



**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL  
OF THE CITY OF CONRAD, COUNTY OF PONDERA, STATE OF MONTANA  
HELD AT CONRAD CITY HALL ON NOVEMBER 6<sup>TH</sup>, 2024**

The City Council of the City of Conrad, County of Pondera, State of Montana, met in regular session at Conrad City Hall on Wednesday, November 6<sup>th</sup>, 2024, at 6:00 p.m.

Present: Mayor David Cates, Alderman Karla Breeding, Alderman Carrie Doty, Alderman Darryl Burditt, Payroll/Admin Clerk Julie Orcutt, Public Works Director Dave Zimbelman, Police Chief Cory Smith, Library Assistant Liz Shorna, Library Director Tiffany Christensen arrived late.

Absent: Alderman Schoenrock with permission

Guests: Pondera Co. Sheriff Robert Skorupa, Mary Kuka, Brad Koon, Jared Griffith

Teleconference Guests: Finance Officer Jodi Rogers

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

Action: Read and approve minutes of the October 15<sup>th</sup>, 2024 regular council meeting

- Motion by Alderman Breeding, Second by Alderman Doty, to approve the minutes of the October 15<sup>th</sup>, 2024 regular meeting as presented
  - Motion Carried Unanimously

Action on any Claims and Payroll:

Claims: #28467-28470 and 28486-28534(refer to the claim approval list)

Payroll: See Payroll Sign-off Sheet

- Motion by Alderman Doty, Second by Alderman Burditt, to approve the claims and payroll as presented
  - Motion Carried Unanimously

Action on Water Contracts: Transfer from Vernon Gjullin to Norby

- Motion by Alderman Breeding, Second by Alderman Doty to approve the transfer of water contract
  - Motion Carried Unanimously.

Correspondence: Email from Logan Health, Mayor Cates read an email from EMS Lead Dave Thomas regarding their excellent response to a medical call for help.

Public Comment (no action taken): none

Department Reports:



Public Works-Director Zimbelman reported the lift station is 85% complete. The Splash Park is having concrete redone to correct problems. Discussion was held regarding supplying Dutton/Power with water. Remembering what was detailed when Brady connected. Questions with connections to Tiber water were brought up. There might be a 5 year plan for this. He worries there could be problems that arise with relying on NCRWA. Discussion regarding a meeting with MDT regarding a land swap in the Industrial Park on Vermont Street. Other details from Public Works are listed on his full report.

Police Department-Chief Smith reported for the month of October, 388 calls for service with 44 routine security checks. Other types of calls/incidents are listed on his full report.

Library- Assistant Liz Shorna reported for the library. Program usage are all up from last year. Story walk has it's first story board up. Thanks to Gene Hauer for installation. No SLIPA or asbestos abatement updates. Getting ready for Christmas Stroll Recital on Dec. 6<sup>th</sup> at 5:00 pm.

Finance-Finance Officer Jodi Rogers reported that she is working with Library Director Christensen on the SLIPA Grant. She reported that September is balanced, waiting on more reconciliation for October. Expenses look high, but all are within budget. Closing entries for FY 23-24. She is working with Brad Koon from Triple Tree Engineering on ARPA monies for Storm Water project. She mentioned the proposed Budget amendment for comp insurance increase at Dec 3 meeting.

Discussion/Action: Resolution for additional \$50,000 for Storm Water Project to partially pave Blazen Road, Mayor Cates explained that the county is requiring us to pave the whole width.

- Motion by Alderman Breeding, Second by Alderman Doty, to approve Resolution 24-1314 as listed.
  - Motion Carried Unanimously

Discussion/Action: ABCleaning Contract renewal. A renewal of the cleaning contract with Amanda Brown was presented. Amanda has agreed to the renewal and has signed the new contract.

- Motion by Alderman Breeding, Second by Alderman Doty, to approve the contract as presented.
  - Motion Carried Unanimously

Executive Session: Officer Contract

- Motion to adjourn regular meeting and go into Executive session by Alderman Breeding, Second by Alderman Doty.
  - Motion Carried Unanimously

Mayor Cates called the regular meeting back to session at 7:05 pm.





