



**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 May 2, 2023**

The City Council of the City of Conrad, County of Pondera, State of Montana, met in regular session at the Conrad City Hall on May 2, 2023 at 6:00 p.m.

Present: Aldermen: David Cates, Nathan Hunsucker, Karla Breeding and Amber Schoenrock; Billing Clerk Kim Cooney; Public Works Director Dave Zimbelman

Absent: 1 (Mayor Jamie Miller)

Guests present: 4 (Maria Cates, Darryl Burditt, Todd Zimbelman, Rosie Flores)

The meeting was called to order by Alderman Hunsucker at 6:00 p.m.

Read and Approve the Minutes of the April 18, 2023 Regular Meeting

Alderman Breeding noted the misspelling of her last name on page 3 requiring correction.

- Motion by Alderman Breeding, second by Alderman Schoenrock, to approve the minutes from the April 18, 2023 regular meeting as corrected.
 - Motion Carried Unanimously

Claims #27187 through #27214 (refer to the claims register)

- Motion by Alderman Schoenrock, second by Alderman Cates to approve the claims, as presented.
 - Motion Carried Unanimously

Water Contract: None

Correspondence: None

Public Comment (no action taken): None

City of Conrad Department Reports:

Public Works Director Zimbelman reported on preparations for the summer season. The snow fence has been taken down and put away. Dave has been working with Brad Koon, the Mayor, and the splash park committee on the upcoming splash pad project. Dead lilac bushes have been cut down in the swimming pool park and holes will be dug Thursday for soil testing. The pool is drained and ready to prep. The ballfield is up and running. Dave obtained quotes on new bleachers after Parks & Recreation Director Bender informed him that the City's bleachers are out of compliance. Dave suggested the cheapest and best way to come into compliance is to replace existing bleachers with two 3-tier bleachers for 60 seats total. Dave will look into possibly retrofitting existing bleachers to come into compliance rather than replacing them. There is no update on ballfield light installation which requires coordination of all parties. Dave will let Council know when this has been scheduled. The City will assist Cutbank and Shelby with sewer jetting this summer as part of the Tri-City Interlocal agreement. Dave is working with the Pathway Committee to bring irrigation to the walking path where it passes by Blue Sky Villa. There were no applicants for the Water/Wastewater Operator I position. Kim cut the technical language and resubmitted the ad for publication May

10th and 17th in hopes of receiving more interest. The City's pump times at the wastewater plant have been off. M.E.T. came out and fixed the problem in the PLC cabinet that runs influent pumps. Ross from AE2S worked on North Central Montana Regional Water Authority's telemetry radios that communicate between the City's pump house in the industrial park and the Brady standpipe.

Discussion/Action: Pathway Committee (request by M. Cates) requesting waiving permit fees for fence, pergola in addition to discussion of sprinkler system funds, negotiating pathway area on Blue Sky as a city park; Fitness equipment on pathway ordered, PHCF (Pondera Healthcare Foundation) requesting a free day for fundraiser.

M. Cates asked that permit fees be waived for the fence and pergola planned for the Pathway. The pre-fab pergola will be constructed by students, led by the Vo-Ag teacher, and remain on school property. The fence will be constructed of treated lumber to reduce maintenance. It was decided that permits would be required for both fence and pergola, whether or not fees are waived.

- Motion by Alderman Breeding, second by Alderman Schoenrock to waive permit fees for the Pathway Foundation's fence and pergola.

Discussion: M. Cates said that P. McEwen at the school has approved the pergola's location on the school property, and D. Zimbelman said because it's within the ROW the City can maintain it.

- Motion Carried Unanimously with Alderman Cates abstaining

M. Cates is working on getting funding for a sprinkler system along the pathway. She received 3 bids and is leaning toward Doug Moritz. The lowest bid was to pull water from the canal, whereas Moritz would pull straight from City water and have good pressure. Moritz's bid is for \$32,000 and the Foundation has raised \$2500 so far.

M. Cates talked with the Mayor about removing the pathway from the Blue Sky Villa contract when it is renewed, and making the area into a city park. She asked if the City would be responsible for the pathway in that case. D. Zimbelman would like the pathway to be "annexed" before the City maintains it. If it is part of the City, the park would be available for grants. Maria asked if the City would be responsible for maintaining the sprinkler system. Dave said yes.

M. Cates mentioned that the Pathway Committee had purchased 2 pieces of outdoor fitness equipment for \$889. D. Zimbelman said a permit is not required because fitness equipment is non-permanent. Pondera Healthcare Foundation is having a fundraiser 2/3/2024, and M. Cates requested that the Council grant them a "free day" to use Norley Hall at no cost. Council was not able to agree to the "free day" due to current negotiations with Blue Sky Villa over the 2024 contract. The City meets with Blue Sky Villa May 11th. M. Cates will bring the request back to Council in July.

