



REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF CONRAD, COUNTY OF PONDERA, STATE OF MONTANA
HELD AT CONRAD CITY HALL ON APRIL 2, 2024

The City Council of the City of Conrad, County of Pondera, State of Montana, met in regular session at the Conrad City Hall on April 2, 2024, at 6:00 p.m.

Present: Mayor David Cates, Alderman Amber Schoenrock, Alderman Karla Breeding, Alderman Nathan Hunsucker, Billing Clerk Kim Cooney, Library Director Tiffany Christensen, Interim Chief of Police Cory Smith

Absent: None

Guests: Carrie Doty, Maria Cates, Don McClain, Darryl Burditt, Debbie Kersten, Lauriena Yeager, Sharon Mellott, Jerry Riewer, James Coombs, Danielle Coombs, Lacie Vermulmn, Jean Egan, Bob Bender, Roger Paulsen, Wendi Paulsen

Teleconference Guests: McKenzie Graye, Julie Orcutt

The Meeting was called to order by Mayor Cates at 6:00 p.m.

Action: Read and Approve Minutes of the March 19, 2024 Regular Meeting

- Motion by Alderman Breeding, Second by Alderman Hunsucker to approve the Minutes of March 19, 2024 Regular Council Meeting, as presented
 - Motion Carried Unanimously

Action: Read and Approve Minutes of the March 19, 2024 Executive Session

- Motion by Alderman Hunsucker, Second by Alderman Schoenrock to approve the Minutes of March 19, 2024 Executive Session; as presented
 - Motion Carried Unanimously

Action on Claims:

Claims #s 27912, 27919, 27921, 27925-27926, 27928-27938, 27942-27954 (refer to the claims register/claims approval list):

- Motion by Alderman Hunsucker, Second by Alderman Breeding to approve the claims, as presented
 - Motion Carried Unanimously

Correspondence: None

Department Reports: (Attached)

- Police Department Report – Interim Chief of Police Smith read the combined report for February and March. He noted that Officer Jacob Konen submitted his resignation effective March 31st and will be working for the Pondera County Sheriff’s Office now. (Attached)



- Library Report – Library Director Christensen read the March report. She noted that she and Liz will attend the annual Montana Library Association conference in Bozeman next week. Library hours will not be affected. (Attached)

Public Comment: (no action taken) Agenda Items and/or Not on Agenda Items

Mr. McClain told how City Council used to meet where the Library is now. Back then, there was discussion to move the Library into a small house, but the idea wasn't popular among Conrad citizens. The Library Board asked the Council if they would move out if money could be found to purchase the building. Council agreed, and within 8 months, the Library Board told the Council they had raised the money to buy the building. City Council moved out and the Public Library moved in.

Discussion/Action: Appointment of Alderman Ward 2

Mayor Cates read two Letters of Interest: one from Danielle Coombs, one from Carrie Doty. (Attached)

- Motion by Alderman Breeding, Second by Alderman Schoenrock, to appoint Carrie Doty to Alderman Ward 2
 - Motion Carried Unanimously

Ms. Doty was immediately sworn in by Mayor Cates.

Discussion/Action: Fence Line Design contract

Mayor Cates said that the City has been in communication with Lacie Vermulmn to create a new website and to make the current website more functional in the interim. He suggested that Council approve the contract to create a new website with a \$2,000 cap.

Mrs. Vermulmn recommended putting photos of elected officials on the new website so people know who they are. She can build the website and hand it over to the City to maintain, or she can maintain it up to the launch. After that, it's an hourly rate to maintain.

City office staff have already been shown the basics of posting to the website.

- Motion by Alderman Breeding, Second by Alderman Hunsucker, to accept the contract with Fence Line Design with a \$2,000 cap
 - Motion Carried Unanimously

Discussion/Action: Distribution of Genevieve Rieken Anderson Funds

Mayor Cates provided a brief overview of the annual funds' origin and distribution process. He reviewed the letters of interest from various local organizations vying for a portion of the approximately \$10,000 in funds. (Attached)

Alderman Breeding added that the City of Conrad receives a quarter of the total annual funds available, which it then distributes based on written requests.



- Motion by Alderman Hunsucker, Second by Alderman Breeding, to divide the Genevieve Rieken Anderson Funds five ways evenly between the Splash Park, Pathway, Arts Council, Park & Rec Association and Depot Society
 - Motion Carried Unanimously

The City will write checks for each organization to be picked-up at City Hall.

