

**** Page 1** A SUMMARY OF PROCEEDINGS OF THE CITY COUNCIL MEETING
CITY OF THREE FORKS, MONTANA, JULY 23RD, 2024**

JULY 23RD, 2024, The Three Forks City Council met at the Three Forks City Hall (Council Chambers), 206 Main Street and via Zoom. (Zoom is a virtual meeting tool which the City began using due to COVID-19 and social distancing guidelines and continues to use to encourage participation from the safety of one's home.) The meeting was presided over by Council President Townsend who called the meeting to order at 6:00 P.M. Mayor Johnston was excused.

ROLL CALL: City Council members Reagan Hooton, Ed Tharp, Gene Townsend, (Warren) Garret Buchanan, Roxi McDermott, and George Chancellor. City Treasurer Kelly Smith and City Clerk Crystal Turner were present at City Hall. No one attended via Zoom.

The record reflected a quorum with the attendance of six (6) Council members and the meeting was held.

The **Pledge of Allegiance** to the American Flag was led by Council President Townsend. Council President Townsend reminded the audience this meeting was audio and video recorded and may be streamed via Zoom and on our Facebook page. Council President Townsend also reminded all to familiarize themselves with the policy of conduct for this public meeting on the back of their agenda.

GUESTS: Gloria Howland

PUBLIC COMMENTS/CONCERNS (For items not on the agenda)

There was no public comment for items not on the agenda.

CONSENT AGENDA

Mayor Johnston read the Consent Agenda into the record as follows:

- a. City Claims for June of FY2024 to be Paid in July
- b. City Claim Paid Due to Timeliness to Billion Auto Group for Vehicle in the amount of \$18,185.00
- c. City Claims to be Paid
- d. Three Forks Rodeo Arena Board Claims for June of FY2024 to be Paid in July
- e. Three Forks Rodeo Arena Board Claims to be Paid
- f. Service Agreement with Montana Sealcoating for 2024 Headwaters Trail Maintenance of Roughly 23,300 Lineal Feet of Trail Along Frontage Road to Droulliard Fishing Access, Along Madison River Bridge Towards Carpenter Road, and to Magris Ballfields for \$174,994.00 (Signed due to timeliness with Council Approval on 7/9/24)
- g. Service Agreement for Zoning Code and Subdivision Regulation Rewrite with Lee Nellis Not to Exceed \$35,000.00

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- h. Pledged Securities with First Security Bank/Glacier Bank through 6/30/2024
- i. Pledged Securities with Manhattan Bank Through 6/30/2024
- j. Service Agreement with Northwestern Energy to Install Additional Underground Power at the Rodeo Grounds (claim with this agreement in TFRA Claims for approval)

Kelly Smith showed the Council a picture of the vehicle purchased: it is used, has 55,000 miles on it, it was owned by a Billion employee and well taken care of. It will be used for Code Enforcement but can also be used for anyone attending training or water school.

Councilman Chancellor moved to approve the consent agenda. Councilwoman McDermott and Councilman Tharp seconded the motion in unison. There was no public comment.

Motion Passed 5:0.

PUBLIC HEARINGS

Public Hearing and Decision on a Resolution Amending the Fiscal Year 2023-2024 Budget

Council President Townsend read the resolution, which will be #422-2024, into the record in its entirety.

There was no public comment.

Councilwoman McDermott moved to approve Resolution #422-2024, a resolution of the Three Forks City Council amending the fiscal year 2023-2024 budget to acknowledge unanticipated revenues and amend expenditures exceeding the original appropriations. Councilman Buchanan seconded the motion. Kelly Smith noted this was the least number of amendments in a fiscal year since she has been with the City.

Motion Passed 5:0.

Public Hearing and Decision on a Resolution Adopting and Levying the Assessments for the Fiscal Year 2024-2025 Street Lighting District

Council President Townsend read the resolution, which will be #423-2024, into the record in its entirety.

Crystal Turner noted there is an assessment list in her packet and available online, however the owner names may have changed as ownerships have changed. "Gallatin County maintains that list now rather than the City sending its own special assessment bills out. This resolution will be sent to the Gallatin County Treasurer who will divvy the assessment out based on the Districts' square footage or lineal footage setup," Crystal said.

There was no public comment.

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Councilman Buchanan moved to approve Resolution #423-2024, a resolution of the Three Forks City Council adopting and levying the assessments for Fiscal Year 2024-2025 Street Lighting District #1. Councilman Tharp seconded the motion.

Motion Passed 5:0.

Public Hearing and Decision on a Resolution Adopting and Levying the Assessments for the Fiscal Year 2024-2025 Street Maintenance District #1

Councilman Chancellor read the resolution, which will be #424-2024, into the record in its entirety.

There was no public comment.

