



**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 DECEMBER 3<sup>RD</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 Tuesday, December 3<sup>rd</sup>, 2024, at 6:00 p.m.

Present: Mayor David Cates, Alderman Amber Schoenrock, Alderman Carrie Doty, Alderman Karla Breeding, Alderman Darryl Burditt, Public Works Director David Zimbelman, Payroll/Admin Clerk Julie Orcutt, Library Director Tiffany Christensen, Finance Officer Jodi Rogers

Absent:

Guests: Megan Werner

Teleconference Guests:

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

Action: Read and approve minutes of the November 19, 2024 regular council meeting

- Motion by Alderman Doty, Second by Alderman Breeding, to approve the minutes of the November 19<sup>th</sup>, 2024 regular meeting as presented
  - Motion Carried Unanimously

Action on any Claims and Payroll:

Claims: #28546, 28548, 28555-28584

Payroll: Total \$118,126.27

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

Action on Water Contracts: None

Correspondence: List of donations in memory of several local residents made to the Splash Park and playground equipment.

Public Comment (no action taken): none

Departmental reports:

Police Chief Smith was not available to give a report.



Public Works Director Zimbelman reported on several projects. The East side lift station is completed and working. Splash pad project is stalled with cement needing to be redone (see attached report). Alderman Schoenrock noticed some bulbs out on streetlights on Main Street. These will be replaced before the Christmas Stroll.

Library Director Christensen reported good numbers in visits to the library with an increase in digital presence. Need to get a contractor for projects or possibly get an extension. (See full report for details).

Finance Officer Rogers reported on the budget. AFR has been submitted to the State. Waiting on monies from the county to increase the general fund. Investments are good with interest income increasing (see financial report for details).

Discussion/Action: Conrad Chamber of Commerce request for street closure for Christmas Stroll on 4<sup>th</sup> Avenue between Main and Front Streets, as well as Front Street between 4<sup>th</sup> and 5<sup>th</sup>, December 6<sup>th</sup> 5:30-8:00 pm.

- Motion by Alderman Breeding, Second by Alderman Doty, to approve the request by Conrad Area Chamber of Commerce for street closure as described
  - Motion carried unanimously

Discussion/Action: Hire Megan Werner for City Clerk position

- Motion by Alderman Schoenrock, Second by Alderman Burditt, to approve hiring Megan Werner for City Clerk part-time at \$18.00/hr starting December 1<sup>st</sup>, 2024
  - Motion Carried Unanimously

Discussion/Action: Approval of Library position description update for employee policy manual

Director Christensen talked about position descriptions being fitted to current need and tasks with janitorial duties being detailed along with a trustee and teen advisory board member descriptions being added. These were approved by the Library Board at their last meeting.

- Motion by Alderman Doty, Second by Alderman Breeding, to approve these position descriptions as listed.
  - Motion Carried Unanimously

6:30 PM: Open Public Hearing for Fiscal Year 24/25 Budget Amendment

Finance Officer Rogers discussed revenue that is needed to be amended to include monies from Blue Sky Villa and liability insurance changes that were overspent. Also, Crime Victim Compensation was not



budgeted at all and needs to be in the \$2,000.00 range. Expenditure lines were overspent and need to have a budget adjustment. More discussion at the next meeting.

Executive Session: None

Other Business: Some discussion regarding snow removal on Main Street

Items to Appear on the Next Agenda:

There being no further business to come before the Council,

- Motion by Alderman Schoenrock, Second by Alderman Burditt, to adjourn the meeting at 6:40 p.m.
  - Motion Carried Unanimously

A blue ink signature of David Cates, consisting of several loops and a long horizontal stroke.

\_\_\_\_\_  
Mayor, David Cates



Attest: A blue ink signature of Amber Schoenrock, written in a cursive style.  
\_\_\_\_\_  
Council President, Amber Schoenrock

## PUBLIC WORKS

City Council Report Dec 3<sup>rd</sup> 24

1. Finished grading alleys and added gravel where needed.
2. Snow Fence is up for the season.
3. Met with reps from the USDA and gave them a tour of our Wastewater Facility.
4. Eastside lift station is up and running as planned.
5. Splash Park is at a winter shutdown with about a 65% completion mark. Main splash pad area will be poured in the Spring.
6. Maintenance on all equipment and Vehicles is starting for the season.
7. Helped the state remove snow from Main St.
8. We have been sanding intersections around town.
9. New hire is working out well.

