

January 8, 2024

The Culbertson Town Council met at Townhall in regular session on Monday January 8, 2024, at 6:30 p.m. with the following present: Todd Gabriel, Dave Solem, Mark Nelson, Carl Donaldson Terri Merrill. Guest: Amber Fox, Bob Jasper, Tim Potter, Steve Dalbey, Steve Baldwin, Shelly Baldwin, Lori Buxbaum, Mercedes Jacobs, Devin Beal, via Zoom- Jeremy Fadness, Emily Neilsen, Laura Christoffersen, Brandi Schweigert, Ken Forbregd. Absent: Abe Rumsey

Agenda- Dave Solem made a motion to approve the January 8, 2024, agenda. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Minutes- Mark Nelson made a motion to approve the December 11, 2023, minutes. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Financials and Claims- Dave Solem made a motion to approve the December's Treasurer's report, GJV, Payroll JV 231200, UB JV's and Decembers Bills. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

MDT Highway 2 & Town Water Main Project- All documents have been submitted to DNRC. Should have reimbursement by middle of January.

ICS Account-Brandi Schweigert, with Opportunity Bank, presented the benefits of opening an ICS Account for funds over \$250,000. Currently the town accounts are in a Public Fund account that currently is earning .02%, averages out to \$31.11 a month. With the ICS Account current rate is 1.25%, about \$200 a month. Council would like to get references from other towns who use this type of account for next month's meeting.

Midwest Assistance Program-GIS Map/Lead & Copper Inventory Assistance- Devin Beal was present at the meeting to answer questions on the GIS Map. The first year is a free trial, if the town decides to continue the service the license fee will be \$385 plus \$100 host fee. Dave Solem made a motion to go forward with the trial year. Carl Donaldson seconded the motion. No Objection. MOTION CARRIED.

Boat Ramp-Steve Dalbey and Tim Potter from Montana Fish, Wildlife and Parks addressed the council about the possibility of leasing the town's property on the North side of the Culbertson Bridge for the purpose of installing a new boat ramp. Concerns were raised about the amount of space for parking. Council requested to see some options of site plans and lease terms. Will discuss more at the next council meeting.

Fire Department Gear- The Culbertson Volunteer Fire Department requested assistance from the town to purchase 1-2 sets of gear for our firefighters. Dave Solem made a motion to approve up to \$7,500 towards new gear. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Appoint President of the Council- Mark Nelson made a motion to re-appoint Abe Rumsey as President of the Council. Dave Solem seconded the motion. No objection. MOTION CARRIED.

Lighting District Resolution- Resolution 519 Resolution of intent to combine Lighting District No 1 and Special Improvement Lighting District No 2 and extend the boundaries of the new Lighting District to include all real property located within the city limits, and create a new Lighting District named Lighting District No 1. Mark Nelson made a motion to pass the resolution. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Payroll ACH- Needing to add ACH module to Black Mountain software to pay MMIA employee benefits before due date. This will also give employees the option to enroll in direct deposit for their paychecks. The module will cost an additional \$250 a year. Dave Solem made a motion to approve the purchase of the ACH Module. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Auditor-The Auditors contract was sent to the town attorney for review recent concerns. Under Section 2-7-503(3)(a), MCA, all audits must commence within nine months from the close of the last fiscal year of the audit period. He was required to start the audit for year ending June 30, 2022, by September 2022 and have it submitted by June 30, 2023. He has only submitted year ending June 30, 2021 on 2/8/2023 and has not finished year ending June 30, 2022. It was recommended to reach out to the start to see if they would be able to encourage him to get the past due audits completed versus terminated the contract, which we likely have the grounds to terminate and find a new auditor with the approval of the state. The downside is other towns have found it difficult to finding auditors.

MT Rural Water Conference- Lyle Lambert is wanting to attend the MT Rural Water Conference and Amber Fox is wanting to attend the Wastewater Training. We also need to adopt either state or federal per diem rates for meals. Dave Solem moved to approve Lyle to attend the conference and Amber to attend the training and to adopt the federal per diem rates for meals. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

Bathhouse-March 11, 2024 is the deadline for June's ballot if we proceed with the levy for the bathhouse. We are still waiting to hear on the LWCF grant. The open funding round is open from January 8, 2024, to July 12, 2024. Will discuss again at February meeting.

Comment on Non-Agenda Items

- Terri wanted to remind council that we will be having the public hearing for HB Priority list next month along with the public hearing for the Resolution for the Lighting District.
- Montana Local Government Review will be starting in February. Terri will get Ashely Kent or Dan Clark from the Local Government Center to give a presentation and answer questions.
- Will need to have an Ordinance workshop in March for a few ordinances that need updates.
- Bob informed the council that the sewer pumps are not priming. Will need to get Advanced Pump & Equipment out of Billings to come and fix the pumps.

Adjournment-Mark Nelson moved to adjourn. Dave Solem seconded. No objection. MOTION CARRIED.



