

January 9, 2023

The Culbertson Town Council met at Townhall in regular session on Monday, January 9, 2023, at 6:30 p.m., with the following present: Larry Crowder, Dave Solem, Mark Nelson, Todd Gabriel, and Tiffani Jasper. Absent: Abe Rumsey and Bob Jasper. Guests: Amber Fox, Connie Schultz, and Jeremy Fadness – Town Engineer (via Zoom).

Agenda – Todd Gabriel made a motion to approve the agenda. Dave Solem seconded the motion. No objections. MOTION CARRIED.

Minutes – Mark Nelson made a motion to approve the December 12, 2022, Regular Meeting minutes and January 3, 2023, Special Meeting minutes. Todd Gabriel seconded the motion. No objections. MOTION CARRIED.

Financials and Claims – Mark Nelson made a motion to approve the December Treasurer's Report, GJV's, Payroll JV 221200, UB JVs, and December Bills. Todd Gabriel seconded the motion. No objections. MOTION CARRIED.

MDT Highway 2 & Town Water Main Project – No News.

Big Sky Airport – Craig Canfield of KJ Engineering updated clerk Tiffani Jasper that the airport building has not gone out to bid yet.

Bathroom Project – Jeremy Fadness reached out to Sandy Crawford for an update. She has not reviewed the application at this time.

Ike's Pond – No News.

Lagoon Aeration – Jeremy Fadness discussed options for council regarding lagoon maintenance. It was decided to wait until spring to see how the system is working when the weather is warmer. The council would like to discuss this again at the regular meeting in March.

Streetlight: Tax Assessment - Todd Gabriel made a motion to allow Jeremy Fadness and Laura Christoffersen to work together on this project. It is possible the district may expand, current light placement needs to be reviewed and future light placement will also need to be considered. They will need the Town of Culbertson to provide a map of the current light locations. Dave Solem seconded the motion. No Objections. MOTION CARRIED. A workshop on this topic will take place tentatively a half hour before the next regular meeting.

Lift Station: Alarm Update – No News.

Sketch/Site Plans - There were no plans to review.

Conditional Use Permits for Dispensaries – Council discussed updating the zoning ordinance to address dispensaries within the Town. Jeremy Fadness will work on this.

Opportunity Bank – Dave Solem made a motion to remove Tiffani Jasper as a signer on all accounts. The new signers will be Larry Crowder, Abe Rumsey and Connie Schultz. For online banking ACH access for Utility Billing Connie Schultz and Amber Fox will be on the account. Mark Nelson seconded the motion. No Objections. MOTION CARRIED.

Audit Report: FY 2020-2021 – Mark Nelson made a motion to approve the Audit Report from Ross Stalcup for FY 2020-2021. The sole finding was **Segregation of Duties for Internal Control**. Todd Gabriel seconded the motion. No Objections. MOTION CARRIED.

Non-agenda Items:

- Mark Nelson noted a vehicle that has become a hazard located adjacent to the school. With the snow build up vehicles are not able to meet on the road.
- Amber Fox noted the water ordinance may need to be reviewed to reflect the resolution.
- Mayor Crowder and Council thanked Tiffani Jasper for her time as Clerk/Treasurer.
- Due to schedule conflicts the council may need to meet on a different day in February. They will tentatively plan to meet at 5:00 PM for the workshop and 5:30 PM for the regular meeting on Thursday February 9, 2023.

Adjournment – Mark Nelson made a motion to adjourn at 7:09 PM. Todd Gabriel seconded the motion. No objections. MOTION CARRIED.

A regular meeting is tentatively scheduled for February 9, 2023, at 5:00 p.m. (workshop) and 5:30 p.m. (regular meeting). at Townhall.

Amber Fox  
 Clerk – Utility Billing Clerk

Larry Crowder  
 Mayor

February 9, 2023

The Culbertson Town Council met at Townhall in regular session on Thursday, February 9, 2023, at 5:36 p.m., with the following present: Larry Crowder, Dave Solem, Mark Nelson, Todd Gabriel, Amber Fox, Laura Christoffersen, and Jeremy Fadness – Town Engineer (via Zoom). Absent: Abe Rumsey

Agenda – Dave Solem made a motion to approve the agenda. Mark Nelson seconded the motion. No objections. MOTION CARRIED.

Minutes – Todd Gabriel made a motion to approve the January 9, 2023, Regular Meeting minutes. Mark Nelson seconded the motion. No objections. MOTION CARRIED.

Financials and Claims – Todd Gabriel made a motion to approve the January Treasurer's Report, GJV's, Payroll JV 230100, UB JVs, and January Bills. Dave Solem seconded the motion. No objections. MOTION CARRIED.

MDT Highway 2 & Town Water Main Project – There will be a preconstruction meeting held via Microsoft Teams on March 6, 2023 at 2:00pm.

Big Sky Airport – Todd Gabriel made a motion to pass Loan Resolution #507 for the Big Sky Airport. Dave Solem seconded the motion. No Objections. MOTION CARRIED.

Bathroom Project – Jeremy Fadness will try to reach out to Sandy Crawford for an update.

Ike's Pond – Ken Forbregd would like to apply for the TA grant to help provide a concrete trail from 4<sup>th</sup> Street to the bathrooms and then down to the bridge. Ken Forbregd would put the grant application together and WWC would provide support with the preparation. Todd Gabriel made a motion to task WWC with this work on behalf of the town. Mark Nelson seconded the motion. No objections. MOTION CARRIED.