Discussion/Action: Parks and Rec Association Agreement

Mayor Cates confirmed that all interested parties are now combined into a single contract.

Mr. Bender said that everyone is onboard, as long as it hasn't changed. The contract includes Parks & Rec Association, Conrad High School, Soccer, and Baseball.

- Motion by Alderman Schoenrock, Second by Alderman Breeding to accept the City of Conrad Sports Complex Lease Agreement between the Pondera Rec Association and Conrad Public School District No. 10
 - Motion Carried Unanimously

Mr. McClain shared a story about the baseball complex. When the missiles first came to Conrad, the baseball complex was one single unit where the missile site is now. The baseball complex moved out to where it currently is with just one site. One day, Pete Bokma who owned land nearby, asked if they would like to have the rest of the land on top of the hill. So he donated the land to be used for baseball.

Discussion/Action: MSU Extension Use Agreement of Legion Park for the Farmers Market

It was determined that the item had been decided at the March 19, 2024 meeting, pending DocuSign.

No action taken.

Discussion/Action: Open Application period for Pool Staff, Pool Manager, Head Lifeguard, Lifeguard/Instructor

Mayor Cates proposed a raise of 0.50/hour for any returning pool employees. He said one of the pool managers has expressed an interest in returning.

Discussion on the challenges of keeping the pool staffed when many of the employees are also on the swim team and compete in the swim meets.

- Motion by Alderman Schoenrock, Second by Alderman Hunsucker to open applications for Pool Staff (Pool Manager, Head Lifeguard and Lifeguard/Instructor) and hire at the wages as presented: Pool Manager \$14-15/hour, Head Lifeguard \$12.60/hour, Lifeguard/Instructor \$12.50/hour with a 0.50/hour raise for those returning from last year

Mayor Cates confirmed that the manager would be hired first.



Discussion on the number of lifeguard-certified staff required to be on pool duty at any one time, and the impact of insufficient staffing on pool hours.

- Motion Carried Unanimously

Executive Session: None

Other Business:

Mayor Cates said the Resolution to approve the temporary change in billing will be on the next agenda.

Discussion on the need to readvertise the Finance Officer position, and look at previous applicants who would need to reapply. A reminder that the position is a mayoral appointment.

Items to Appear on Next/Future Agenda:

- a. Resolution to approve temporary billing change
- b. Committee appointments
- c. Budget update with Jodi Rogers, MLCT

Discussion about policy manual for all Council members. Aldermen Schoenrock and Doty each need one.

Meeting Adjourned

There being no further business to come before the Council, Motion by Alderman Breeding, Second by Alderman Hunsucker, to adjourn the meeting at 6:45 p.m.

- Motion Carried Unanimously

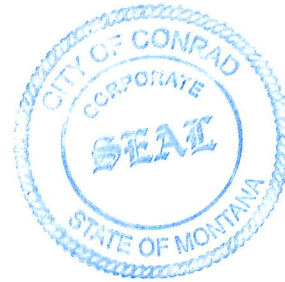


City of Conrad
413 S. Main St.
Conrad, MT 59425
406-271-3623

A handwritten signature in blue ink, appearing to read "David Cates", written over a horizontal line.

Mayor, David Cates

Attest: A handwritten signature in blue ink, appearing to read "Kim Cooney", written over a horizontal line.
Billing Clerk, Kim Cooney



CONRAD POLICE DEPARTMENT



MONTHLY REPORT TO CITY COUNCIL: FEB and March 2024

CALLS FOR SERVICE: Approximately **512** Calls for Service Reported to PCSO
Dispatch and/or Conrad Police Department

SECURITY CHECKS: **82** Routine Security Checks for local businesses
Residential Security Request conducted

ARRESTS: **10**

ALARMS: **4**

ASSAULTS/HARRASSMENT/THREATS: **5**

BURGLARY/THEFTS/SHOPLIFTING REPORTS: **15**

CHILD ABUSE/ENDANGERMENT REPORTS: **4**

COURT ORDERS/CIVIL PAPERS: **9**

CRIMINAL MISCHIEF/TRESSPASS/VANDALISM: **9**

DEATH INVESTIGATIONS:

DISTURBANCES: **3**

DISORDERLY: **7**

DOMESTIC INCIDENTS: **11**

DRUG RELATED: **16**

LOST/FOUND PROPERTY: **3**

ANIMAL CONTROL CALLS: 4

DOGS: **12**

CATS: **8**

OTHER: **1 Duck, 1 Cow, 2 Chickens**

SITUATIONAL REPORT:

Officer Konen submitted his resignation effective March 31st

Library Director
Conrad Public Library Report

Tuesday, April 2, 2024 @ 6:00 PM
[presented to the Conrad City Council]

- March Statistics:
 - 1,714 library visits
 - 2,912 items circulated
 - 27 programs held
 - 769 program attendees
 - 138 computer users
 - 23,531 separate Wi-Fi sessions

- Two HB 355 SLIPA grant applications have been submitted to the MT Department of Commerce for the library building (HVAC project and tuckpointing project).

- The Conrad High School allowed us the use of their auditorium to screen the “Trust Me” documentary about media literacy; we had one public showing and one showing for the middle- and highschool students. A DVD copy of the full documentary is available at the library for checkout.

- We hosted a Watercolor Garden Plan workshop; Dan Severson from MSU Extension provided gardening advice, Nicole Philipps instructed basic watercolor techniques, and Darla Baliko introduced the upcoming Little Seed Library.

- Tiffany and Liz will be attending the Montana Library Association annual conference April 17-20; we do not expect this to have an impact on library operating hours.

DANIELLE J COOMBS

406 S. Illinois St, Conrad, MT 59425 | (406)402-6100 | djcoombs7@icloud.com

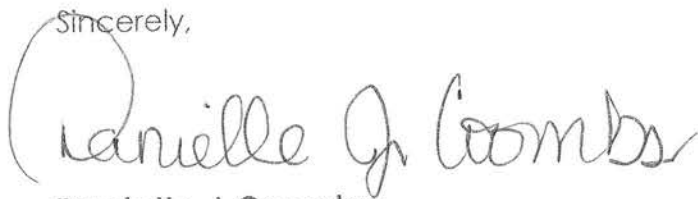
March 19, 2024

City Council:
413 South Main Street
Conrad, MT 59425

Dear City Council:

I am writing with interest in the opening of Alderman for those in the 2nd Ward. I would first like to share a few things about me. I am a military Disabled Veteran, I also currently own two business located in Conrad, a property owner in the City of Conrad as well. As you know I have participated often in City Council meetings where I have become interested in the procedures and laws associated with Council. I also have awareness of ordinances, the city charter and State of Montana Code Annotated. If I am appointed to the position of Alderman 2nd Ward I will adhere to the Montana Constitution. My background of 29 plus years of business management gives me the experience I believe is necessary to assist the Mayor of Conrad and council members to make decisions that are in the best interest of the City of Conrad. My desire is to assist in helping the town of Conrad to become united and see the city prosper to a city that we are proud to call home. I would like to thank you for considering me as Alderman 2nd Ward.

Sincerely,

A handwritten signature in cursive script that reads "Danielle J Coombs". The signature is written in dark ink and is positioned below the word "Sincerely,".

Danielle J Coombs

Carrie L Doty
416 South Illinois Street
Conrad, MT 59425

March 25, 2024

Hello

I am writing to express my interest in filling the vacant seat in the 2nd Ward as Alderman for City Council.

Joining City Council has been something I have wanted to do for several years simply because I want to be an active member of my community. I want to be involved. My two sons are both graduates of Conrad High School. I held off acting on this until my children were raised and settled on their paths.

After seeing the recent events regarding our previous mayor, I was made keenly aware that people do not attend city council meetings until something sensational occurs. I was guilty of that and made the decision that if an opening came available I was going to apply for that position. I want to show my support and to be engaged regardless of events.

I was born and raised in Kalispell and graduated from Montana State University with a degree in Child Development and Family Relations. I have worked in the non-profit sector for most of my career. I am currently the Executive Director of St. Thomas Child and Family Center in Great Falls and have held this position since 2005. I have an extensive background working with a Board of Directors. I do have an acute awareness of fiduciary responsibilities and working within those financial constraints as well as delineation of duties in regard to fiduciary oversight.

I also have a strong background in Human Resources, policy writing, employee engagement, training, coaching and conflict resolution. I have a current staff of 25 individuals who I manage and support in every capacity of employment.