Clerk



February 12, 2024

The Culbertson Town Council met at Townhall in regular session on Monday February 12, 2024, at 6:30 p.m. with the following present: Todd Gabriel, Abe Rumsey, Dave Solem, Mark Nelson, Carl Donaldson Terri Merrill. Guest: Ruth Kendig, Sharon Matney, DeAnne Weeks, Ashley Anderson, Neal Stromberg, via Zoom: Craig Canfield, Ashley Kent

Agenda- Dave Solem made a motion to approve the February 12, 2024, agenda. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Minutes- Mark Nelson made a motion to approve the January 8, 2023, minutes. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Financials and Claims- Abe Rumsey made a motion to approve the January's Treasurer's report, GJV, Payroll JV 231200, UB JV's and Januarys Bills. Dave Solem seconded the motion. No objection. MOTION CARRIED.

Auditor Update- Terri spoke with Kari Powels with the Local Government Services Bureau about how behind our auditor is. She said it an issue statewide with auditing firms and to just keep following up with the auditor.

Airport Update- Craig Canfield gave an update on the bid that was submitted. The bid came in at \$1,481,106 and it was estimated that it come in at \$943,95. Corland Construction proposed some changes to save between \$180,000 and \$200,000 in construction cost. The sponsor share would be \$120,750 (\$60,375 Town & \$60,375 County). The town had previously committed to \$30,000. The town requested it go back to bid for the SRE building with and additive bid schedule for GA Terminal Shell, and an additive bid schedule for GA Terminal interior finishes and systems.

Bathhouse Levy-Terri gave an update on the LWCF Grant. A new requirement was added to the grant application. They now require a table or graph showing the milestones and measures for the project. Terri reached out to Jeremy Fadness, and he submitted a chart and schedule. We are still waiting to hear if we will be awarded the grant or not. Council asked Terri to find out if the town purchases a set of approved plans if we can act as our own contractor versus sending out to bid. A special meeting is set for Friday, February 23<sup>rd</sup>, 2024, at 6:00 pm to make final decision on the levy.

Voter Review-Resolution 520- Ashley Kent from MSU Extension Local Government Center had a short presentation on what the voter review is and why we have it. Council discussed the amount budgeted for the last review and how many members we had on the study commission. Abe Rumsey made a motion to approve Resolution 520 with a budget of \$5,500 and the study commission consist of three members. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Senior Center Request- A cart for the extra folding tables was requested since the tables are heavy and are hard to carry. Ruth Kendig from the Senior Center had a quote for the cart. Council asked if it would be better if the tables were replaced with lighter tables and disposed of the older heavier tables. Ruth agreed. Mark Nelson made a motion to replace two of the tables now and purchase two more in the future if needed. Dave Solem seconded the motion. No objection. MOTION CARRIED.

ICS Accounts- We were able to an interest rate of 2.5% for the Sweeps Account. Mark made a motion to approve the ICS account with the 2.5% interest rate, opening a second CD of \$250,000 with Opportunity Bank, opening another \$250,000 CD with Richland Federal Credit Union with Terri Merrill, Town Clerk, Abe Rumsey, Council President, Todd Gabriel, Mayor, as signers on account. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Clerks Institute- Registration is for Clerks Institute is open and Terri is wanting to attend. Dave made a motion to approve sending Terri to Clerks Institute. Carl Donaldson seconded the motion. No Objection. MOTION CARRIED.

PACE Inc Maintenance Contract- Received a contract from PACE for yearly maintenance on sanitary and storm sewers. Mark Nelson moved to approve the maintenance contract. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Sketch Plan-Sketch plan was received from Arno Pulici for 109 1<sup>st</sup> Ave W. Jeremy Fadness reviewed plan and recommended approval of permit to construct a 28-ft x 40-ft single family home. Mark Nelson moved to approve the permit for 109 1<sup>st</sup> Ave W. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

#### Comment on Non-Agenda Items

- DeAnne Weeks is wanted to know if it is usual for the paint to be coming off concrete on Highway 2, Abe commented that with the treatment used on the surface of the concrete it is normal ware and tear.
- Boat Ramp update-MT FW will be at the next meeting with a preliminary plan and a sample of a no-cost lease agreement for the town to review.
- MDT Highway 2 & Water Main Project invoice has been paid and check has cleared the account! Just waiting on a final reimbursement for engineering cost from DNRC.
- Next month will need to review Pool/lesson fees, lifeguard pay for lessons, need for time clock for lifeguards and pool system.

#### Public Hearing


Resolution 519 Lighting District- Mark Nelson made a motion to approve resolution 519. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

#### Public Hearing

Resolution 521 HB State-Local Infrastructure Partnership Grant- After further discussion on priority list from Decembers meeting the list was narrowed down to Windows for Town Hall, Garage Doors for Public Works buildings, and Waste Water repairs. Terri and Bob will work on getting quotes for March's meeting and will make final decision on grant application then.

Adjournment-Meeting was adjourned at 9:01 p.m.

Next regular meeting, March 11, 2024, at 6:30 p.m. at Town Hall.