Library Director

## Conrad Public Library Report

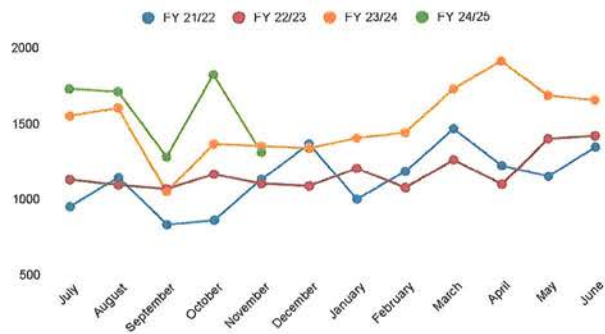
Wednesday, November 6, 2024 @ 6:00 PM

*[presented to the Conrad City Council]*

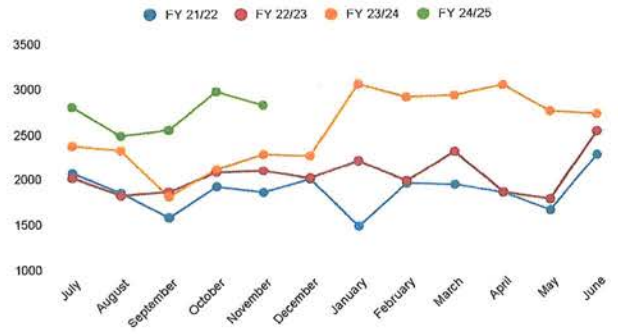
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- November Statistics:
  - 1,302 library visits (-3.1% from last year)
  - 2,812 items circulated (+23.8% from last year); 35.4% of circulation was digital
  - 442 program attendees (+14.2% from last year)
  
- SLIPA grant contracts from MT Department of Commerce have been completed. Bid requests for project contractors will be publicized this week and next week with a submission deadline of the 20th, to be awarded before the 31st.
  
- The Library has signed a contract with Hygienix to create an asbestos abatement plan to be implemented as soon as possible; this may have its own bid process.
  
- We are accepting applications for our Teen Advisory Board (TAB) to begin in January; more information can be found at [www.conradlibrary.com](http://www.conradlibrary.com).
  
- Upcoming Event:  
Christmas Stroll Recital on Friday, December 6th at 5:00 pm.

Total Library Visits



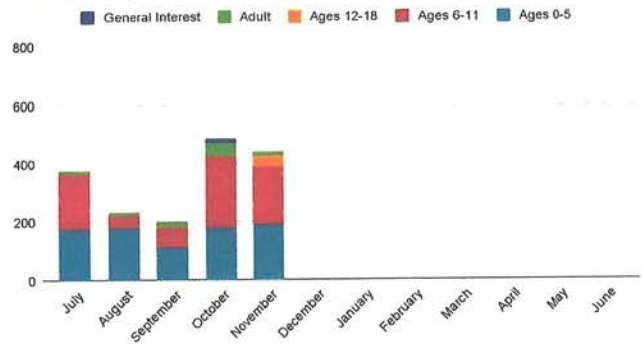
Total Circulation



Total Program Attendance



Library Program Attendance (FY 24/25)