Lagoon Aeration – The council would like to discuss this again at the regular meeting in March.

Streetlight: Tax Assessment - A workshop on this topic was held a half hour before the regular meeting. Jeremy Fadness will put together a couple options for assessing the street lighting.

Lift Station: Alarm Update – No News.

Sketch/Site Plans - There were no plans to review.

Conditional Use Permits for Dispensaries – Mark Nelson made a motion to accept the revisions to the Development Review Ordinance presented by Jeremy Fadness and reviewed by Laura Christoffersen updating the zoning ordinance to address dispensaries within the Town. Todd Gabriel seconded the motion. No Objections. MOTION CARRIED  
A Public Hearing is set for Thursday, March 9 at 6:30 p.m. at the Townhall.

Resignation – Connie Schultz submitted her resignation on 1/27/23. Dave Solem made a motion to accept the resignation. Mark Nelson seconded the motion. No Objection. MOTION CARRIED.

New Hire-Clerk/Treasurer Applicants – We had 2 applicants. Todd Gabriel made a motion to hire Terri Merrill as the Town Clerk/ Treasurer. Dave Solem seconded the motion. No Objection. MOTION CARRIED.

Opportunity Bank – Dave Solem made a motion to remove Connie Schultz as a signer on all accounts and add Terri Merrill. The new signers will be Larry Crowder, Abe Rumsey and Terri Merrill. Mark Nelson seconded the motion. No Objections. MOTION CARRIED.

Personnel Policy Handbook updates – Laura Christoffersen reviewed the new legislative changes to marijuana and weapons in the workplace and made the necessary revisions to the Personnel Policy Handbook. Todd Gabriel made a motion to accept the revised Personnel Policy Handbook. Mark Nelson seconded the motion. No Objections. MOTION CARRIED.

Non-agenda Items:

- Bob Jasper asked Agri Industries to give us a quote for changing out a hydrant and a curb stop on 1<sup>st</sup> Ave E

Adjournment – Todd Gabriel made a motion to adjourn at 6:52 PM. Mark Nelson seconded the motion. No objections. MOTION CARRIED.

A Public Hearing for Text Amendments to the Development Review Ordinance for the Town of Culbertson is scheduled for March 9, 2023, 6:30 p.m. at Townhall. A regular meeting is scheduled to follow.

Terri Merrill  
Clerk

Larry Crowder  
Mayor

March 9, 2023

The Culbertson Town Council met at Townhall in regular session on Thursday, March 9, 2023, at 6:30 p.m., with the following present: Larry Crowder, Abe Rumsey, Mark Nelson, Todd Gabriel, Terri Merrill, and Jeremy Fadness – Town Engineer (via Zoom). Absent: Dave Solem. Guest: Amber Fox, Ken Forbregd, and Deanne Weeks.

Agenda – Mark Nelson made a motion to approve the agenda. Todd Gabriel seconded the motion. No objections. MOTION CARRIED.

Minutes – Todd Gabriel made a motion to approve the February 9, 2023, Regular Meeting minutes. Mark Nelson seconded the motion. No objections. MOTION CARRIED.

Financials and Claims – Abe Rumsey made a motion to approve the February Treasurer’s Report, GJV’s, Payroll JV 230200, UB JVs, and February Bills. Mark Nelson seconded the motion. No objections. MOTION CARRIED.

MDT Highway 2 & Town Water Main Project – Construction is set to start middle of April with two crews, one on each end.

Big Sky Airport – No News.

Bathhouse Project – The LWCF funds for 2023 have been allocated and will need to submit a new application with updated bids. The next round will be open in the fall of 2023 for a 2024 award date.

Ike’s Pond – Ken Forbregd and Jeremy Fadness will work on the application. The application is due in April.

Lagoon Aeration – The town received a bid from Peak Water Services, LLC to clean aeration lines on the lagoon. Council will put on hold until a later date.

Streetlight: Tax Assessment – No News.

Lift Station: Alarm Update – No News.

Sketch/Site Plans - Todd Gabriel made a motion to approve the site plan from Knife River Corp. for a temporary concrete plant located at the old seed plant. Abe Rumsey seconded the motion. No objections. MOTION CARRIED.

Montana Municipal Institute- Abe Rumsey moved to send Terri Merrill to the Montana Municipal Institute the end of April. Mark Nelson seconded the motion. No objections. MOTION CARRIED.

Public Hearing for text amendment to the development review ordinance for the Town of Culbertson. Todd Gabriel moved to approve revising the ordinances to define where marijuana can be sold, manufactured, and distributed within the Town of Culbertson. Mark Nelson seconded the motion. No objections. MOTION CARRIED

Non-agenda Items:

- Deanne Weeks asked more questions pertaining to the bathhouse project. She also inquired about the weekly alarm test conducted every Monday if it is required to be done weekly and who does it. Roosevelt County Dispatch is required to do an emergency alarm test weekly.

Adjournment – Mark Nelson made a motion to adjourn at 8:11 PM. Todd Gabriel seconded the motion. No objections. MOTION CARRIED.



Clerk

April 10, 2023



Mayor

The Culbertson Town Council met at Townhall in regular session on Monday, April 10, 2023, at 6:30 p.m., with the following present: Larry Crowder, Abe Rumsey, Todd Gabriel, Terri Merrill. Absent: Mark Nelson. Guest: Amber Fox, Ken Forbregd, James Walling, Travis Northington, Daniel.