  
Clerk

  
Mayor

February 23, 2024

The Culbertson Town Council met at Townhall in a special session on Friday February 23, 2024, at 6:00 p.m. with the following present: Todd Gabriel, Abe Rumsey, Dave Solem, Mark Nelson, Carl Donaldson Terri Merrill. Guest: DeAnne Weeks, Ken Forbregd

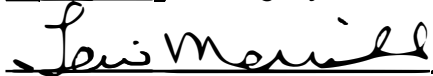
Agenda- Mark Nelson made a motion to approve the February 23, 2024, agenda. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Resolution 522- Bathhouse Levy -Per council's request, Terri asked Laura Christoffersen if the town could act as its own contractor. Per MCA 18-2-502, Alternative project delivery contract, we can be our own contractor. She sent over the statutory reference recommended that we visit with Lora Finnicum at the school since they have successfully completed several projects in the past. Several different levy scenarios were considered with and without the LWCF grant. Abe Rumsey made a motion to place on the June ballot, a levy of \$750,000 spread out over a period of 10 years. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

Comment on Non-Agenda Items

- DeAnne Weeks wanted to thank the council for taking action on the bathhouse sending it to the Town so the Bathhouse project can hopefully finally be completed.
- Mayor Todd Gabriel wanted to remind the council that this coming budget year is our year to purchase a vehicle for the sheriff's department. He would also like to review the current agreement at the next council meeting.

Adjournment-Meeting adjourned at 7:00 p.m.



Clerk



Mayor

March 11, 2024

The Culbertson Town Council met at Townhall in regular session on Monday March 11, 2024, at 6:30 p.m. with the following present: Todd Gabriel, Abe Rumsey, Dave Solem, Mark Nelson, Terri Merrill. Guest: Bob Jasper, Shelly Baldwin, Steve Baldwin, Lary Pearson, Amy Harling, Ian Walker, Shane Shriner, Via Zoom-Jeremy Fadness. Absent: Carl Donaldson

Agenda- Dave Solem made a motion to approve the March 11, 2024, agenda. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

Minutes- Mark Nelson made a motion to approve the February 12, 2023, minutes. Dave Solem seconded the motion. No objection. MOTION CARRIED.

Financials and Claims- Terri Merrill did give an update on the ICS account, as of 3/10, we had already accrued \$917.18 in interest in March compared to the \$373.36 total interest in 2023. Abe Rumsey made a motion to approve the February's Treasurer's report, GJV, Payroll JV 240200, UB JV's and Februarys Bills. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

Airport Update- Bid was rejected. Will be resigned with the lounge inside the SRE building.

Boat Ramp- FWP not present at the meeting. Will get in touch with them to see if they are still wanting to pursue boat ramp.

Schriner Subdivision- Shane Schriner with JZ Parts & Service has met all the conditions for subdividing into four lots. Jeremy Fadness has reviewed the application recommends approval. Mark Nelson made a motion to approve the Final Plat approval for the Schriner Phase 2 Minor Subdivision. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

Teen Peer Support Group- Amy Harling from RMC asked the council for use of the community center for a new program for a youth peer support group, "Snacks & Chats", grades 7-12. Dave Solem made a motion to allow RMC to use the community center the second and fourth Tuesdays of the month starting in April. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

Water Tank- Jeremy Fadness would like the council to consider a planning grant to prepare a Preliminary Engineering Report for a new water tank. Even though the water tank has been recently fixed, we continue to have leaks, may want to see what options we have for a new tank.

Old Itron- When we still have our old Iron and we are not able to use it for anything. Dave Solem made the motion to dispose of it as appropriate. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

Pool Pricing/Tracking-Proposed an increase in daily and evening swim prices and proposed an increase in season passes and lesson to non-residents by \$10, \$20 is levy passes. Will revisit the fees at next month's meeting.

Interlocal Law Enforcement Agreement- Sent out the agreement from 2014 for review. Commissioner Oelkers requested a copy of our agreement last fall, so we more than likely will be getting a new agreement this year.

Resolution 521-HB 355-Mark Nelson moved to apply for the infrastructure grant to replace the windows at the Town Hall by Big Sky Siding & Windows out of Sidney and to do the Waste Water Line Maintenance with Pace out of Billings. Abe Rumsey seconded the motion. No objections. MOTION CARRIED.

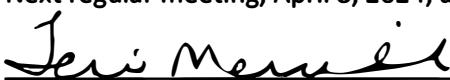
Highway 2 Association-Received a letter from Bob Sivetsen from the Highway 2 Association asking us to renew our membership. We last renewed our membership in 2021. Council did not feel the need to renew membership currently.

Comment on Non-Agenda Items

- None

Adjournment-Meeting adjourned at 7:27 p.m.

Next regular meeting, April 8, 2024, at 6:30 p.m. at Town Hall.



Clerk



Mayor

April 8, 2024

The Culbertson Town Council met at Townhall in regular session on Monday April 8, 2024, 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, Shelly Baldwin, Steve Baldwin, Lary Pearson, Travis Gabriel, Ian Walker, DeAnne Weeks, Raedelle Aspenlieder, Sheriff Fredrick, Deputy Attorney Thomas Bleicher Via Zoom-Dave Henry, Kent Peterson, Bob Sivertsen

Agenda-Abe Rumsey made a motion to approve the April 8, 2024, agenda. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Minutes- Mark Nelson made a motion to approve the March 11, 2024, minutes. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

Financials and Claims- Dave Solem made a motion to approve the March's Treasurer's report, GJV, Payroll JV 240300, UB JV's and March's Bills. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

Boat Ramp-Reviewed the MOU and the preliminary drawing for the boat ramp on the North side of the river. Reason for the proposed boat ramp is that the North side is more stable and the South side is continually needing to be cleaned out. Concerns from Council and the public were the camp site being on the opposite side, parking and ramp is congested, and there are safety concerns with the location of the approach. Consensus of council was to table and concentrate on the campsite and Southside ramp.