Councilwoman Hooton moved to approve Resolution #424-2024, a resolution of the Three Forks City Council adopting and levying the assessments for Fiscal Year 2024-2025 Street Maintenance District #1. Councilman Tharp seconded the motion.

Motion Passed 5:0.

Public Hearing and Decision on a Resolution Adopting and Levying the Assessments for the Fiscal Year 2024-2025 Street Maintenance District #2 (Ridge View Subdivision)

Councilwoman McDermott read resolution, which will be #425-2024, into the record in its entirety.

There was no public comment. Council President Townsend explained this difference in assessment is because the lots in the subdivision are much larger so this district is based on a linear foot instead of square footage like the others.

Councilman Chancellor moved to approve Resolution #425-2024, a resolution of the Three Forks City Council adopting and levying the assessments for Fiscal Year 2024-2025 Street Maintenance District #2, Ridge View Subdivision. Councilwoman McDermott seconded the motion.

Motion Passed 5:0.

Public Hearing and Decision on a Resolution of the Preliminary Budget for Fiscal Year 2024-2025

Councilman Buchanan read resolution, which will be #426-2024, into the record in its entirety.

Kelly Smith explained there are two copies of Exhibits A and B on the table if Reagan and Garret would like to take them home to review and study. "We always start with last year's budget, and then make changes and edits for the upcoming year - like the new car is already in there, and the vac truck we did not receive (but budgeted for) last fiscal year has been moved into this new budget," she said. "It is very preliminary, but she does not anticipate any major/unforeseen changes that have not

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already been discussed by the Budget Committee or to the Council," she added.

There was no public comment.

Councilwoman McDermott moved to approve Resolution #426-2024, a resolution of the preliminary budget for Fiscal Year 2024-2025. Councilwoman Hooton seconded the motion. There was no public comment.

Motion Passed 5:0.

REPORT OF OFFICERS

City Treasurer Kelly Smith reported that on August 1st, she will meet with Montana Department of Transportation with Patty Hernandez of Headwaters Economics. "We don't have the U.S. Fish, Wildlife & Parks stamp yet, but we'll also need MDT's stamp of approval. We aren't bringing engineers; just giving the layman's layout of the mitigation project since we will need MDT's approval as well. We just want to get the conversation started," Kelly reported.

Kelly also reported regarding HB355 grant funding, "The City will not get approval for the Fire Department project because it's not maintenance, it's an expansion. Since it's new they denied that application but approved the other two applications." Kelly has a meeting with Harmon Construction tomorrow to see if there is a way to move the bathrooms into the existing facility so the HB355 could pay for that, and maybe the City could kick in from the Fire Department Capital Improvements fund money and have the meeting room in the addition. "We'll see if it's even feasible. Another option is to add the approximate \$56,000 budgeted to their project to the Library's application and fix the roof or other improvements that were on the list." There was discussion on leaving the plan as is, and fixing what it is in the existing Fire Department footprint with the grant money and then City pay for the expansion.

City Clerk Crystal Turner reported she ordered all the signs for parking regulations around the school area which was discussed at the last meeting. The cost was just over \$2,500.

REPORT OF COUNCIL COMMITTEES (if any)

There were no Council Committee reports.

UNFINISHED BUSINESS

Flood project - Nothing to update other than the City Treasurer's report. We have a meeting Thursday with the FEMA team about our project, so maybe will have some news later this week.

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Water Project - Jessica Salo provided an update to the project via email which was distributed to the Council and was not read into the record by Council President Townsend. (The report is copied and inserted into these minutes below.)

Distribution System Project (generally located between North 2nd and North 4th Avenues between Elm Street and Neal Street) which includes 7,000 lineal feet of water main replacement/installation.

- Plans are still at DEQ for review, however we expect approval within the next few weeks. It seems as if there will be minimal if any comments to address.
- Engineer's estimate is approximately \$2.5 million.
- Funding for this project is coming from ARPA
- We can put the project out to bid once we have final approval from DEQ.
- City needs to decide if they would like construction to happen late fall 2024 or wait until spring 2025.

Transmission Main Project on Colter Trail

- Great West is currently working on the hydraulic analysis of this looped line to determine benefits to the existing system
- If the proposed alignment is determined to be the best option, the project can move into survey and design in late summer/early fall but there is still some preliminary analysis to do and coordination with the developer before that can happen.

Water Supply Project

- Still working on drilling of new wells through contract with O'Keefe. O'Keefe's contract is for constructing, developing, and testing 3 public water supply wells.
- Most recently, O'Keefe has completed construction and development of Well 2C. There were some challenges with well construction due to the geologic formation but solutions were proposed and executed successfully.
- Next steps are to complete the aquifer test of Well 2C and develop as-built drawings of the well construction. O'Keefe is looking at coming back in September to perform the 72-hour pump test.
- In the meantime, planning and discussions will continue regarding where to drill the next well or whether to complete an existing test well.

