

Motion Carried Unanimously

Water contracts: None

Correspondence: An email was received about plowing on the streets.

Public Comment: None

Chief Padilla presents with the November 2022 activity report for the Police Department. The number of service calls was approximately 128 reported to PCSO Dispatch and/or Conrad Police Department. There was 4 arrests, 5 alarms, 3 assaults/harassments, 5 burglary/thefts/shoplifting reports, 5 criminal mischief/trespass/vandalism reports, 4 domestic incidents, 2 lost/found property reports, 11 medical emergencies, 3 noise/nuisance complaints, 2 suicide/mental health calls, 5 suspicious activity/vehicles, 1 wanted/missing person, 8 citizen assists, 4 civil standbys, 7 information only calls, 3 vehicle lockouts, 2 VIN inspections, 6 welfare checks, 2 utility complaints, 1 illegal burn, 6 juvenile complaints, 5 accidents investigated, 5 traffic complaints reported, 2 DUI assists, 6 traffic initiated reports, 8 sheriff's office assists, 2 MHP assists, 5 ambulance assists, 1 probation/parole assist, 3 Toole County assists, 2 DHHS CPS assists, and 16 animal calls (12 dogs and 4 cats). CPD executed several successful arrest and search warrants resulting from active investigations. CPD assisted other agencies on search warrants executed within the city. Several citizen assistance calls were conducted by means of rides home from local establishments. Several calls were received for animals in distress and were investigated. All calls were deemed unfounded.

Chief Padilla proposed the promotion of Sergeant Smith from probationary position to full-time permanent. Sergeant Smith has continued to update the CPD Evidence Program. Chief Padilla also presented a request for promotion from Patrolman II to Patrolman III for Officer Konen with an increase in pay. Officer Konen is the Conrad Police Department School Resource Officer and is very active in the community. He maintains liaisons and receives training from the Internet Crimes Against Children (ICAC) Task Force. Finance Officer Ritter reported these wage increases were included in the FY22-23 budget. The Conrad Police Department has announced a job opening for a Full-Time Police Officer position and this has been published at Job Service and on the City of Conrad webpage. Our new patrol vehicle is now in service.

Motion by Alderman Schoenrock, second by Alderman Cates to approve the pay increase for Sergeant Smith from \$24.68/hr to \$25.68/hr and promotion for Officer Konen from Patrolman II to Patrolman III with a pay increase from \$23.63/hr to \$24.63/hr.

Motion Carried unanimously

Public Works Director (PWD) Zimbelman presented the November 2022 report. The ice rink has been filled for the year and more water was planned to be added. The Public Works Department has been helping the State with snow removal from Main Street and 4th Avenue. PWD Zimbelman reported an accident occurred when one of the City workers driving a truck caught some of the decorations going across Main Street causing some building bricks to fall in the process. No injury occurred. The proper steps have been taken on claim filing with MMIA. The department has been busy clearing and sanding streets as needed as well as completing winter maintenance on equipment. The department also, helped the Library put up their tall Christmas tree. The PWD noted pump issues on the East Side Lift Station; thankfully the bid for this project is going to bid next week. Additionally, PWD noted he is looking into converting the water plant lights and Main Street lights to LED. PWD Zimbelman will be working with Finance Officer Ritter on CIPS later. A water leak on 7th Avenue and Illinois Street is being fixed. The project was delayed a bit due to the weather. The project required intermittent water shut-off in that area two days in a row.

Finance Officer Ritter presented February through June 2022 financial reports. Finance Officer Ritter is waiting on a consultant to assist with year-end closing entries as the auditors were unable to schedule with the City. Finance Officer Ritter has been working on the annual reports due December 31st. It was reported the BDS online portal will go live on December 22, 2022. It was asked if the portal accepts ACH and checks, Finance Officer Ritter will investigate this. The "Go Live" announcement has been posted on the website and Facebook page. Finance Officer Ritter is working on creating a new City website and will be activating this soon.

Library Director Christensen presents the November 2022 monthly report. Library statistics are being tracked visually to determine patterns, gaps, and opportunities. Visits and program attendance in November was slightly down compared to last year but overall circulation was up. The library has an opportunity to cater to teens regarding circulation and programming. There were 24 programs held in November. In addition, the library issued its annual community survey and is waiting for feedback to assist in the strategic planning process. The survey is available on www.conradlibrary.com or at the library. Library Director Christensen

encouraged Council to complete the survey. Trustee Anna Pollard has been presented with the voluntary Trustee Certification through the Montana State Library. She has completed the required number of continuing education credits, focusing on library administration. A Request for Proposals was issued regarding the Preliminary Architectural Report (PAR) for the library building. The selection committee met on December 1, 2022, to view the 3 submitted proposals. The Mayor participated in the PAR selection process. After careful consideration, the highest-ranking firm was Nelson Architects from Great Falls, and a Notice of Conditional Contract Award was issued. This firm has done projects such as the Conrad Orpheum Theater, Great Falls Community Center, and the Celtic Cowboy/Argon Hotel.

A total of four submissions were received to date for the logo contest. Council complimented and liked all the submissions received and discussed voting at next Council meeting in case any additional submissions were received by midnight.

Motion by Alderman Schoenrock, second by Alderman Cates to table the choosing of a logo for the City of Conrad until the Council Meeting on January 3, 2023.

Motion Carried Unanimously

Mayor Miller presented an appointment and update in regard to the City Planning Board. Lacetta Isenberg has agreed to remain on the Planning Board. The Mayor also requested appointment of Tiffany Christensen to the Planning Board. Tiffany Christensen is also the City Library Director however it appears this appointment is allowed per the MCA code. The Montana Code also notes the County must provide a County representative which is also a vacancy available and the Mayor has requested the County to assist in filling this vacancy. The Mayor reported Tiffany Christensen and Mary Klette will participate in the Growth Policy update with the County.

Motion by Alderman Hunsucker, second by Alderman Schoenrock to maintain Lacetta Isenberg on the Planning Board, and for Library Director Christensen be appointed to the Planning Board.

Motion Carried Unanimously

The County was ineligible to use the MAG money on their own project thus they are now granting the City a total of \$406,605 versus the \$369,363 previously agreed upon. Valier is also receiving a portion of the County MAG funding.

Update on water/sewer increase. Finance Officer Ritter with the assistance of PWD Zimbelman has gathered and will submit all of the requested information to Roger Skogen at Montana Rural Water Systems for analysis and assistance on water/sewer increases.

The first meeting of the new year Council will review the Boards, Commissions, and Committees.

Items to appear on next agenda: BSV Reserve Fund Surplus Letter (if available), update on water/sewer rate increase, vote on logo, Boards, Commissions, and Committees, and Growth Policy Cost Sharing Agreement from City Attorney Jones.

There being no further business to come before the Council, motion by Alderman Schoenrock, second by Alderman Breeding to adjourn the meeting at 6:56 p.m.



Motion Carried Unanimously

Mayor *Jamie Miller*

Attest:

Heidi Patten

Finance Officer