Agenda – Abe Rumsey made a motion to approve the agenda. Todd Gabriel seconded the motion. No objections. MOTION CARRIED.

Minutes – Todd Gabriel made a motion to approve the March 9<sup>th</sup>, 2023, Regular Meeting minutes. Dave Solem seconded the motion. No objections. MOTION CARRIED.

Financials and Claims -Dave Solem made a motion to approve the March Treasurer's Report, GJV's, Payroll JV 230200, UB JVs, and March bills. Abe Rumsey seconded the motion. No objections. MOTION CARRIED.

MDT Highway 2 & Town Water Main Project -3<sup>rd</sup> Ave E's gutter and culvert have been poured and repaired preparing for the detour on 3<sup>rd</sup> Ave E. Will be adding up to four additional valves during construction.

Big Sky Airport – No News.

Bathroom Project – Waiting to hear when the next round will be open to submit.

Ike's Pond -Ken Forbregd submitted the TA Application.

Lagoon Aeration -Both blowers had to be rebuilt. One is still running at high temps. Will continue to investigate issue.

Streetlight: Tax Assessment -Jeremy Fadness will work with Laura Christoffersen towards the end of April and will have more for the May meeting.

Lift Station: Alarm Update -Alarm was fixed and is in working order.

MMIA Group Elections for 23/24 -There is a 9% final medical rate adjustment raising the rates. Todd Gabriel moved to accept the rate increase for MMIA Group Elections for 23/24. Dave Solem seconded the motion. No objections. MOTION CARRIED.

Petition to Exclude Land -Received a petition from Travis Northington to exclude his property at 811 1<sup>st</sup> St W and a letter from Clara Cox for excluding her property at 803 1<sup>st</sup> St W. Clara will be contacted to submit a petition. Abe Rumsey moved to accept the petition for the Northington property. Todd Gabriel seconded the motion. No objection. MOTION CARRIED.

Public Works Assistant -Kobe Nickoloff started April 3<sup>rd</sup> on a temporary basis until the council could approve his employment. Dave Solem moved to approve Kobe's employment. Todd Gabriel seconded the motion. No objections. MOTION CARRIED.

Letters to the Council -The council tabled the discussion on the letter from Dylan Anderson until next month and will investigate the historic EDU's. Larry Crowder will reach out to James Carlisle.

Great Northern Development Corporation (GNDC) – Discussed what GNDC has done in the last year for Culbertson. Decided to table until next month and invite GNDC and will decide whether to continue with membership.

Amendments to Ordinance – First reading of the amendments to development review ordinance. Todd Gabriel moved to approve the first reading. Dave Solem seconded the motion. No objections. MOTION CARRIED.

Resignation of Mayor – Larry Crowder submitted his letter of resignation to the council effective June 30<sup>th</sup>, 2023. Abe Rumsey moved to accept the letter of resignation. Todd Gabriel seconded the motion. No objections. MOTION CARRIED.



Public Comment on Non-Agenda Items -Travis Northington recognized and thanked Larry Crowder for what he has done for the town and school. Alan Aspenlieder retired from the fire department in January after 45 years, Abe Rumsey suggested assisting the fire department with a plaque for his years of service. Will add to May's agenda. Ken Forbregd asked if he would need a permit for a temporary greenhouse that would be going up this spring. Terri Merrill will follow up with Jeremy Fadness.

Adjournment -Todd Gabriel made a motion to adjourn at 7:21 p.m. Dave Solem seconded the motion. No objections. MOTION CARRIED.



Clerk



Mayor

May 8<sup>th</sup>, 2023

The Culbertson Town Council met at Townhall in regular session on Monday, May 8, 2023, at 6:30 p.m., with the following present: Larry Crowder, Abe Rumsey, Todd Gabriel, Dave Solem, Terri Merrill. Guest: Tori Matejovsky with GNDC, Ken Forbregd, Lary Pearson, Rick Nick, Shelby Lebsock, DeAnne Weeks, Cheryl Kirkaldie, Ashley Anderson, Azhia Quade, James Walling.

Agenda – Mark Nelson made a motion to approve the April 10<sup>th</sup>, 2023, the agenda. Todd Gabriel seconded the motion. No objection. MOTION CARRIED.

Minutes – Todd Gabriel made a motion to approve the April 10<sup>th</sup>, 2023, Regular Meeting minutes. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

Financials and Claims – Dave Solem made a motion to approve the April Treasurer's Report, GJV, Payroll JV 230400, UB JV's, and April bills. Mark Nelson seconded the motion. No objections. MOTION CARRIED.

MDT Highway 2 & Town Water Main Project – Continuing to work on storm drains.

Big Sky Airport – Bid packets will be ready to send out this week. Need a decision what to do with the current building. Mark Nelson made a motion to move the current building to a new location, to be determined prior to construction beginning. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

Bath House Project – Received updated estimate from the engineers. Will investigate cost reducing options and doing a bond or a levy in the next election.

Ike's Pond – Girls Scouts bought two picnic tables.

Lagoon Aeration – No updates

Streetlight: Tax Assessment – No updates

Letters to Council – Need to consult with the town attorney on response to letters.

Resolution of Intent to Exclude Land – Dave Solem made a motion to approve the Northington Resolution of Intent to Exclude Land. Abe Rumsey seconded the motion. No objection. MOTION CARRIED WITH A THREE TO ONE VOTE.