I am interested in seeing Conrad continue to be the wonderful, close-knit community it has always been and what we have known and loved. I want to contribute and feel with my background I can offer my support in many areas. I believe I can be an asset to the City Council.

Thank you for your consideration,

Carrie Doty
406-231-8755
carrie@stthomaskids.org wk
carriedotysammons@gmail.com hm

WEBSITE MANAGEMENT & SERVICES AGREEMENT

advertising

CLIENT grants permission to FLD to advertise on each website page, including words such as "website design by fence line design" or "website design and photography by fence line design" or the like, with a link to FLD's website.

confidentiality

During the course of this AGREEMENT, it may be necessary for CLIENT to share proprietary information (including trademarks, logos, copyrights, content, data, figures, industry knowledge, trade secrets, and other confidential information) to FLD in order to manage and maintain the website. FLD will not share any of this proprietary information at any time without CLIENT's permission.

disclaimer

FLD shall create a website for CLIENT's purposes. FLD does not represent or warrant that said website will create any additional profits, sales, exposure, brand recognition, or the like. FLD has no responsibility to CLIENT if the website does not lead to CLIENT's desired result(s).

indemnification

CLIENT agrees to defend, indemnify, and hold FLD harmless from any claim, suit, damages, and expenses (including, but not limited to, attorneys' fees) that may be asserted regarding the website and design services provided.

liability

CLIENT understands and agrees that FLD shall be held harmless and in no event liable for indirect, incidental, special, consequential, or punitive damages, or for direct damages, whether foreseeable or unforeseeable, or any kind whatsoever (including without limitation loss of revenue or income, proprietary information and data, goodwill, use or information, delay and downtime costs, or costs of substitute services), whether based on warranty, contract, tort (including negligence), product liability, or otherwise.

CLIENT understands and agrees that FLD is not liable to CLIENT for any damages, such as domain name failure(s), website hosting failure(s), website platform failure(s), or the like. FLD is not liable regarding domain name service actions; FLD is not liable regarding the website hosting service actions; FLD is not liable regarding the website platform actions; FLD is not liable regarding CLIENT's actions.

termination

CLIENT may terminate this AGREEMENT at any time by providing written notice via email or mail to FLD. FLD may cancel this AGREEMENT in the same manner. Upon termination of the AGREEMENT by either party, FLD shall issue a final invoice for all unbilled and/or outstanding fees for services rendered. CLIENT agrees to pay the final invoice in full according to the terms of this AGREEMENT. FLD shall deliver all materials, including online access instructions, deemed necessary for the operation of the website. FLD will also remove all FLD advertising from CLIENT's website.

signatures

By signing below, both CLIENT and FLD hereby enter into a binding AGREEMENT with one another and agree to the terms and conditions set forth above. This AGREEMENT voids any/all previous contracts that CLIENT has with FLD.

CLIENT City of Conrad


authorized signature


date

FLD Fence Line Design


authorized signature

2024.04.09
date

WEBSITE MANAGEMENT & SERVICES AGREEMENT

agreement

This Website Management & Services Agreement ("AGREEMENT") is made and effective as of April 9, 2024, by and between City of Conrad ("CLIENT") of 413 South Main Street, Conrad, Montana, and Fence Line Design ("FLD") of 2527 Dry Fork Road, Conrad, Montana.

services

CLIENT hereby retains the services of FLD for website design and management in accordance with the terms and conditions set forth in this AGREEMENT. Other services, if retained, may also be provided by FLD to CLIENT.

payment for services

CLIENT agrees to compensate FLD for all website design and management services rendered, including any additional services. Travel expenses are billed at the IRS standard mileage rate. All fees to be paid in full at time of billing.

domain name

CLIENT understands and agrees that domain name service requires third-party contract(s) and is completely separate from this AGREEMENT and FLD. CLIENT understands that switching to another ICANN-Accredited registrar may result in transfer fees and conditions, to be paid in full at time of billing.

_____ CLIENT understands and agrees that **FLD will manage and maintain CLIENT's domain registration/renewal fees during the course of this AGREEMENT**; all domain fees will be paid by FLD directly to the registrar. CLIENT agrees to compensate FLD for this service, along with any/all transfer fees, to be paid in full at time of billing. *CLIENT consents by initial to the left for the approved domain option.*

_____ CLIENT understands and agrees that **CLIENT will manage and maintain CLIENT's domain registration/renewal fees during the course of this AGREEMENT**; all domain fees will be paid by the CLIENT directly to the registrar. *CLIENT consents by initial to the left for the approved domain option.*

website hosting & building platform

CLIENT understands and agrees that website hosting and building platform service requires third-party contract(s) and is completely separate from this AGREEMENT and FLD. FLD shall implement ownership of the website hosting and building platform or CLIENT agrees to provide inclusive ownership access to FLD for the website hosting and building platform. CLIENT understands that in the event of altering a platform, website SEO (search engine optimization) functionality and results may change.