12/03/24  
6:00

CITY OF CONRAD  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 10 / 24

Page: 1 of 1  
Report ID: B110F

Fund	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
1000 GENERAL	20,085.09	222,806.41	1,588,689.00	1,365,882.59	14 %
2190 COMPREHENSIVE INSURANCE	80.13	2,274.45	61,949.00	59,674.55	4 %
2220 LIBRARY	468.68	7,440.31	477,443.00	470,002.69	2 %
2260 INDUSTRIAL PARK	3,253.61	13,014.44	39,043.00	26,028.56	33 %
2370 P.E.R.S. - EMPLOYER CONTRIBUTION	104.79	2,769.28	58,179.00	55,409.72	5 %
2371 EMPLOYER CONTRIBUTIONS GROUP MEDICAL BENEFITS	46.71	1,505.70	88,774.00	87,268.30	2 %
2372 PERMISSIVE MEDICAL LEVY	91.52	2,166.15	57,743.00	55,576.85	4 %
2394 BUILDING CODE ENFORCEMENT	150.00	7,867.80	18,000.00	10,132.20	44 %
2400 STREET LIGHT	357.61	1,404.49	138,550.00	137,145.51	1 %
2525 STREET MAINTENANCE DISTRICT #1	273.66	3,095.63	71,700.00	68,604.37	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 %
GAS TAX	14,458.48	46,649.75	165,024.00	118,374.25	28 %
2982 BLUE SKY VILLA INDEPENDENT LIVING	0.00	0.00	50,000.00	50,000.00	0 %
4020 LIBRARY DEPRECIATION RESERVE	714.55	2,495.69	0.00	-2,495.69	%
5210 WATER UTILITY	88,938.57	376,961.38	1,037,225.00	660,263.62	36 %
5310 SEWER UTILITY	153,683.73	314,072.05	4,751,376.00	4,437,303.95	7 %
5410 SOLID WASTE	16,510.43	59,529.01	217,000.00	157,470.99	27 %
7071 CRIME VICTIMS COMPENSATION & ASSISTANCE	0.00	0.00	2,040.00	2,040.00	0 %
7120 FIRE PENSION	103.36	2,606.73	55,511.00	52,904.27	5 %
<b>Grand Total:</b>	<b>299,320.92</b>	<b>1,066,659.27</b>	<b>8,895,977.00</b>	<b>7,829,317.73</b>	<b>12 %</b>

12/03/24  
5:28

CITY OF CONRAD  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 10 / 24

Page: 1 of 1  
Report ID: B100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
1000 GENERAL	310,595.93	545,025.20	2,104,005.00	2,104,005.00	1,558,979.80	26%
2190 COMPREHENSIVE INSURANCE	0.00	50,724.43	51,216.02	51,216.02	491.59	99%
2220 LIBRARY	35,552.98	118,209.20	528,609.00	528,609.00	410,399.80	22%
2260 INDUSTRIAL PARK	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
2370 P.E.R.S. - EMPLOYER CONTRIBUTION	3,827.35	14,845.58	55,948.00	55,948.00	41,102.42	27%
2371 EMPLOYER CONTRIBUTIONS GROUP	6,191.68	23,967.69	80,789.00	80,789.00	56,821.31	30%
2372 PERMISSIVE MEDICAL LEVY	0.00	0.00	57,592.00	57,592.00	57,592.00	0%
2394 BUILDING CODE ENFORCEMENT	824.04	3,300.09	13,982.00	13,982.00	10,681.91	24%
2400 STREET LIGHT	8,616.44	39,913.72	138,433.00	138,433.00	98,519.28	29%
2525 STREET MAINTENANCE DISTRICT #1	12,745.23	43,586.80	112,940.00	112,940.00	69,353.20	39%
2720 REIKEN-ANDERSON MEMORIAL	0.00	0.00	51,182.00	51,182.00	51,182.00	0%
POLICE TRAINING	754.89	2,476.60	16,234.00	16,234.00	13,757.40	15%
2820 GAS TAX	18,522.29	81,557.21	287,652.00	287,652.00	206,094.79	28%
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	51,959.56	205,173.44	2,750,844.00	2,750,844.00	2,545,670.56	7%
5310 SEWER UTILITY	40,694.96	409,840.40	5,842,634.00	5,842,634.00	5,432,793.60	7%
5410 SOLID WASTE	11,564.25	51,990.99	549,900.00	549,900.00	497,909.01	9%
7071 CRIME VICTIMS COMPENSATION &	0.00	0.00	1,900.00	1,900.00	1,900.00	0%
7120 FIRE PENSION	0.00	11.43	45,532.00	45,532.00	45,520.57	0%
Grand Total:	501,849.60	1,590,622.78	12,922,798.02	12,922,798.02	11,332,175.24	12%