Great Northern Development Corporation – Tori Matejovsky talked about Great Northern Development Corporation and presented the council with a summary of business that have been helped over the last five years.

Amendments to Ordinance - Second reading of the amendments to development review ordinance. Mark Nelson made a motion to approve second reading. Todd Gabriel seconded the motion. No objection. MOTION CARRIED.

Pool Staff – Received applications from Tiffany Neilson for manager, Clayton Marchwick for assistant manager, Anissa Bengochea for WSI/Swim Instructor only, Kayli Olson, Samantha Palmer, Jazzmin Fugere, Genesy Deen, Brooks Solem, Josie Simonsen for lifeguards. Abe Rumsey made a motion to hire the applicants. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

MCEP Planning Grant Program – The state has addition ARPA funds. Mark Nelson made a motion to apply for a planning grant for the storm water improvements at 1<sup>st</sup> Ave and the football field. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

Fire Department Retirement Plaque - Todd Gabriel made a motion to pay for the retirement plaque for Alan Aspenlieder years of service to the fire department. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

Appointment of Interim Mayor- Mark Nelson made a motion to appoint Todd Gabriel to interim mayor effective June 15<sup>th</sup> and to add him to and remove Larry Crowder from signature cards at the bank. Dave Solem seconded the motion. No objection. MOTION CARRIED.

Special Event Application – Applications for Frontier Day’s Parade and Street Dance at JB’s MT Bar was submitted. Abe Rumsey made a motion to approve application for the parade. Todd Gabriel seconded the motion. No objection. MOTION CARRIED. Mark Nelson made a motion to approve the application for the street dance. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

Public Comment on Non-Agenda Items – Rick Nick inquired if it would be acceptable to allow volunteers to run the street sweeper to assist while town staff is dealing with Highway 2 construction. Will reach out to MMIA if this is possible with our liability insurance. It was asked if town will be doing a town clean up day. Council decided to do the town clean up on June 3<sup>rd</sup> 2023. Ken Forbregd asked if we had an ordinance for parking on the street.

Adjournment – Mark Nelson made a motion to adjourn at 8:07 p.m. Todd Gabriel seconded the motion.

A regular meeting and budget hearing is scheduled for June 12, 2023, at 6:30 p.m. at Townhall.



Clerk



Mayor

May 8, 2023, Budget Workshop:

Council reviewed budget. Budget requests and personnel wages will be reviewed at June 12, 2023 meeting. A Public Hearing for the 2023-2024 budget will be held June 12, 2023.



Clerk



Mayor

May 15<sup>th</sup>, 2023


The Culbertson Town Council met at Townhall in special session on Monday, May 15, 2023, at 6:00 p.m. with the following present: Larry Crowder, Abe Rumsey, Dave Solem, Todd Gabriel, Mark Nelson, Terri Merrill. Guest: Ken Forbregd.

Agenda- Dave Solem made a motion to approve the May 15, 2023, agenda. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

Public hearing for a Conditional Use Permit at 103 3<sup>rd</sup> Street West- Abe made a motion to approve the conditional use permit at 103 3<sup>rd</sup> Street West for Ken and Karla Forbregds greenhouse and potting shed. Todd Gabriel seconded the motion. No objection. MOTION CARRIED.

Adjournment-Mark Nelson made a motion to adjourn at 6:08 p.m. Todd seconded the motion. No objections. MOTION CARRIED.

  
Clerk

  
Mayor

June 12, 2023

The Culbertson Town Council met at Townhall in regular session on Monday June 12 2023, at 6:30 p.m. with the following present: Larry Crowder, Abe Rumsey, Dave Solem, Todd Gabriel, Mark Nelson, Terri Merrill. Guest: Cheryl Kirkaldie, Lanette Bidegaray, Shelby Lebsock, Azhia Quade, Ken Forbregd, DeAnne Weeks, Gene Marchwick, Amber Fox.

Agenda-Dave Solem made a motion to approve June 12, 2023, agenda. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

Minutes-Todd Gabriel made a motion to approve the May 8<sup>th</sup>, 2023, Regular Meeting and May 15<sup>th</sup>, 2023, Special Meeting minutes. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

Financials and Claims- Mark Nelson made a motion to approve the May Treasurer's report, GJV, Payroll JV 230500, UB JV's, and May bills. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

MDT Highway 2 & Town Water Main Project- Storm drains are scheduled to be completed by the end of this week.

Big Sky Airport- Will need to clarify ownership of the building.

Ike's Pond- Terry Falcon allowed trees to be planted on his property line West of the pond. Will be getting 500 more Trout and 300 more Perch by the 4<sup>th</sup> of July.

Bath House Project- Mark Nelson made a motion to move forward with the LWCF grant. Todd Gabriel seconded the motion. No objection. MOTION CARRIED.

Lagoon Aeration- Bob Jasper will see if we are able to do the maintenance.

Streetlight: Tax Assessment- No updates

Letters to the Council- No updates



Petition to Exclude Land- Mark Nelson made a motion to move forward with the petition to exclude land. Abe Rumsey seconded the motion. An explanation was requested from the petitioner for next month's meeting. MOTION CARRIED.

Site Plan- C & B Operations submitted a site plan with the request for water services without being annexed into the Town of Culbertson. More information was requested to justify providing services without annexation. Mark Nelson made a motion to table until next month. Dave Solem seconded the motion. No objection. MOTION CARRIED.