Discussion/Action: Officer Contract

- Motion by Alderman Breeding, Second by Alderman Doty, to approve the contract agreement for Officer Creech, as presented.
  - Motion Carried Unanimously

Other Business: Christmas stroll registration, discussion about participation. Alderman Breeding was opposed to using city funds and that we give use of Norley Hall for this event free of charge. Discussion was held regarding the roles and duties of committees. Alderman Doty is asking for updates and schedule of meetings. Alderman Breeding noted that the Zoning Board only meets when a change is happening, Port Authority is meeting soon and will report soon. Some committees only meet if and when there is a reason to meet. Alderman Doty asked about recent problem with a shed built in city limits without a permit and having someone say it was a zoning committee member telling them to move it, versus Building Inspector Thaut. Conversation then referred to other calls that don't seem to get resolved. Some issues are police and not zoning. Discussion then turned to training for council members and committee members. More information regarding training will be coming. Discussion changed to city ordinances like mowing, etc.

Items to Appear on the Next Agenda: none at this time

There being no further business to come before the Council,

- Motion by Alderman Doty, Second by Alderman Breeding, to adjourn the meeting at 7:30 p.m.
  - Motion Carried Unanimously

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

Mayor, David Cates

A handwritten signature in black ink, appearing to read "Amber Schoenrock", written over a horizontal line.

Attest: \_\_\_\_\_  
Council President, Amber Schoenrock



## PUBLIC WORKS

City Council Report Nov 6<sup>th</sup>, 2024

1. Eastside lift station is about 85% complete.
2. Splash Park is coming along, concrete has been poured with some adjustment to slopes and grades.
3. We have been sweeping streets and cleaning up leaves.
4. Grading alleys have been completed for fall.
5. We replaced some street light bulbs and brought cones for Trunk or Treat.
6. All facilities are winterized for the season.
7. Interviewed someone for a Maintenance 2 position, if all goes well I would like to hire new hire and move current Maintenance 2 worker up to Maintenance 3 with main priority being ballfield maintenance in the Summer.
8. I'm pleased to report Boyd has passed his water treatment test and I will fill out change of pay forms for approval next council meeting (and hopefully approving new hire as well.)
9. New garbage truck has been ordered using source well, cab and chassis was \$197,493 and the compactor is \$155,403 for a total of \$352,896. We won't see a truck fully assembled and delivered until May or June of 2025.
10. We completed our Tri-annual lead and copper testing with all the tests coming back in compliance.
11. We had to re-test a sewer sample and water sample this month because of a postal system error.
12. We had a meeting with MT North Central Regional Water to discuss supplying water to Dutton and Power.
13. We had a meeting with MDT about the possibility of a land swap involving two lots in the Industrial Park on Vermont St.
14. We will be putting up snow fence along Iowa in the near future.

Library Director

## Conrad Public Library Report

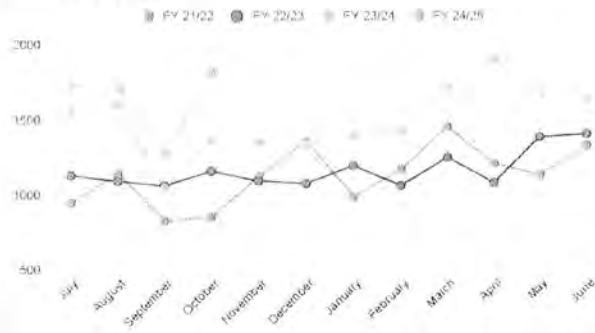
Wednesday, November 6, 2024 @ 6:00 PM

[presented to the Conrad City Council]

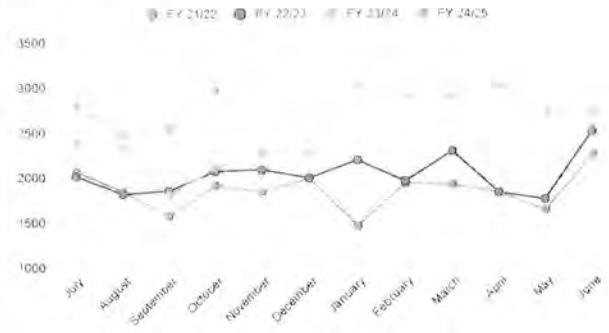
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- September Statistics:
  - 1,813 library visits (+33.2% from last year)
  - 2,962 items circulated (+40.6% from last year); 26.3% of circulation was digital
  - 222 program attendees (+119% from last year)
  
- The StoryWalk signs have been installed and the first story is displayed. Head Start students will have some drawings showcased in the extra signs. Big thank you to Gene Hauer and his crew for the installation of the signs. Conrad's 100 Strong group has also awarded a grant for story supplies moving forward.
  