12/03/24  
12:55:46

CITY OF CONRAD  
Cash/Bank Reconciliation  
For the Accounting Period: 10/24

Page: 1 of 2  
Report ID: L160

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
1000 GENERAL						
101000 Cash - Operating	1,208,788.35	23,540.82	0.00	160,932.09	0.00	1,071,397.08
101101 Unrestricted - CIP Future	297,040.00	0.00	0.00	0.00	0.00	297,040.00
103000 Petty Cash	350.00	0.00	0.00	0.00	0.00	350.00
<b>Total Fund</b>	<b>1,506,178.35</b>	<b>23,540.82</b>		<b>160,932.09</b>		<b>1,368,787.08</b>
2190 COMPREHENSIVE INSURANCE						
101000 Cash - Operating	-48,530.11	80.13	0.00	0.00	0.00	-48,449.98
2220 LIBRARY						
101000 Cash - Operating	62,528.49	468.68	0.00	23,804.85	0.00	39,192.32
103000 Petty Cash	200.00	0.00	0.00	0.00	0.00	200.00
<b>Total Fund</b>	<b>62,728.49</b>	<b>468.68</b>		<b>23,804.85</b>		<b>39,392.32</b>
2260 INDUSTRIAL PARK						
101000 Cash - Operating	29,367.07	3,253.61	0.00	0.00	0.00	32,620.68
2370 P.E.R.S. - EMPLOYER CONTRIBUTION						
101000 Cash - Operating	2,695.00	104.79	0.00	3,827.35	0.00	-1,027.56
2371 EMPLOYER CONTRIBUTIONS GROUP MEDICAL BENEFITS						
101000 Cash - Operating	6,307.94	1,138.51	0.00	7,283.48	0.00	162.97
2372 PERMISSIVE MEDICAL LEVY						
101000 Cash - Operating	24,750.06	91.52	0.00	0.00	0.00	24,841.58
2394 BUILDING CODE ENFORCEMENT						
101000 Cash - Operating	19,378.55	150.00	0.00	824.04	0.00	18,704.51
2400 STREET LIGHT						
101000 Cash - Operating	-8,326.74	357.61	0.00	9,364.47	0.00	-17,333.60
2525 STREET MAINTENANCE DISTRICT #1						
101000 Cash - Operating	48,233.34	273.66	0.00	8,698.87	0.00	39,808.13
2720 REIKEN-ANDERSON MEMORIAL						
101000 Cash - Operating	39,181.58	0.00	0.00	0.00	0.00	39,181.58
2810 POLICE TRAINING						
101000 Cash - Operating	9,335.03	0.00	0.00	720.21	0.00	8,614.82
2820 GAS TAX						
101000 Cash - Operating	450,518.80	14,458.48	0.00	5,179.84	0.00	459,797.44
102230 Cash - Surplus Reserve	34,056.00	0.00	0.00	0.00	0.00	34,056.00
<b>Total Fund</b>	<b>484,574.80</b>	<b>14,458.48</b>		<b>5,179.84</b>		<b>493,853.44</b>
2821 HB 473-GAS TAX						
101000 Cash - Operating	32,318.78	0.00	0.00	0.00	0.00	32,318.78
2982 BLUE SKY VILLA INDEPENDENT LIVING						
102230 Cash - Surplus Reserve	50,000.00	0.00	0.00	0.00	0.00	50,000.00
2991 ARPA 21.027						
101000 Cash - Operating	547,832.75	0.00	0.00	0.00	0.00	547,832.75
4020 LIBRARY DEPRECIATION RESERVE						
101000 Cash - Operating	197,867.70	714.55	0.00	0.00	0.00	198,582.25
5210 WATER UTILITY						
101000 Cash - Operating	2,244,478.17	99,927.52	0.00	37,704.57	2,591.95	2,304,109.17
101220 Cash-Unrestricted Reserve	1,884,173.00	0.00	0.00	0.00	0.00	1,884,173.00
102211 Cash - SRF (Current)	147,800.00	0.00	0.00	0.00	0.00	147,800.00
102221 Cash - Reserve for SRF Loan	74,575.22	0.00	0.00	0.00	0.00	74,575.22