Bath House Levy- Mayor Larry Crowder presented information on bringing a levy to the voters in November. Examples of tax increases were presented so council can see what the impact would be on the town taxpayers. Council will review the numbers and revisit the levy in July.

RMHF- Roosevelt Memorial Healthcare Foundation requested a family pool pass for their fund raiser. Abe Rumsey made a motion to approve the donation to RMHF for a family pool pass. Todd Gabriel seconded the motion. No objection. MOTION CARRIED.

Yard Maintenance- Council will review the Nuisance Vegetation ordinance (Sec. 16-4) of the Code of Ordinances of the Town of Culbertson and decide if the town needs to shorten the ten day time period and increase the fees for the town to take care of such nuisance vegetation.

Culbertson Economic Development Corp- Todd Gabriel made a motion to utilize the Culbertson Economic Development Corp for holding funding from charitable organizations for the purpose of improvement to town facilities and land. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

Sheriff Substation- The sheriffs department has requested flooring and a new door. Council would like to get quotes for requested work. Will review at July's council meeting.

Interlocal Law Enforcement Agreement- The last agreement was updated in November of 2014. Council will review and recommend changes when the county reaches out to update agreement.

Pool Hires- Dave Solem made a motion to hire the following for the pool: Destiny Thompson, Nycreese Halverson, Payton Perkins. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

School Request- Mark Nelson made a motion to allow the school to temporarily place the fiber filler for the school playground along 1<sup>st</sup> Ave W until new playground equipment is installed. Todd Gabriel seconded the motion. No objection. MOTION CARRIED.

Pool Playground- Dave Solem moved to approve use of old school playground equipment for the pool playground. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

Appointment of Interim Council Member- Abe made a motion to approve Carl Donaldson as interim council member. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

Public Comment on Non-Agenda Items-

- Gene Marchwick brought concerns about a dangerous house located at 109 1<sup>st</sup> Ave W. He has observed kids going into the structure.

**Public Hearing**

Resolution #508-Resolution to Exclude Land known as the Northington Property- Mark Nelson made a motion to approve resolution. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

**Budget Hearing**

Budget Request- Council reviewed the budget request. No action was taken at this time.

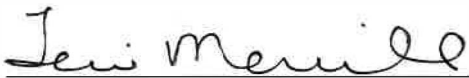
Resolution #509: Budget Amendment for FY 2023- Dave Solem made a motion to approve the resolution. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

Resolution # 510: Set Personnel Wages for FY 2023-2024- Abe Rumsey made a motion to approve the resolution. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

Resolution # 511: Preliminary Budget for FY 2023-2024- Dave Solem made a motion to approve the resolution. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

Adjournment- Dave Solem made a motion to adjourn. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

Next regular meeting, July 17, 2023, at 6:30 p.m. at Town Hall



Clerk

July 17, 2023



Mayor

The Culbertson Town Council met at Townhall in regular session on Monday July 17, 2023, at 6:30 p.m. with the following present: Todd Gabriel, Abe Rumsey, Dave Solem, Mark Nelson, Carl Donaldson, Terri Merrill. Guest: Bob Jasper, Amber Fox, Ken Forbregd, DeAnne Weeks, Cheryl Kirkaldie, Azhia Quade, Lanette Bidegaray.

Agenda-Abe Rumsey made a motion to approve July 17, 2023, agenda. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

Minutes-Mark Nelson made a motion to approve the June 12, 2023, Regular Meeting minutes. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Financials and Claims- Abe Rumsey made a motion to approve the June Treasurer's report, GJV, Payroll JV 230600, UB JV's, and June bills. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

MDT Highway 2 & Town Water Main Project-The town received the bill from MDT. Jeremy Fadness sent it to DNRC for reimbursement from the ARPA funds. The side streets need to be addressed with MDT prior to the project being closed. Need to have pictures of before and after pictures of affected streets sent to MDT that are needing repaired.

Airport-the new building is postponed until more funds can be raised.

Lagoon Aeration- No news

Resolution of Intent to Exclude Land – Mark Nelson made a motion to approve the Cox Resolution of Intent to Exclude Land. Dave Solem seconded the motion. No objection. MOTION CARRIED WITH A THREE TO ONE VOTE.

C & B Operations-Mark Nelson made a motion to accept the petition of annexation of the property of C & B Operations to all a septic system with the agreement that the property owner will sign a waiver of right to protest. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

Bath House Levy-Upon further communication with Cheryl Hansen, Roosevelt County Clerk & Records Office, she recommended waiting until the June Primary ballot for the levy election. The funds would not be available until the 24-25 budget year. This will give us time to get a firm number of the cost of the building and if we are to be awarded the LWCF grant.

Culbertson Economic Development Corp- Discussed the need to write the by-laws as well as opening the board to business and community members and promoting not only new businesses, but tourism in Culbertson as well.

Sheriff Substation-Looked at vinyl flooring options for the substation office as well as discussed the possibility of epoxy finish. Will need to find out if the jail will need to be removed prior to any flooring being installed.

Budget Request- There was no motion made on budget request last month. There are new additions to the list. Will be discussed at next budget meeting.

Budget Meeting- Next budget meeting will be held after next month's regular council meeting on August 14<sup>th</sup>, 2023.