Discussion/Action: Citizen Sewer Charge Adjustment Request (T. Zimbelman)

T. Zimbelman requested an adjustment to his 2023 sewer average due to a water leak in January.

- Motion by Alderman Breeding, by Alderman Cates to adjust Todd Zimbelman's January 2023 water usage (44,000 gallons) to his January 2022 water usage (1,000 gallons) for the purpose of calculating his 2023 sewer average. Use only December 2022 and January 2022 for calculating average since there is zero usage for February and March 2023 due to water being off at the home.
 - Motion Carried Unanimously

Discussion/Action: Citizen Sewer Charge Adjustment Request (H & R Holdings aka Pondera RV Park)

R. Flores requested an adjustment to the Pondera RV Park 2023 sewer average due to a water leak in March.

- Motion by Alderman Breeding, second by Alderman Schoenrock to adjust Pondera RV Park's (H & R Holdings) March 2023 water usage (59,000 gallons) to its March 2022 water usage (10,000 gallons) for calculating its 2023 sewer average.
 - Motion Carried Unanimously

Discussion/Action: Swimming Pool Manager (Alternate) Hire Request

D. Zimbelman presented the hiring of Tami Haines as the City's alternate Pool Manager. If approved, Tami will be sharing the pool manager job with Kimberly Hueske. Combined hours of both managers would never exceed 40 per week. Both Kimberly and Tami are being hired as Short-term employees who do not receive benefits or holiday pay. Short-term employees cannot work over 90 total, non-consecutive days. Kimberly was approved for hire May 1st.

- Motion by Alderman Breeding, second by Alderman Cates to approve Tami Haines as the Alternate Swimming Pool Manager, effective May 1st at \$15/hr. with the understanding that the position is shared.
 - Motion Carried Unanimously

Discussion/Action: Ballfield Maintenance Worker Hire Request

D. Zimbelman presented the hiring of Braedon Hutton as the City's seasonal Ballfield Maintenance Worker. Braedon will begin work May 3rd if approved.

- Motion by Alderman Breeding, second by Alderman Schoenrock to approve Braedon Hutton as the Ballfield Maintenance Worker, effective May 3rd at \$14/hr.
 - Motion Carried Unanimously

Discussion/Action: Resolution #23-1281 for Pondera County Attorney Deputization

Alderman Schoenrock noted that the resolution is for one case, but the letter mentions two. Attorney Jones clarified by phone that the second case has not been accepted by the person named in Resolution #23-1281. There will be a second resolution once he finds someone else for the second case.

- Motion by Alderman Schoenrock, second by Alderman Cates to adopt Resolution #23-1281 for Pondera County Attorney Deputization of Shari Lennon.
 - Motion Carried Unanimously

Discussion/Action: Triple Tree Engineering Agreement

- Motion by Alderman Breeding, second by Alderman Schoenrock to approve the Triple Tree Agreement pending the City Attorney's approval.
 - Motion Carried Unanimously

Discussion/Action: Conrad Swim Team Use Agreement

- Motion by Alderman Breeding, second by Alderman Cates to approve the Conrad Swim Team Use Agreement for the 2023 season.
 - Motion Carried Unanimously

Discussion/Action: City of Conrad Personnel Policy Manual – Revised Hiring Procedure

- Motion by Alderman Breeding, second Alderman Schoenrock to table until the next meeting.
 - Motion Carried Unanimously

Discussion/Action: Police Committee Member Appointment

- Motion by Alderman Schoenrock, second by Alderman Cates to appoint Ralph Diedrich to the Police Committee for another term.
 - Motion Carried Unanimously

Executive Session: None

Other Business:

D. Zimbelman was asked by NCMRWA about the water rates increase. He told them that the City will be raising rates but he has no figures at this time.

M. Cates asked Northwestern Energy about putting an additional street light on the street next to the pathway. The City would be responsible for paying for it, but after discussing the high cost, M. Cates said the Pathway Committee would stick to solar lights.

The dog signs along the pathway aren't working. There is a dog on Virginia Street that is bothering people and needs to be reported.

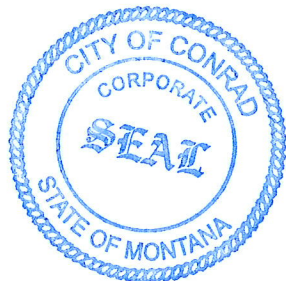
Items to appear on next agenda: Whoop Up Parade and Fun Run; City of Conrad Personnel Policy Manual – Revised Hiring Procedure

Items tabled at prior meetings/ongoing and/or to be added to future agenda: Water, Sewer, Garbage Rate Increases

Meeting Adjourned:

There being no further business to come before the council, motion by Alderman Schoenrock, second by Alderman Cates, to adjourn the meeting at 7:00 p.m.

- Motion Carried Unanimously



Mayor *Jamie Miller*

Attest:

Kathleen Hansen

*Finance Officer

*Council President to sign in lieu of Finance Officer at this time