12/03/24  
12:55:46

CITY OF CONRAD  
Cash/Bank Reconciliation  
For the Accounting Period: 10/24

Page: 2 of 2  
Report ID: L160

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
102240 Cash - Replacement &	13,888.14	0.00	0.00	0.00	0.00	13,888.14
<b>Total Fund</b>	<b>4,364,914.53</b>	<b>99,927.52</b>		<b>37,704.57</b>	<b>2,591.95</b>	<b>4,424,545.53</b>
5310 SEWER UTILITY						
101000 Cash - Operating	312,010.76	155,090.72	1,935.51	42,171.14	0.00	426,865.85
101220 Cash-Unrestricted Reserve	700,686.00	0.00	0.00	0.00	0.00	700,686.00
102211 Cash - SRF (Current)	84,151.25	0.00	0.00	0.00	0.00	84,151.25
102212 Cash - Reserve for RD Loan	25,716.32	12,858.33	0.00	0.00	0.00	38,574.65
102221 Cash - Reserve for SRF Loan	83,649.00	0.00	0.00	0.00	0.00	83,649.00
102222 Cash - Reserve for RD Loan	154,300.00	0.00	0.00	0.00	0.00	154,300.00
102240 Cash - Replacement &	279,800.00	0.00	0.00	0.00	0.00	279,800.00
<b>Total Fund</b>	<b>1,640,313.33</b>	<b>167,949.05</b>	<b>1,935.51</b>	<b>42,171.14</b>		<b>1,768,026.75</b>
5410 SOLID WASTE						
101000 Cash - Operating	452,465.37	14,375.88	656.44	10,118.12	0.00	457,379.57
101220 Cash-Unrestricted Reserve	1,581.00	0.00	0.00	0.00	0.00	1,581.00
<b>Total Fund</b>	<b>454,046.37</b>	<b>14,375.88</b>	<b>656.44</b>	<b>10,118.12</b>		<b>458,960.57</b>
7120 FIRE PENSION						
101000 Cash - Operating	2,491.94	103.36	0.00	0.00	0.00	2,595.30
Bank Statement Total	287331.83					
+ O/Standing Deposits	0.00					
- O/S payroll checks(	7438.54)					
- O/S claim checks(	9698.17)					
- O/S pr liabilities(	3163.46)					
- O/S Electronic chks(	18196.56)					
+ Petty Cash	550.00		System Cash			
+ Investments	9232576.71		Less Clearing Funds	9482017.90		
+ Other Accounts	56.09		Adjustments	0.00		
+ NSF Checks	0.00		Adjustments	0.00		
+ Other	0.00		Adjusted System Cash	9482017.90		
Adjusted Bank Cash	9482017.90		Difference	0.00		
<b>Totals</b>	<b>9,465,658.76</b>	<b>326,988.17</b>	<b>2,591.95</b>	<b>310,629.03</b>	<b>2,591.95</b>	<b>9,482,017.90</b>

\*\*\* Transfers In and Transfers Out columns should match, with the following exceptions:  
 1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.  
 2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.