- 30 people attended the Pondera Players Readers' Theatre and 13 people participated in the Sample the Season fall tasting and recipe exchange.
  
- The Library hosted a "Very Hungry Caterpillar" trunk at Trunk-or-Treat.
  
- No update for SLIPA Grant contracts or asbestos abatement project.
  
- Upcoming Event:  
Christmas Stroll Recital on Friday, December 6th at 5:00 pm.

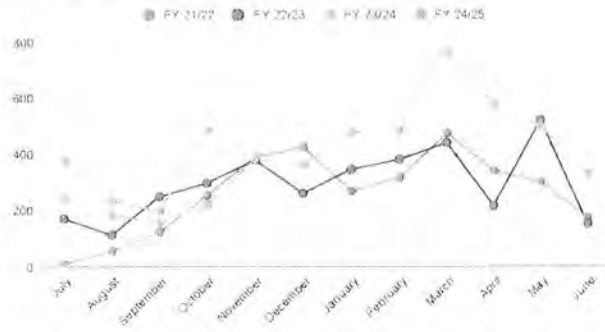
Total Library Visits



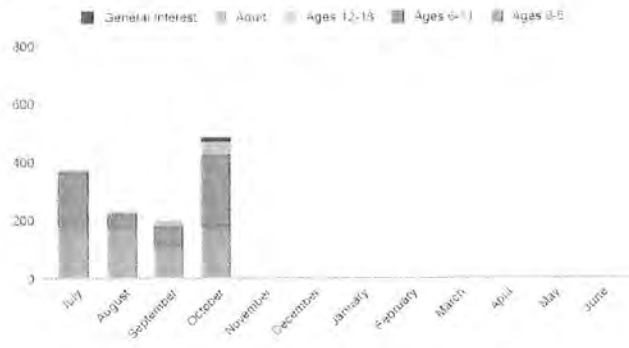
Total Circulation



Total Program Attendance



Library Program Attendance (FY 24/25)



# CONRAD POLICE DEPARTMENT



## MONTHLY REPORT TO CITY COUNCIL: OCTOBER 2024

CALLS FOR SERVICE: Approximately **388** Calls for Service Reported to PCSO Dispatch and/or Conrad Police Department

SECURITY CHECKS: 44 Routine Security Checks for local businesses  
Residential Security Request conducted

ARRESTS: 6

ALARMS: 2

ASSAULTS/HARRASSMENT/THREATS: 5

BURGLARY/THEFTS/SHOPLIFTING REPORTS: 6

CHILD ABUSE/ENDANGERMENT REPORTS: 1

CRIMINAL MISCHIEF/TRESSPASS/VANDALISM: 2

DISORDERLY CONDUCT: 4

DOMESTIC INCIDENTS: 3

DRUG RELATED: 5

MISSING PERSONS: 1

OBSTRUCTING: 2

ORDINANCE VIOLATIONS: 5

PUBLIC ASSISTS: 24

PUBLIC EVENT: 5

SUICIDE/MENTAL HEALTH CALLS: 13

SUSPICIOUS ACTIVITY/VEHICLES: 19

TRESPASSING: 9

WARRANT ATTEMPTS: 7

WELFARE CHECKS: 8

OTHER: 42

MISC: 47

TRAFFIC:

ACCIDENTS INVESTIGATED: 1  
TRAFFIC INITIATED: 47

ASSISTING OTHER AGENCIES:

SHERRIFF'S OFFICE: 10  
AMBULANCE: 8  
APS: 3  
CPS: 4  
FWP: 1  
MCS: 1

ANIMAL CONTROL CALLS:

DOGS: 17  
CATS: 2  
HORSES: 3  
OTHER: 34

SITUATIONAL REPORT:



11/06/24  
16:03:13

CITY OF CONRAD  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 9 / 24

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Report ID: B110F

Fund	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	Received
1000 GENERAL	126,715.13	202,721.32	1,588,689.00	1,385,967.68	13 %
2190 COMPREHENSIVE INSURANCE	238.72	2,194.32	61,949.00	59,754.68	4 %
2220 LIBRARY	5,394.71	6,971.63	477,443.00	470,471.37	1 %
2260 INDUSTRIAL PARK	3,253.61	9,760.83	39,043.00	29,282.17	25 %
2370 P.E.R.S. - EMPLOYER CONTRIBUTION	292.57	2,664.49	58,179.00	55,514.51	5 %
2371 EMPLOYER CONTRIBUTIONS GROUP MEDICAL BENEFITS	154.43	1,458.99	88,774.00	87,315.01	2 %
2372 PERMISSIVE MEDICAL LEVY	231.55	2,074.63	57,743.00	55,668.37	4 %
2394 BUILDING CODE ENFORCEMENT	3,815.80	7,717.80	18,000.00	10,282.20	43 %
2400 STREET LIGHT	405.16	1,046.88	138,550.00	137,503.12	1 %
2525 STREET MAINTENANCE DISTRICT #1	539.18	2,821.97	71,700.00	68,878.03	4 %
2720 REIKEN-ANDERSON MEMORIAL	0.00	0.00	12,000.00	12,000.00	0 %
2810 POLICE TRAINING	0.00	0.00	5,731.00	5,731.00	0 %
2820 GAS TAX	10,759.44	32,191.27	165,024.00	132,832.73	20 %
4020 LIBRARY DEPRECIATION RESERVE	639.45	1,781.14	0.00	-1,781.14	%
5210 WATER UTILITY	92,709.81	288,022.81	1,037,225.00	749,202.19	28 %
5310 SEWER UTILITY	55,911.08	160,388.32	4,751,376.00	4,590,987.68	3 %
5410 SOLID WASTE	14,402.96	43,018.58	217,000.00	173,981.42	20 %
7071 CRIME VICTIMS COMPENSATION & ASSISTANCE	0.00	0.00	2,040.00	2,040.00	0 %
7120 FIRE PENSION	277.17	2,503.37	55,511.00	53,007.63	5 %
<b>Grand Total:</b>	<b>315,740.77</b>	<b>767,338.35</b>	<b>8,845,977.00</b>	<b>8,078,638.65</b>	<b>9 %</b>

11/06/24  
16:10:06

CITY OF CONRAD  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 9 / 24

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Report ID: B100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
1000 GENERAL	70,844.71	234,429.27	2,104,005.00	2,104,005.00	1,869,575.73	11%
2190 COMPREHENSIVE INSURANCE	0.00	50,724.43	51,216.02	51,216.02	491.59	99%
2220 LIBRARY	28,239.33	82,656.22	528,609.00	528,609.00	445,952.78	16%
2260 INDUSTRIAL PARK	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
2370 P.E.R.S. - EMPLOYER CONTRIBUTION	3,804.80	11,018.23	55,948.00	55,948.00	44,929.77	20%
2371 EMPLOYER CONTRIBUTIONS GROUP	6,191.20	17,776.01	80,789.00	80,789.00	63,012.99	22%
2372 PERMISSIVE MEDICAL LEVY	0.00	0.00	57,592.00	57,592.00	57,592.00	0%
2394 BUILDING CODE ENFORCEMENT	824.11	2,476.05	13,982.00	13,982.00	11,505.95	18%
2400 STREET LIGHT	9,364.47	31,297.28	138,433.00	138,433.00	107,135.72	23%
2525 STREET MAINTENANCE DISTRICT #1	8,083.37	30,841.57	112,940.00	112,940.00	82,098.43	27%
2720 REIKEN-ANDERSON MEMORIAL	0.00	0.00	51,182.00	51,182.00	51,182.00	0%
2810 POLICE TRAINING	1,222.71	1,721.71	16,234.00	16,234.00	14,512.29	11%
3820 GAS TAX	4,787.07	63,034.92	287,652.00	287,652.00	224,617.08	22%
2821 HB 473-GAS TAX	0.00	0.00	32,319.00	32,319.00	32,319.00	0%
4020 LIBRARY DEPRECIATION RESERVE	0.00	0.00	196,087.00	196,087.00	196,087.00	0%
5210 WATER UTILITY	25,804.92	153,213.88	2,750,844.00	2,750,844.00	2,597,630.12	6%
5310 SEWER UTILITY	238,962.79	369,145.44	5,842,634.00	5,842,634.00	5,473,488.56	6%
5410 SOLID WASTE	8,389.79	40,426.74	549,900.00	549,900.00	509,473.26	7%
7071 CRIME VICTIMS COMPENSATION &	0.00	0.00	1,900.00	1,900.00	1,900.00	0%
7120 FIRE PENSION	11.43	11.43	45,532.00	45,532.00	45,520.57	0%
Grand Total:	406,530.70	1,088,773.18	12,922,798.02	12,922,798.02	11,834,024.84	8%