_____ CLIENT understands and agrees that **FLD will manage and maintain CLIENT's website hosting and building platform fees during the course of this AGREEMENT**; all website fees will be paid by FLD directly to the website host and building platform. CLIENT agrees to compensate FLD for this service, to be paid in full at time of billing. *CLIENT consents by initial to the left for this hosting option.*

CLIENT's website shall be designed by FLD to project the highest professional image. FLD shall not include any text, graphics, sounds, or animations that might be viewed as offensive, harassing, violent, inappropriate, and/or related in any way to illegal activities.

proprietary rights

CLIENT guarantees the legal right of ownership of all proprietary information shared with FLD and all content included on the website during the term of this AGREEMENT. FLD has no rights to this proprietary information; use is only for CLIENT's website design and management. FLD will create a copyright notice on website that includes: a copyright symbol or statement, CLIENT's name, and year(s) of publication.



D A DAVIDSON
TRUST COMPANY

8 Third Street North
Great Falls, MT 59401
(406) 791-7320
(800) 634-5526
Fax: (406) 791-7464
www.davidsoncompanies.com

January 19, 2024

City of Conrad
413 S Main Street
Conrad, MT 59425

RE: 3015071027 - Anderson Charitable Trust

To Whom It May Concern:

In accordance with the above Trust's provisions, the City of Conrad will receive 25% of your share generated in the account for 2023.

I have enclosed a check in the amount of **\$10,496.73** which represents your share of the 2023 annual net income.

Please sign the enclosed receipt of distribution and return it to our office in the envelope provided. Please feel free to call me if you have any questions at 406-268-3062 or email me at rfink@dadco.com.

Sincerely,

Becky Fink
Vice President/Montana Trust Administration Manager

Enclosure

AGENDA REQUEST FORM

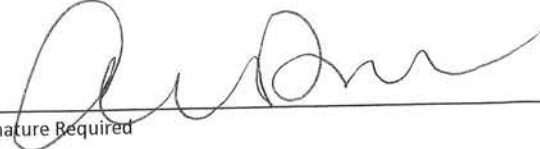
Date 1/24/24
Name/Organization Conrad Splash Park
Address _____
Phone (406) 580-2467

Agenda Request:

Request for Genevieve Reiken Anderson
Funds for the FY 23-24. We will be using
these funds to reduce the obligation of the
City's approved matching funds for loan/grant
that in turn results in reduced tax dollars
to our citizens.

Council Meeting Date 2/6/24

Will you attend? Yes No


Signature Required

FOR OFFICE USE ONLY

____ Approved ____ Denied

Date _____

Approval Signature

2024

Dear Conrad City Council,

I am writing as an interested party in acquiring some funds from the Genevive Rieken Anderson Trust Foundation monies.

The Conrad Pathway is a viable walking path in the city of Conrad. It is actually owned by you, the city. Our committee, however, does most of the maintenance and improvements on it.

Currently we are requesting \$5000 in funds to help with the sprinkler system being installed over by Blue Sky Villa. This will allow us to water the trees and make a park. We are still short of funds for this project.

We also have other improvements in the plans which include a shade pergola over a bench, fitness equipment, a Story walk in partnership with the library as well as more lights and always dog poop bags to purchase.

We thank you for considering us!

Sincerely

The Conrad Pathway Committee

To: Conrad City Council

The Pondera Arts Council is a 501(c) non-profit organization that owns and operates the Orpheum Theater/Weigand Auditorium. The mission of PAC is to provide the residents of Pondera County affordable live entertainment and cultural events, including showing select movies. PAC sponsors events such as Shakespeare in the Park, The Missoula Childrens Theater, and the summer matinee movie series. The Orpheum Theater also provides a venue for other entertainment options such as plays, recitals, or other private or community events.