October-24	Not APY			Account Balance
	Account #	Earnings Rate	Maturity	
PETTY CASH(LIBRARY \$200,POLICE \$50,DRAWER \$75,OFFICE \$225)				\$550.00
STOCKMAN	5110000050			\$287,331.83
STOCKMAN (RURAL DEVELOPMENT LOAN ACCOUNT)	5110003041			
STOCKMAN (CDBG)	5112023155			\$0.00
WELLS FARGO ACH	54-1158135	0.00%		\$56.09
1st LIBERTY FCU	383006-01	0.45%		\$5,789,248.05
STIP	CICONRAD-97	4.91%		\$5,789,248.05
STOCKMAN BANK MM	5117004973	2.38%		\$40,799.26
Charles Schwab MM	53603793	0.05%		\$40,799.26
RBC MMM		0.00%		\$5,859.41
INDEPENDENCE BANK MM	678954	0.55%		\$5,859.41
Bankera Bank (ID CDARS)	23537	3.59%	4/2/2026	\$100,028.28
Texas Exch Bank 85B Crowley TX (R.J) call 12/19/22	20099	0.85%	6/21/2024	\$0.00
FIRST STATE BANK OF SHELBY	3711	0.70%	7/22/2025	\$74,500.00
US Treasury Note (CS)	91282CEW	3.76%	8/30/2027	\$170,000.00
US Treasury Note (CS)	8128283W8	3.46%	2/15/2028	\$206,000.00
STOCKMAN BANK CD	5130069099	0.40%	10/13/2025	\$200,000.00
INDEPENDENCE BANK CD in House	29622/35663	5.00%	12/20/2024	\$76,282.84
US Treasury Note (CS)	91282CAM3	4.31%	9/30/2025	\$104,000.00
Merrick Bank S Jordan	34519	0.85%	12/16/2024	\$100,000.00
STOCKMAN BANK CD	5130068726	2.25%	1/7/2025	\$200,000.00
STOCKMAN BANK CD	5130068823	2.25%	1/31/2025	\$200,000.00
MORGAN STANLEY (R.J) CD	34221	1.80%	2/27/2025	\$200,000.00
Western Alliance Bank (ID CDARS)	57512	0.73%	2/27/2025	\$100,000.00
American Exp (R.J)	27471	1.80%	3/10/2025	\$100,000.00
Texas Exch Bank 85B Crowley TX (R.J) call 12/02/22	20099	0.80%	10/3/2025	\$109,000.00
1st Liberty FCU	832/30	4.08%	10/15/2025	\$107,650.08
BankUnited NA FL (R.J) call qtrly 9/3/22	58979	1.25%	12/8/2025	\$125,000.00
Third Federal SCL (R.J)	30012	1.20%	1/27/2026	\$200,000.00
GOLDMAN SACHS BANK USA (R.J) call-12/11/22	33124	1.00%	2/11/2026	\$226,000.00
INDEPENDENCE BANK CD in House	29623/35666	5.00%	12/20/2024	\$76,990.74
JP MORGAN CHASE COLUMBUS OH (R.J) STEP 10/23/22 call	628	0.85%	10/28/2026	\$100,000.00
BankUnited NA FL (R.J) call qtrly 9/8/22	58979	1.35%	12/8/2026	\$125,000.00
Capital One Bank(R.J)	33954	2.95%	4/6/2027	\$200,000.00
Morgan Stanley (R.J) 5/17/23 callable	32992	3.35%	5/17/2027	\$150,000.00
insbank Nashville (R.J) callable 6/14/23	35521	4.90%	12/14/2027	\$76,000.00
outstanding UB CC payment in BMS				\$15,396.80
MPERA RETIREMENT PAYMENT IN TRANSIT (PERS)				\$0.00
FEDERAL PAYROLL EFT IN TRANSIT (SS, MEDI, FIT)				\$2,748.80
STATE INCOME TAX (SIT)				\$50.96
UNEMPL (Uj) Pymt IN TRANSIT QTRLY				\$0.00
AFLAC ck from city \$188.80/NYL 63.66				\$0.00
UI Payment 157032.902				\$0.00
Colonial Life		1.84%		\$9,502,318.07
TOTAL - CITY OF CONRAD - CASH		2.42%		
Average of investments only				

3070.24

Increase petty cash for library in april

Investments By Bank	Financial Institution	% of Total	Avg Rate of Return
			Not APY
			% PER BANK
\$5,859.41	Ind Bank MM	0.06%	0.45
\$600,000.00	Stockman CD	6.314%	1.633
\$81,188.05	Stockman MM	0.854%	2.380
	R.B.C.	0.000%	
	R.B.C. CD'S	0.000%	
\$40,799.28	RJ MM		0.050
\$2,180,000.00	Charles Schwab	22.942%	1.444
\$5,789,248.05	STIP	1.971%	5.400
\$107,680.08	1st Liberty	1.133%	4.080
\$74,500.00	1st State Shelby	0.784%	0.973
\$153,273.68	Ind Bank in house CD	1.613%	5.000
\$200,028.28	Ind Bank CDARRS	2.105%	2.048
	EFT'S	-0.191%	
-\$18,196.56	UI out of bank		
\$0.00	Misc. Accts	3.030%	
\$287,937.92			
		40.62%	2.346

28.28

Bank Reconciliation Split	
\$287,331.83	Stockman Bank Stmt
-\$18,196.56	o/s E. Checks
\$0.00	o/s deposits (cc & reg & nat)
\$550.00	Petty Cash
\$56.09	Other Accounts
\$9,232,576.71	Investments

\$9,502,318.07 VERIFY

All RED amounts must match

79.12  
50.84

\$9,502,318.07 VERIFY

For Audit and AFR	
\$268,135.27	Demand Deposits
\$56.09	Credit Union Savings Dep.
\$550.00	Petty Cash
\$0.00	Checking Deposits
\$127,846.72	Money Market
\$5,789,248.05	STIP
\$0.00	U.S. Gov't Securities
\$3,315,481.94	Time Deposits
\$9,502,318.07	Total for audit

auditor reduces mm by pr & clms clearing amounts