Highway 2 Association-Bob Sivertsen spoke to Council about the what the Highway 2 Association purpose is and the importance of Culbertsons backing with our location with Highway 2 and 16. He was asking for our renewed support to further the economic development of the communities along the Highway 2 Corridor. Mark Nelson moved to approved to renew our membership dues of \$100. Dave Solem seconded the motion. No objection. MOTION CARRIED.

Resolution 523 Swimming Pool Fees-Abe Rumsey made a motion to approve pool fees to be daily swim \$3/per person, evening swim \$1/per person, \$60/individual season pass, \$100/family season pass, and all swim lessons \$30/Class. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

Town Clean Up-Raedelle Aspenlieder was present to request that the town have a day to do a town clean up. Also had concerns about all the junk vehicles around town. Discussed the use of roll off dumpsters, what dates, and putting door hangars on door to let residents know not only about the town clean up, but also about some of the town ordinances. Radelle also asked about the possibility of a special improvement district for resurfacing the streets. Council asked Raedelle if she would be willing to head a committee, she agreed. She will recruit some residents and will meet with Terri in the town office later with week to start planning.

Interlocal Law Enforcement Agreement-Sheriff Fredricks presented a new interlocal law enforcement agreement for council to review. There was an increase in fees from \$22,000 to \$64,572. After concerns were raised about the large increase and with the purchase of a patrol vehicle this year, Sheriff Fredricks informed us that the purchase of the patrol vehicle was to be omitted from the new agreement. Council will discuss the fee at our upcoming budget meetings. Sheriff Fredricks also asked if we would like someone to be present at all of our council meetings or just a monthly report or a combination. Council would be happy with a monthly report with department presence every other month. Town residents did raise concerns about what number to call for non-emergencies. Sheriff Fredricks gave out Dispatches number, 406-653-6240, for residents to call for all non-emergency issues.

#### Comment on Non-Agenda Items

- Ike's Pond has 500 Trout coming in May
- DeAnne Weeks asked if the Town had any information put together for the Bathhouse Levy. Terri will let her know as soon as she does. Should be this week.

#### Public Hearing


C & B Operation LUMA-Abe Rumsey made a motion to approve the Land Use Amended Map Ordinance 246 for C & B Operations. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

**Public Hearing**

**Resolution 524- To Annex a Parcel of Land Known as the C & B Operation Property** – Mark Nelson made a motion to approve Resolution 524 to Annex a Parcel of Land Known as the C & B Operation Property into the Town of Culbertson, Montana. Abe Rumsey seconded the motion. No objections. MOTION CARRIED.

**Adjournment-Meeting** was adjourned at 8:22 p.m.

Next regular meeting, May 13, 2024, at 6:30 p.m. at Town Hall.



Clerk



Mayor

May 13, 2024

**The Culbertson Town Council met at Townhall in regular session on Monday May 13, 2024, at 6:30 p.m.** with the following present: Todd Gabriel, Abe Rumsey, Dave Solem, Mark Nelson, Carl Donaldson Terri Merrill. Guest: Ken Forbregd, Ian Walker, DeAnne Weeks, Deputy Jason Baker

**Agenda-** Mark Nelson made a motion to approve the May 13, 2024, agenda. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

**Minutes-** Abe Rumsey made a motion to approve the April 8, 2024, minutes. Dave Solem seconded the motion. No objection. MOTION CARRIED.

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

**Town Clean Up- Town** Clean Up is scheduled for June 2, 2024, from 1pm-6pm. We will have roll-off donated by Bowker's at the parking lot of the fair grounds. Bowker's will donate not only the roll-offs, but also their time and the landfill fees. Dry Prairie donated \$150, United Grain Donated \$250, and Frackin' Java donated some gift cards for prizes. The Town has ordered caps with Town logo to hand out to all participants. The Town will also sponsor a BBQ at Brugger Park at 6pm after the Town Clean Up is completed.

**Interlocal Law Enforcement Agreement-Froid**, Bainville, and Culbertsons Mayors met with Sheriff Fredricks along with two of his deputies on April 17<sup>th</sup> to discuss the raise in law enforcement fees. After a good discussion and offering the sheriffs department their full support, agreements were reached concerning the increased fees. Culbertsons annuals free for the next four years will be as follows: 2024-\$50,000; 2025-\$57,500; 2026-\$64,572; 2027-\$64,572. We will renegotiate the agreement in 2028. Abe Rumsey made a motion to approve the agreement with the updated fees and updating #13 to reflect Laura Christoffersen's recommended changes propped at the April Council Meeting. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

**LWCF Grant Update-** On April 24, 2024, we received an email from Sandy Crawford with MT FWP that our LWCF Grant application has been approved. We submitted the total project cost for \$678,168. The matching grant will reimburse up to \$339,084. Including the grant and the funds already raised by the Women's Club, the Town will only need to ask for \$200,000 levy vs the \$750,000 that is on the June ballot. Terri will look check to see if we are still able to be our own contractor with receiving the federal funds.