Public Comment on Non-Agenda Items

- Ken Forbregd complimented the Sheriff's offices on their handling of the noise complaints of kids riding their motor bikes up and down the streets.
- Ken Forbregd updated on Ike's Pond-more trout and perch added to the pond, a new bench was added to the path, and the Girls Scout new Picnic Tables were installed as well.
- Bob Jasper gave an update on the Lagoon- the discharge pumps are out. Advance Pump and Equipment came out and fixed one pump and was able to pump out the lagoon.

Adjournment- Dave Solem made a motion to adjourn. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

Next regular meeting, August 14, 2023, at 6:30 p.m. at Town Hall



Clerk



Mayor

August 14, 2023

The Culbertson Town Council met at Townhall in regular session on Monday August 14, 2023, at 6:30 p.m. with the following present: Todd Gabriel, Abe Rumsey, Dave Solem, Carl Donaldson, Terri Merrill. Guest: Amber Fox, Gary Rasmussen, Jason Baker, Mark Ellerkamp, James Walling. Absent: Mark Nelson.

Agenda- Dave Solem made a motion to approve the August 14, 2023, agenda. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

Minutes- Abe Rumsey made a motion to approve the July 17, 2023, minutes. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Financials and Claims- Dave made a motion to approve the July Treasurer's report, GJV, Payroll JV 230700, UB JV's and July Bills. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

MDT Highway 2 & Town Water Main Project- Continuing to work on curbing and sidewalks. The area along the football field will not be completed by next Friday for the first Football game. Will know Tuesday if they will be able to use the area for parking or not.

Culbertson Economic Development Corp- Council decided to add two additional board members to the board, one from each ward.

Resolution of Intent to Annex- Abe Rumsey made a motion to approve the C & B Operations Property intent to annex into the Town of Culbertson with the stated conditions. Dave Solem seconded the motion. No objections. MOTION CARRIED.

Resolution Authorizing Application for Land & Water Conservation Fund Assistance- Dave Solem made a motion to approve the application for the Land & Water Conservation Fund. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

Sketch Plan- Abe Rumsey made a motion to approve George Nickoloff's sketch plan for a concrete slab at 601 2<sup>nd</sup> Ave W. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

#### Comment on Non-Agenda Items

- Gary Rasmussen addressed the council with concerns on the leash laws and the enforcement of laws after he was bitten by two neighbor dogs.
- Lt Jason Baker of the Roosevelt County Sheriff's Office was present to answer questions and concerns. Lt Baker encouraged citizens to call 911 when they feel threatened by aggressive dogs or other animals.
- Mark Ellerkamp asked if other towns have laws for requiring fences or kennels for animals with history of aggressive behavior.
- Mark Ellerkamp also wanted to give thanks to the Roosevelt County Sheriff's Office for the work they do in the community.

#### Public Hearing

Resolution #514-Resolution to Exclude Land known as the Cox Property- Dave Solem made a motion to approve the resolution. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

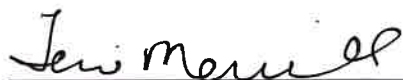
#### Budget Hearing

Budget Request- Abe Rumsey made a motion to approve the budget request for the following: Office- \$2,700 file cabinet, \$1,000 scanner. Public Works- \$1,500 each 6 garage doors for shop, garage, gravel yard, and fire hall, \$2,000 air compressor, \$2,500 cordless tools, \$20,000 UV Building pumps. Misc. - \$30,000 Sidewalk to Museum. Items waiting for quotes Gator, mower, backhoe, and steam cleaner. Carl Donaldson Seconded the motion. No objection. MOTION CARRIED.

Budget Review- Received the 2023 Certified Taxable Valuation Information from the County and completed the Determination of Tax Revenue and Mill Levy Limitations Form. Will file with Clerk and Recorder. Reviewed budget and made some additional adjustments to airport building and pool bathhouse. It was requested to get bids from Knife River and Frantz Construction for re-paving two streets and as well as chip and sealing streets.

Adjournment- Abe Rumsey made a motion to adjourn. Carl Donaldson seconded the motion. No Objection. MOTION CARRIED.

Next regular meeting, September 11, 2023, at 6:30 p.m. at Town Hall



Clerk



Mayor

August 21, 2023

The Culbertson Town Council met at Townhall in special session on Monday August 21, 2023 at 5:30 p.m. with the following present: Todd Gabriel, Abe Rumsey, Dave Solem, Mark Nelson, Carl Donaldson, Terri Merrill.

Agenda- Abe Rumsey made a motion to approve the August 21, 2023, agenda. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

Resolution #516-Approve Mills for FY 2022-2024- Mark Nelson made a motion to approve Resolution #516. Carl Donaldson seconded the motion. No Objections. MOTION CARRIED.

Non-Agenda Items- Received the quotes with trade ins for the tractor and mower deck and Gator from C & B Operations. Dave Solem moved to approve to purchase tractor and mower deck and Gator from C & B Operations as quoted. Abe Rumsey seconded the motion. No objections. MOTION CARRIED.

Adjournment- Mark Nelson made a motion to adjourn at 5:55 p.m. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.



Clerk



Mayor

September 11, 2023

The Culbertson Town Council met at Townhall in regular session on Monday September 11, 2023, at 6:30 p.m. with the following present: Todd Gabriel, Abe Rumsey, Dave Solem, Carl Donaldson, Terri Merrill. Guest: Amber Fox, Laura Christoffersen, Emmily Nielsen, Ken Forbregd. Absent: Mark Nelson.