NEW BUSINESS

Review and Approval of Three Forks Fire Department's Handbook Update

City Clerk Crystal Turner recapped three minor changes to the Handbook. "The Fire Department's Handbook states that changes can only be made during their July meeting. These changes have been suggested since prior to July 2023, but the Fire Department missed getting it on the agenda last July, so we have remained operating under the old guidelines. As you are

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all aware, the Mayor oversees staffing and we consider volunteer firefighters as staff. The Handbook states the Council will appoint probationary firefighters. This often leads to 4-6 week lags when the Council only has one meeting per month and the application comes in just after a Council meeting. The recommended change is to have the Mayor appoint the probationary firefighters. The other change is that they created and documented a job description for a Chaplain, which is now included in the Handbook. Last, the Handbook and the volunteer job application had different job descriptions. I recommended they pick one and be consistent. They have chosen the more detailed description from the application packet. So I removed the old one and inserted this one into the Handbook," Crystal said.

Council President Townsend asked if the City Attorney had reviewed the Chaplain job description. Crystal replied that she had not sent it to her directly to review, but the attorney had been provided a link to the packet and agenda last week and had not received any feedback. There were no public comment.

Councilman Chancellor moved we approve the changes to the Handbook of the Three Forks Volunteer Fire Department. Councilwoman McDermott and Councilman Tharp seconded in unison.

Motion Passed 5:0.

Ratifying the Elections of Fire Chief and Assistant Fire Chief Pursuant to the Nominations/Elections held at the Department's 7/2/2024 Meeting

Council President Townsend noted the minutes of the July 2nd meeting votes for Keith Aune as Chief and Charles Eastty as Assistant Fire chief.

Councilman Chancellor moved we approve the elections of Chief and Assistant Fire chief pursuant to the elections on 7/2/2024. Councilwoman Hooton seconded the motion.

Motion Passed 5:0.

Approval of Junior and Senior Library Co-Director Job Descriptions

Crystal Turner explained the Library Board had approved a split of the Director position to a junior and senior level. She clarified, "Jaime Ewan would be the Senior Director and the Junior position was posted internally, as the Hiring Policy was updated to reflect last month. The position was interviewed for, offered, then declined so now it is being advertised externally." Gene Townsend asked if the Council would be omitting the full-time Library Director job description then and Crystal replied no, just creating these two additional jobs. "If no one applies for the junior position, then Jaime is willing to discuss again with the board alternatives including resigning and advertising a full-time Director position," Crystal said.

There was no public comment.

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Councilwoman McDermott moved to approve library senior and junior co-director job descriptions. Councilman Chancellor seconded the motion.

Motion Passed 5:0.

PUBLIC COMMENTS/CONCERNS (for items not on the agenda)

Gloria Howland comments there seems to be a lot of kids flying through stop signs that are riding electric scooters or motorcycles. She thought they had to have a license to drive those, but also they are not obeying any of the traffic laws.

Council President Townsend said, "Noted, we will pass information on to Gallatin County Sheriff Office during our meeting on the 30th."

MAYOR & COUNCIL ANNOUNCEMENTS

Gene Townsend reported he felt we held another successful rodeo. Seemed to be a smaller crowd but it was comfortable and went well. "I think that with fair in Bozeman, bull riding in Big Sky, another rodeo in Whitehall, there was just too many options to choose from in the same weekend," he said. Roxi McDermott said there as a rodeo in Townsend as well. Gene said he thought it was mostly from the heat.

The Headwaters Trail System is holding its annual run sponsored by our local banks. "We are also working on Droulliard trail with patching, then move on to the Madison River bridge ad towards Logan. They are digging out bad spots and re-paving. Then they'll wait about a month and then come back and crack seal and sealcoat. They're trying a new method recommended by this contractor for the same cost on crack sealing," he said. Also he has received the encroachment permit [from MDT} and the contractor is doing the traffic safety plan now, and will return in late August and finish that section of trail.

AGENDA ITEMS FOR NEXT COUNCIL MEETING: July 23, 2024

- Resolution to Adopt on the Capital Improvements Plan (CIP)
- Public Hearing and Decision on the Zoning and Planning Board's Recommendation on a Request for a Conditional Use Permit for the Property Located at Lots 3-6, Block 28 of the Three Forks Original Townsite for Two Multi-Family Buildings Containing Four Residential Units Each that is Within the Central Business District
- Continued Public Hearing/Comment on the Fiscal Year 2024-2025 Preliminary Budget

ADJOURNMENT

Motion to adjourn the meeting was made by Councilman Chancellor, seconded by Councilwoman McDermott. **Motion Passed Unanimously.** The meeting was adjourned by acclimation at 7:16P.M.

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Randy Johnston, Mayor

Crystal Turner, City Clerk