**Ordinance 246-Second Reading-**This was the second reading of Ordinance 246- C & B Operations Land Use Map Amendment. Abe Rumsey made a motion to approve Ordinance 246- C & B operations Land Use Map Amendment to take effect June 11. 2024. Mark Nelson seconded the motion. No objection. MOTION CARRIED.



Special Permit-Frontier Days Parade-Culbertson Chamber of Commerce & Agriculture turned in an application for the Frontier Days Parade to be held on Saturday, June 6<sup>th</sup> from 12pm -12:45pm. The route will be the pre-construction route starting at the fairgrounds and ending at the depot. Dave Solem made a motion to approve the permit. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Denning, Downey & Associates, P.C.- Received a letter from Denning, Downey, & Associates, P.C. reaching out to see if we were looking for an auditor. I reached out via email requesting a proposal. Robert Denning responded with a proposal to complete fiscal years 2022-2024 for \$75,000. This would bring our audits current. After discussion, since we have already paid on our 2022 audit, once that audit is completed, we will reach out to Robert Denning about completing the remaining audits.

Sketch Plans-Dave Solem made a motion to approve the sketch plan for Eddie Morris's fence at 404 2<sup>nd</sup> St W. Carl Donaldson Seconded the motion. No objection. MOTION CARRIED. Mark Nelson made a motion to conditionally approve the sketch plan for Ken and Karla Forbregd's new home build at 118 3<sup>rd</sup> St W pending completion of survey of lot to comply with building ordinance. Carl Donaldson seconded the motions. No objection. MOTION CARRIED.

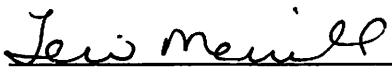
Local Government Review- Reminder Local Government Review will be on the June ballot. Information on the review was sent with the packet and is also available at the Town office for anyone who has questions on what the review is for.

Open Meeting Law- Information was given to Council about the Open Meeting Law. Discussion on communication, electronic or other means, outside of meetings must be disclosed at the next Council meeting as to give the public the right to hear, discuss, or act on Town issues.

Culbertson Town Limits Resolution- Abe Rumsey made a motion to approve Resolution 525- A Resolution to Restate the City Limits of the Town of Culbertson. Carl Donaldson Seconded the motion. No objection. MOTION CARRIED.

Adjournment-Meeting was adjourned at 8:05 p.m.


Next regular meeting, June 10, 2024, at 6:30 p.m. at Town Hall.


  
Clerk

  
Mayor

May 13, 2024 - Budget Workshop:

Council reviewed budget requests as well as personnel wages. A Public Hearing for the 2024-2025 budget will be held June 10, 2024.

  
Clerk

  
Mayor

June 10, 2024

The Culbertson Town Council met at Townhall in regular session on Monday June 10, 2024, at 6:30 p.m. with the following present: Todd Gabriel, Dave Solem, Mark Nelson, Carl Donaldson Terri Merrill. Guest: Bob Jasper, Alan Bowker, DeAnne Weeks, Mary Drake Via Zoom-Jeremy Fadness. Absent: Abe Rumsey

Agenda- Dave Solem made a motion to approve the May 13, 2024, agenda. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Minutes- Mark Nelson made a motion to approve the May 13, 2024, minutes. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Financials and Claims- Dave Solem made a motion to approve the May's Treasurer's report, GJV, UB JV's and May's Bills. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

Town Clean Up- Town Clean Up went very well. Had 30 volunteers with an additional 10 – 20 other who brought their own loads. Bowker's had four roll offs available and filled five plus their dump truck. Volunteers went all over town collecting trash and assisting in cleaning up yards of those needing assistance.

Bathhouse Update- Bathhouse Levy did pass. Next step is to work on design so we can start the bidding process. Have work order from WWC and their subcontractor, Slate Architecture, available to prepare the design and construction documents. Mark Nelson made a motion to approve the work order with WWC and Slate Architecture to prepare the design and construction documents for the Bathhouse Project. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Swim Lesson Pay- Follow up from the budget workshop in May concerning how the lifeguards were being paid. Previous years the lifeguards would take 75% of the total of swim lessons and divide that amount between those who taught. No hours were tracked and were not added to their afternoon lifeguard hours. This had two potential issues. If the lifeguard is a minor, then they are only allowed to work up to 40 hours. Second, according to MCA 39-3-405 "An employer may not employ any employee for a workweek longer than 40 hours unless the employee receives compensation for employment in excess of 40 hours in a workweek at a rate of not less than 1 ½ times the hourly wage rate at which the employee is employed." If lesson hours are not tracked, it then becomes possible for lifeguards to work over 40 hours without getting paid time and a half. Carl Donaldson made a motion to pay the two or three lifeguards that do the swim lessons \$20 an hour while doing lessons. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

Airport Update- With the delay of building the SRE building, we are being asked to transfer \$37037.00 to the Poplar Municipal Airport. In 2025, Poplar will transfer the funds back to us. They have already approved the fund transfer. Mark Nelson made a motion to approve the transfer of Entitlement to Poplar. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Local Government Review- Voters approved to move forward with the Local Government Review. Next steps will be for candidates to file to a part of the study commission. Terri will start posting on the website and Facebook when candidates are able to start filing. If no candidates file, the council will need appoint to fill the vacancy.