The Pondera Arts Council is asking for a grant in the amount of \$4,000 from the Genevieve Riekken/Anderson Charitable Trust. This grant will be used to help offset some of the costs associated with needed maintenance to the Orpheum Theater building. As this building is over 100 years old, age is taking its' toll on this historic structure. The Pondera Arts Council renovated the theater in the early 2000's and it could use a bit of a face lift to maintain the beauty of this art deco style building. The interior has not been painted since renovation with some touch up of sheetrock to repair cracks and other blemishes is necessary. We also repair the theater seating as necessary using parts from extra incomplete chairs, as well as other items to maintain this building.

Thank You for considering the Pondera Arts Council for grant funds,

Sincerely,

Pondera Arts Council Board of Directors
Bob Hjelm, Board Chair

A handwritten signature in black ink that reads "Bob Hjelm". The signature is written in a cursive, slightly slanted style.

406-278-5976

Re: Genevieve Rankin Fund

David Cates

Robert Bender

Sat, Mar 23, 2024, 11:03 AM

Morning,

Just a quick reminder, if Parks and Rec is still interested in receiving money from the Rankin fund, please get us a letter of request by 3-29-24.

A response to this email asking for consideration will suffice.

Sorry for the confusion on this matter.

Thanks

David

Commissioner Bob Bender

David Cates

Sat, Mar 23, 2024, 11:40 AM

Mr. Cates,

The Pondera Rec Association would like to be considered for receiving funds from the Genevieve Rankin Fund. We would like to ask for \$10,000.00 to use to offset costs to replace / repair the backstops on fields 1, 2, 3, & 4. These are the fields on the east end of the Sports Complex. Early estimates are that it will cost \$7000 to complete 1 backstop, but we plan to seek funding to replace / repair all four over the next several years.

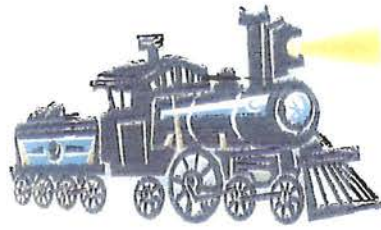
Thank you,

Robert Bender

Commissioner

Pondera Rec Association

[Sent from Yahoo Mail for iPhone](#)



CONRAD DEPOT SOCIETY
315 South Front Street
Conrad, MT 59425

March 27, 2024

City of Conrad
411 ½ Main St.
Conrad, MT 59425

We are applying for the Genevieve Reiken Anderson Grant Foundation monies. It would be a great help to maintaining our train museum. The middle section of the building is in need of insulation, sheeting, and paint. The estimate for this work is \$8737. This would allow us to display more railroad memorabilia and framed photos. Our utility bills average about \$2200 per year. We have a \$2975 land lease payment to Burlington Northern Santa Re Railroad every year for the property the depot building sits on plus a yearly \$5218 insurance bill. We have contacted BNSF Railway many times trying to get our lease reduced since we are a 501c3 organization but have gotten nowhere with them.

All of this takes a large amount of money and our finances are very limited. We do have fund raisers every year, sell Christmas trees and wreaths, and have received some grants and donations which help us out.

We are trying to make this train museum an interesting and educational place to visit in our community. We have many interesting train exhibits and the museum is now open on Fridays and Saturdays from Memorial Day to Labor Day from 10-2 and other times by appointment. We charge \$4 per adult to visit the museum during this time but that certainly doesn't make much of a dent on helping with our bills. We are staffed by museum members that volunteer to staff the museum when we are open.

Any grant assistance you could provide us would be of great help. We really want this museum to be a great addition to our community and that requires money and lots of work to keep the building up and provide a first class train museum to our visitors.

If you need more information or have any questions, you can contact me by phone at 406-278-3476 or email me at rnkeith47@gmail.com. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Roger Keith". The letters are fluid and connected, with a distinct loop at the end of the word "Keith".

Roger Keith
Treasurer



City of Conrad
413 S. Main St.
Conrad, MT 59425
406-271-3623

The City of Conrad is now accepting applications for the 2024 Summer Pool Season

- **Pool Manager** \$14.00-\$15.00/hr
- **Head Lifeguard** \$12.60/hr
- **Lifeguard/Instructor** \$12.50/hr

Job Descriptions and Applications may be picked up at **City Hall - 413 S Main Street** or are available on the City website

www.cityofconradmt.com

Applications should be returned to City Hall by May 9th at 5:00 p.m. Applications will be accepted until the jobs are filled.