Agenda- Dave Solem made a motion to approve the September 11, 2023, agenda. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

Minutes- Abe Rumsey made a motion to approve the August 14, 2023, and August 21, 2023, minutes. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Financials and Claims- Dave Solem made a motion to approve the July Treasurer's report, GJV, Payroll JV 230700, UB JV's and July Bills. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

MDT Highway 2 & Town Water Main Project- Asphalt should be completed by this Saturday and the concrete should be completed by next Friday. All painting and signing should be completed by October 1<sup>st</sup>.

Culbertson Economic Development Corp- The first meeting will be held October 9<sup>th</sup> after the regular town council meeting. Nick Kallem expressed his interest in being a member of the board. Ken Forbregd also said he would serve if needed until we found a second community member.

Resolution Authorizing to submit MCEPT Infrastructure Planning Grant Application-Carl Donaldson made a motion to approve the Resolution Authorizing to submit MCEPT Infrastructure Planning Grant Application for the analysis and construction of stormwater improvements along 1<sup>st</sup> Ave West north of Highway 2 to prevent flooding of the adjacent school football field and track. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

Resolution to cancel the November 7, 2023, General Election of Certain Municipal Officers- Abe Rumsey made a motion to approve the Resolution to cancel the November 7, 2023, General Election of Certain Municipal Officers. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.



Site Plans-Dave Solem made a motion to approve sketch plans for Chris Newbill’s addition at 123 2<sup>nd</sup> Ave West, Joe Story’s Double-wide mobile home & garage at Wheatland Hills , and Charity Eberling’s mobile home at Wheatland Hills. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Road/Street Projects- Abe Rumsey made a motion to approve Knife River’s proposal to do the overlay at 2<sup>nd</sup> Ave E, asphalt patch at 4<sup>th</sup> Ave E/5<sup>th</sup> St E, and North side overlay at 1<sup>st</sup> Ave W. Dave Solem seconded the motion. No objections. MOTION CARRIED.

Homecoming Parade- Dave Solem made a motion to approve the Culbertson High School Homecoming Parade event/street closure application. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

**Public Hearing**

Conditional Use Permit at 10 5<sup>th</sup> Street West, Applicant: Laura Christoffersen- Dave Solem moved to accept the conditional use permit at 10 5<sup>th</sup> Street West. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.


**Comment on Non-Agenda Items**

- Terri Merrill passed on to the council from Water Operator, Lyle Lambert, that the Lead Service Lines Inventory needs to be completed by October 16, 2024. Bainville Used Midwest Assistance Program (MAP) to map the Town of Bainville. Will look into the cost of mapping Culbertson.
- Ken Forbregd requested the town look into letting Ike’s Pond utilize the town tools to maintain the grounds.

Adjournment-Dave Solem made a motion to adjourn. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

Next regular meeting, October 9, 2023, at 6:30 p.m. at Town Hall

  
 \_\_\_\_\_  
 Clerk

  
 \_\_\_\_\_  
 Mayor

October 9, 2023

The Culbertson Town Council met at Townhall in regular session on Monday September 11, 2023, at 6:30 p.m. with the following present: Todd Gabriel, Abe Rumsey, Dave Solem, Mark Nelson, Terri Merrill. Guest: Bob Jasper, Jeremy Fadness (via Zoom), Shadd Cullinan, Nick Kallem. Absent: Carl Donaldson

Agenda- Abe Rumsey made a motion to approve the October 9, 2023, agenda. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

Minutes- Dave Solem made a motion to approve the September 11, 2023, and August 21, 2023, minutes. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

Financials and Claims- Mark Nelson made a motion to approve the September Treasurer’s report, GJV, Payroll JV 230900, UB JV’s and September Bills. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

MDT Highway 2 & Town Water Main Project- Lights are backordered and may be some time before they are installed. Will get quote for concrete for crosswalk by Val-Am & the school and discuss with both parties about completing the crosswalk with concrete. Waiting on the final invoice from the state to submit to DNRC for reimbursement.

Culbertson Economic Development Corp- The first meeting will be held right after council meeting.

Lagoon Sewer Tiles- Jeremy sent email in a response to an email from Laura Christoffersen. WWC will send a technician out to Culbertson in the spring to work with Bob Jasper to remove the tiles from lagoon three and dispose of them at the landfill.

Sketch Plans- We had two sketch plans submitted for car ports to be added to existing homes driveways. Darlene Booth proposed for a 12'X40' carport along the back of her home. She also submitted a letter to waive the fees. Mary Hauso also submitted for a carport to be added to her parking pad but retracted her plans stating that she did not want to pay the \$150 fee. Mark Nelson made a motion to approve Darlene Booth's sketch plan as long as she paid the full \$150 fee. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

Utility Deposit Increase- Utility Billing Clerk, Amber Fox, and Town Clerk/Treasurer, Terri Merrill, requested to have the utility deposit increased from \$100 to \$150. The current deposit does not cover the base service rate of \$112. Council tabled the discussion until next month, would like to check with town attorney to see if a resolution with a public hearing is needed for deposit increase.

Comment on Non-Agenda Items

- Todd Gabriel asked Jeremy about the lighting district. He will start working on it and will have something to Laura by the end of the month.
- Bob Jasper informed the council that he burned the pit at the town's landfill last week.

Adjournment-Mark Nelson made a motion to adjourn at 6:58 p.m. Dave Solem seconded the motion. No objection. MOTION CARRIED.