Second Reading of Resolution 525- Mark Nelson made a motion to approve Resolution 525- Resolution to Restate the City Limits of the Town of Culbertson. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Site Plan- Received a site plan for 222 1<sup>st</sup> Ave W for a placement of a new manufactured home which will be used for a law office. It was recommended for approval with conditions that the foundation meets the current HUD Permanent Foundation Guide for Manufactured Homes, skirting shall be provided that compliments the manufactured home style, and the finished floor shall be a minimum of 18-inches above finished grade of the lot. Mark Nelson made a motion to approve the site plan with conditions being met. Dave Solem seconded the motion. No objection. MOTION CARRIED.

Sketch Plans-We have received two sketch plans, one for 222 4<sup>th</sup> St E and one for 221 2<sup>nd</sup> Ave W. 222 4<sup>th</sup> St E also submitted a Flood Plain Permit application. The flood plain permit must be approved prior to the sketch plan being approved. Will try to have the flood plain permit ready by next council meeting. Jeremy did not get a chance to review the sketch plan for 221 2<sup>nd</sup> Ave W. He will review and have ready for next council meeting.

Exemption Review- Received the survey for 118 3<sup>rd</sup> Ave W. Carl Donaldson made a motion to approve the survey with the lot changes. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

Bowker Contract- Bowker Enterprises, LLC contract is coming up to be renewed in September. Alan Bowker proposed adding two stipulations to the contract: If road conditions are questionable, the driver can make the determination to delay the collection or reschedule as he/she sees fit. When condition at the landfill are not favorable, the driver can delay and or postpone collection until the landfill conditions are favorable. Mr. Bowker also proposed an increase due to inflation. He proposed \$750.00 increase bring the monthly contract to \$7950. Mark Nelson made a motion to approve the Bowker contract for five years at the \$7950.00 with the two additional stipulations. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Sheridan Electric Capital Credit Retirement- Received a letter from Sheridan Electric stating we have a balance of \$4,138.88 in unretired Sheridan Electric Co-op capital credits and a balance of \$350.70 in G & T capital credits for 2017. They are offering a 45% discount payment of \$1,862.50 for Sheridan Electric Co-op retirement of the 2017 capital credit balance. Mark Nelson made a motion that we do not accept the capital credit payment. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Special Event/Street Closure- Mary Drake submitted a request for a street closure 3<sup>rd</sup> Ave W from Highway 2 to one block South from 8 p.m. to 12 a.m. for a fireworks display. After some questions and discussion, Dave Solem made a motion to deny to request for the street closure siting that there are many in the Town who shoot off fireworks without needing to close the street. Mark Nelson seconded the motion. No council objection. MOTION CARRIED.

Comment on Non-Agenda Items

- None

Public Hearing

Resolution 526- Dave Solem made a motion to approve Resolution 526- A resolution of the Town of Culbertson to Amend the Fiscal Year 2023-2024 Budget. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Resolution 527-Mark Nelson made a motion to approve Resolution 527- A resolution of the Town Council of the Town of Culbertson, Montana Establishing Personnel Wages, Compensation and Health Insurance for Fiscal Year 2024-2025; Revoking Resolutions in Conflict Herewith; and Establishing an effective date for salaries and compensation. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Resolution 528- Dave Solem made a motion to approve Resolution 528-A resolution approving and adopting the budget for the Town of Culbertson, Montana, for fiscal year 2024-2026. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Adjournment- Meeting was adjourned at 8:12 p.m.

Next regular meeting, July 8, 2024, at 6:30 p.m. at Town Hall



Clerk



Mayor

July 8, 2024

The Culbertson Town Council met at Townhall in regular session on Monday July 8, 2024, at 6:30 p.m. with the following present: Todd Gabriel, Dave Solem, Mark Nelson, Abe Rumsey, Terri Merrill. Guest: Bob Jasper, Ian Walker. Absent: Carl Donaldson

Agenda- Dave Solem made a motion to approve the July 8, 2024, agenda. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

Minutes- Mark Nelson made a motion to approve the June 10, 2024, minutes. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

Financials and Claims- Abe Rumsey made a motion to approve the June's Treasurer's report, GJV, Payroll Journal Voucher #240600, UB JV's and June's Bills. Dave Solem seconded the motion. No objection. MOTION CARRIED.

Airport SRE Building Update-New plans will be based on the Canton SD SRE building with the pilot lounge inside the SRE building. The plan will cost \$40,000. The target estimate is 1 million. The Town's original portion is \$35,000 and may need to go to \$50,000 depending on the final bid.

Sketch Plan- Dave Solem made a motion to approve a sketch plan for a covered deck at 221 2<sup>nd</sup> Ave W for Ashtyn Primeau. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

Terri informed council there was one additional sketch plan that was not submitted in time for review. The sketch plan is for an 82' Gallatin mobile home at Wheatland Hills. The applicant has already placed the home on the lot and had come into the office to request a meter for the home. They were informed that they were required to have the permit prior to placing the home on the lot. The applicant filled out the application and paid the fee and the form was submitted to Jeremy for review.

Road/Water Projects-Current total available for roads/streets is \$294, 221.57 with \$48,999 allocated in FY 2025. There were a few streets that were brought up for needing repairs. Water lines need to be check for repairs prior to any roads/streets repairs so work does not need to happen twice. Bob will check with Franz and see if they have a road crew this summer. Otherwise, he may reach out to Top Gun Asphalt or Knife River and see if they are available for late summer early fall for some projects.

Presumption Coverage for Volunteer Firefighters-MMIA has an additional Workers Compensation this year for volunteer firefighters for optional coverage for occupational diseases for an additional 113.50 per firefighter/year. Currently our annual workers compensation is \$761.08, this would add an additional \$1,929.50/year for our current roster of 17 firefighters. The following are some of the criteria for the additional coverage:

- Firefighter must have undergone, within 90 days of hiring, a medial examination that did not reveal objective medical evidence or family history of the presumptive occupational disease for which the presumption is sought and
- Firefighter must have undergone subsequent periodic medial examinations at least once every 2 years.
- Firefighters may not be a regular user of tobacco products; have a history of regular tobacco use in the last 10 years preceding the filing of the claim or have been exposed by a cohabitant who regularly and habitually used tobacco products within the home for a period of 10 years or more years prior to the diagnosis.


Council will seek the firefighter's opinion if they would like this coverage for the next fiscal year.


Public Comment on Non-Agenda Items:

- Updates from Jeremy Fadness- All the tiles were removed from the lagoon in June. Survey has been completed for the bathhouse project.
- The Town received a check from the Women's Club for \$2000 that they received from MDU.

Adjournment- Meeting was adjourned at 7:17 p.m.

Next regular meeting and Budget Hearing, August 12, 2024, at 6:30 p.m. at Town Hall.

  
Clerk

  
Mayor

August 12, 2024

**The Culbertson Town Council met at Townhall in regular session on Monday August 12, 2024, at 6:30 p.m.** with the following present: Todd Gabriel, Dave Solem, Mark Nelson, Abe Rumsey, Terri Merrill. Guest: Laura Christoffersen, DeAnne Weeks, James Walling. Absent: Carl Donaldson

**Agenda-** Mark Nelson made a motion to amend to add an executive session at the end of the meeting and approve the August 12, 2024, agenda. Dave Solem seconded the motion. No objection. MOTION CARRIED.

**Minutes-** Abe Rumsey made a motion to approve the July 8, 2024, minutes. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

**Financials and Claims-** Dave Solem made a motion to approve the July's Treasurer's report, GJV, Payroll Journal Voucher #240700, UB JV's and June's Bills. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

**Bathroom Update-**Council discussed the various numbers for the Bathroom levy. Also, received the schematic for the bathroom. After council and public comment on schematic, it was asked to be sent back to add a family changing room as well as sky lights vs the windows on either side of the building. Abe Rumsey made a motion to levy the amount of \$48,200 for the first-year levy. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

**Audit Update-**Ross Stalcup stated that the 2022 audit is in rough draft status and he suggested the possibility of doing a 2-year audit for 23-24 audit. This would be the Town into compliance. Kari Powles from the Local Government Services Bureau stated an amended contract would have to be submitted and approved before we could move forward with a 2-year audit since the contract on file is for single audits. After discussion, Council requested the Town Attorney to submit a letter to Ross. Council will review Ross's request for a 2-year audit after the 2022 audit is completed.

**Sheriff's Report-**Sheriff Fredricks sent his report for July. He reported that the list of properties that were violating City Ordinances was assigned to Deputy Liza Moore and currently everything has been moved or removed. The Sheriff's Office is currently still dealing with kids on dirt bikes in Town. The following are the stats sent for Culbertson: Calls for service-73, Arrest-1, Citations-25, and Incidents-57. It was questioned if these numbers were for Culbertson or both Rural Culbertson and Culbertson.

**Sketch Plan-**A sketch plan for 1022 Cedar St in Wheatland Hills was received. They are wanting to place a single wide mobile home on lot. Dave Solem made a motion to approve the sketch plan. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

**MT League of Cities & Towns Annual Conference-** The annual Conference will be held in West Yellowstone October 2-4<sup>th</sup>. Clerk Terri Merrill requested to attend the conference. Dave Solem made a motion to approve Terri to attend the conference. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

**Public Comment on Non-Agenda Items:**

- Terri Merrill updated the Council on a rate increase from Sheridan Electric. This increase will affect Wheatland Hills and the Airport. She also gave an update on the Legion Park Access.
- Todd gave an update on the status of the Airport SRE building.

**Public Hearing**

**Flood Plain Permit/Sketch Plan-** There was no public comment sent to the Town office or present at meeting a permit to install a fence at 220 4<sup>th</sup> St E. Abe Rumsey made a motion to approve sketch plan. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

**Budget Hearing**

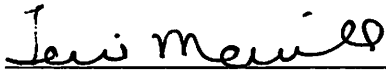
**Budget Review-** Reviewed budget for any final changes. None were made.