Next regular meeting, November 13, 2023, at 6:30 p.m. at Town Hall



Clerk



Mayor

November 13, 2023

The Culbertson Town Council met at Townhall in regular session on Monday November 13, 2023, at 6:30 p.m. with the following present: Todd Gabriel, Abe Rumsey, Dave Solem, Mark Nelson, Carl Donaldson Terri Merrill. Guest: Mary Drake, Amber Fox, Bob Jasper, Laura Christoffersen, Jeremy Fadness (via Zoom)

Agenda- Dave Solem made a motion to approve the November 13, 2023, agenda. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

Minutes- Abe Rumsey made a motion to approve the October 9, 2023, and August 21, 2023, minutes. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Financials and Claims- Abe Rumsey made a motion to approve the October's Treasurer's report, GJV, Payroll JV 231000, UB JV's and October Bills. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

MDT Highway 2 & Town Water Main Project- Waiting on the final invoice from the state to submit to DNRC for reimbursement.

Culbertson Economic Development Corp- Had first meeting last month. Worked on the by-laws, will approve at the next meeting. Will be focusing on bringing in new businesses. Will be meeting after council meeting.

Lighting District-Council reviewed the current assessment calculations presented by Jeremy Fadness including what properties that are not currently assessed. Two options for new assessments were presented, one for per square foot assessment and the other for a per parcel. Abe Rumsey made a motion to assess each lot per square foot and any annexed land into The Town of Culbertson be also annexed into The Lighting District. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

Floodplain Hazard Management Regulation-Floodplain regulations had some updates for council to review for possible changes to current ordinances.

Utility Deposit Increase- Utility Billing Clerk, Amber Fox, and Town Clerk/Treasurer, Terri Merrill, requested to have the utility deposit increased from \$100 to \$150. The current deposit does not cover the base service rate of \$112. Terri consulted with the town attorney to ask if a public hearing is needed for a utility deposit increase, since the increase will not effect the current customer base, a public hearing is not required. Dave Solem made a motion to increase the utility deposit from \$100 to \$150. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

HB 355- State-Local Infrastructure Partnership Act of 2023 appropriated \$20 million from the general fund to grant to cities and towns with a 25% match. Eligible projects to maintain or repair local government infrastructure including drinking water systems, wastewater treatment systems, fire suppressions systems, streets, roads, bridges, landfills, street lights, airports, and public grounds and buildings. Culbertsons allocated amount is \$73,475. Council will need to have a list of priorities by December 31, 2023. Before the application deadline of March 31, 2024, will need to have a public hearing to get input from the community.

Comment on Non-Agenda Items


- Mary Drake had questions on how to go about combing two of her lots to build a shop for commercial use. One lot currently is designated as commercial, the other is currently residential. Jeremy Fadness recommended keeping the lots separated, but to apply to change the current residential lot to commercial.

Adjournment-Dave Solem made a motion to adjourn at 7:18 p.m. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

Next regular meeting, December 11, 2023, at 6:30 p.m. at Town Hall



Clerk



Mayor

December 11, 2023

The Culbertson Town Council met at Townhall in regular session on Monday December 11, 2023, at 6:30 p.m. with the following present: Todd Gabriel, Abe Rumsey, Dave Solem, Mark Nelson, Carl Donaldson Terri Merrill. Guest: Lyle Lamber, Amber Fox, Bob Jasper, Fred Wix, Jan Wix, Daniel Nicholson, Jeremy Fadness (via Zoom)

Agenda- Dave Solem made a motion to approve the December 11, 2023, agenda. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Minutes- Mark Nelson made a motion to approve the November 13, 2023, minutes. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Financials and Claims- Abe Rumsey made a motion to approve the November's Treasurer's report, GJV, Payroll JV 231100, UB JV's and November Bills. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

MDT Highway 2 & Town Water Main Project- We received the final invoice from the state to submit to DNRC for reimbursement. DNRC is processing the request.

HB 355- State-Local Infrastructure Partnership Act of 2023 appropriated \$20 million from the general fund to grant to cities and towns with a 25% match. Culbertsons allocated amount is \$73,475. Councils' priority list consists of Streetlights, Streets, Garage Doors, Town Hall windows and flooring, Sidewalks, Bathhouse, and Wastewater treatment upgrades. We will plan for a public hearing at February's Council meeting.

Oath of Office's- Todd Gabriel, Abe Rumsey, and Carl Donaldson were sworn in and Oath of Office was signed. Signed oaths will be sent to County Clerk & Recorder to be recorded prior to the start of their term.

Midwest Assistance Program- Lyle Lambert was present to review the GIS Map program for mapping water, waste water, valves, curb stops, etc. MAP will also assist with the lead and copper inventory which needs to be completed by October 2024. Council requested someone from MAP to attend either in person or via Zoom at our next council meeting to answer additional questions.

Certified Payments- Certified payments is an alternative utility payment processing system to PayGov, who we currently use for credit Card Payments. After discussion it was decided no to change companies.

Comment on Non-Agenda Items

- Fred and Della Wix are wanting to donate a new convection oven to the senior center, this will replace one of the stoves.
- Parade of Lights will be held on December 18<sup>th</sup> at 7:30 p.m. with the usual parade route.
- Todd Gabriel gave a brief update on the airport- grant has been approved and will be going out for bid.
- Jeremy Fadness is working on subdivision updates



Clerk



Mayor