**Resolution 529-Mill Levy 2024-2025-** Dave Solem made a motion to approve Resolution #529- Mill Levy 2024-2025. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

**Adjournment-** Meeting was adjourned at 7:53 p.m.

**Executive Session-** Seeking Legal Counsel from Town Attorney.

Next regular meeting September 9, 2024, at 6:30 p.m. at Town Hall.



Clerk



Mayor

August 21, 2024

**The Culbertson Town Council met at Townhall in a special session on Wednesday August 21, 2024, at 5:30 p.m. with the following present:** Todd Gabriel, Dave Solem, Mark Nelson, Carl Donaldson, Terri Merrill. Guest: DeAnne Weeks  
Absent: Abe Rumsey


**Agenda-** Mark Nelson made a motion to approve the August 21, 2024, agenda. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

**Bathroom Schematic Update-** Council reviewed the updated schematic. Council had questions on the updated schematic. Is there a substantial cost difference between having four walls vs the alcove design? Can we do a mirror image of the plan so the staff area and family changing rooms are swapped, this would also put the women's and men's lockers rooms back in their current placement? Is there enough room to build this in place of the current bathroom? Other questions about electrical outlets, water spickets, still open trusses, and still block walls. Questions will be forwarded to Jeremy and relayed to council.

**Public Comment on Non-Agenda Items:**

- Todd gave an update on the National Guard building. Todd discussed the option of doing an appraisal with Commissioner Oelkers now so we can start planning on finding financing. Oelkers said the County is going to wait since the occupancy date is not until December of 2026.

**Adjournment-** Meeting was adjourned at 6:30 p.m.



Clerk



Mayor

September 9, 2024

**The Culbertson Town Council met at Townhall in regular session on Monday August 12, 2024, at 6:30 p.m. with the following present:** Todd Gabriel, Dave Solem, Mark Nelson, Abe Rumsey, Terri Merrill. Guest: Bob Jasper, Ian Walker, James Walling.

**Agenda-** Carl Donaldson made a motion to approve the August 12, 2024, amended agenda. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

Minutes- Mark Nelson made a motion to approve the July 8, 2024, minutes. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Financials and Claims- Dave Solem made a motion to approve the August's Treasurer's report, GJV, Payroll Journal Voucher #240800, UB JV's and August's Bills. Abe Rumsey seconded the motion. No objection. MOTION CARRIED.

Bathhouse Update-Council had given consent to Clerk Terri Merrill via email on 8/23/24 to approve the updated schematic and send it back to the Architect to start on the bid package. Abe Rumsey moved to approve the updated schematic and send to architects for bid package. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Sheriff's Report-Sheriff Fredricks sent his report for August. Council requested more clarification on the stats. The following are the stats for Culbertson-Calls for Service: 39, Arrest: 1, Citations: 39, and Incidents: 38.

BMS Pay- Black Mountain Software, who we currently use, now offers BMS Pay powered by Nuvei. This would replace PayGov as our online credit card payment system. BMS Pay would not only replace PayGov but would offer paperless billing and allow customers to have access to their utility billing. This would process the payment in our Utility Billing system and eliminated some steps we currently must take. BMS Pay is \$1,200 annually. The cost to our customers is 3% service fee for credit cards and \$1.95 service fee for one time ACH payments. Council would like to know what we are currently spending on Utility Billing by next Council Meeting in October.

Bek News- Karmen Siirtola, from Bek News Ladies of a Different View, reached out to the Town Office about doing a "My Hometown" segment on Culbertson. There are sponsorship ad's that could be purchased. This information is also being presented to the Chamber at their Meeting Thursday afternoon. Council thinks this is a good opportunity for the Town but feels this should be a Chamber sponsored activity.

Top Gun Asphalt- Top Gun Asphalt will be in Culbertson working at C & B new building this week and would be willing to do some patching on our streets. We were not yet able to get a quote for the work. Bob Jasper, Public Works Director, is requesting dollar limit that Council is willing to spend. Abe Rumsey made a motion to approve up to \$70,000 on street repairs for the West side of Town. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

Homecoming Parade & MT Bar No Beet Harvest Corn Fest- Abe Rumsey made a motion to approve the Homecoming Parade Route on September 20, 2024. Dave Solem seconded the motion. No objection. MOTION CARRIED. Dave Solem made a motion to approve the street closure for the MT Bar No Beet Harvest Corn Feed on September 28, 2024. Mark Nelson seconded the motion. No objection. MOTION CARRIED.

Resolution 530- Local Government Review Levy- The Local Government Review Levy was not included in the Mill Levy Resolution, Roosevelt County Clerk & Recorder recommended a separate resolution. Abe Rumsey made a motion to approve Resolution 530. Carl Donaldson seconded the motion. No objection. MOTION CARRIED.

Public Comment on Non-Agenda Items:

- Terri Merrill mentioned the exit door in the community center is needing attention. The Health Inspector was in checking the temps on the fridges and freezers and made mention of the door being open.

Adjournment- Meeting was adjourned at 7:18 p.m.

Next regular meeting October 14, 2024, at 6:30 p.m. at Town Hall.



Clerk



Mayor