

January 3, 2011. The Culbertson Town Council met in regular session with the following present: Gordon Oelkers, W. Bruce Houle, Bernie W. Finnicum, Dallas Dehner, Mark Nelson, Greg Hennessy and Raedelle Aspenlieder. Absent: Robert Jasper. Guest: Penny Hendrickson, Deputy Michael Cameron and Deputy Tim Lingle.

W. Bruce Houle made a motion to approve the agenda with the additions. Bernie W. Finnicum seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Mark Nelson made a motion to approve the minutes from December 6, 2010 and Treasurer Report November 30, 2010. Dallas Dehner seconded the motion. All voted in favor of the motion. MOTION CARRIED.

City Judge. Attorney Hennessy swore in City Judge Penny Hendrickson. W. Bruce Houle made a motion to Salary Penny Hendrickson at \$300.00/month gross. Dallas Dehner seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Sheriff Department. Tim Lingle said he is no longer the contract deputy, he is underage drinking grant and D.A.R.E. Michael Cameron is back-up to drinking grant and DARE. Michael Cameron is the contract deputy. Security cameras may be something we want to talk about at budget time. Also, for budget discussion is a sheriff contract vehicle. The current vehicle has 158,000 miles and an exhaust leak.

Airport. The airport fueling system is up and running. County Commissioners have not responded with an agreement for a 50%-50% arrangement for the fueling expenses and revenue.

Theodore Roosevelt Expressway. Mark Nelson made a motion to pay 2011 dues \$1250.00. Dallas Dehner seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Planning Board. W. Bruce Houle made a motion to re-appoint Gordon Oelkers, Dixie Berwick and Dale Morey to the Planning Board. Bernie W. Finnicum seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Planner Services. Mark Nelson made a motion to contract with WWC Engineering for Planner Services at a cost of \$5000./yr. Bernie W. Finnicum seconded the motion. All voted in favor of the motion.

MOTION CARRIED.

W. Bruce Houle made a motion to request WWC Engineering's fee schedule for Sub-Division Review. These fees are passed on to the developers. The Town can then adopt the fee schedule and insert it in the sub-division regulations. Dallas Dehner seconded the motion. All voted in favor of the motion.

MOTION CARRIED.

Old Library Building. No new news.

Dry Prairie Rural Water. W. Bruce Houle made a motion to sign the Fourth Amendment to Water Buy-Sell Agreement with the last sentence removed "Dry Prairie will pay its share of the above expenses based upon the amount of water delivered to Dry Prairie in proportion to the total water volume delivered from the Town's system." Mark Nelson seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Clerk will send DPRW a letter to strike the last sentence, print a revised amendment and the town will sign. The last sentence messes up the original deal that the town has unmetered parks, pool and buildings.

Walk Path. WWC Engineering is working on a contract with the Montana Dept. of Transportation for the Community Transportation Enhancement Program (CTEP) Walk Path Project.

Growth Policy and Capital Improvement Plan. There is a work session on Thursday, January 13th at 6:00 p.m. for the Town Council and Planning Board for the Growth Policy and Capital Improvement Plan. Supper will be provided.

BNSF. No response yet.

7th Ave. E. and Ninety-Two Addn. Attorney Hennessy is working on the paperwork for the connecting streets.

Old County Building. The old county building appraised for approximately \$48000. The county is getting a deed for a portion of the land that the building sits on from the school. When all this is cleared, there will be a public auction.

Zoning/Ordinance Permit. Council asked Raedelle to write Maury Johnston a letter requesting a to scale Zoning/ Ordinance Permit and sewer plan details.

GJV's. General journal vouchers # 546 and # 547 and # 691 - # 697 were approved and signed.

Wastewater Collection and Treatment System. No new news. Waiting to hear about TSEP Grant Application.

Centennial Drive SID. Clerk will call Dorsey & Whitney to get ready for a spring project.

Medical Marijuana. Dallas Dehner made a motion to hold First Reading of the Medical Marijuana Ordinance at the February 2011 meeting. W. Bruce Houle seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Snow Plow Truck. W. Bruce Houle made a motion to authorize Bob to look and buy a truck up to \$15000. Bernie W. Finnicum seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Town Code 10.16.050 Parking Trucks, Etc in Residence District. Mark Nelson made a motion to have Attorney Hennessy draft an Ordinance amending Town Code 10.16.050 Parking Trucks, Etc in Residence District by motion. All voted in favor of the motion. MOTION CARRIED.

New County Building. Clarification as to what the town is responsible for at the new county/library building was requested. Council said snow removal, watering and mowing. Not sanding the parking lot.

GNDC. Linda Twitchell with Great Northern Development Corp. sent correspondence that she has been contacted by Pulse International regarding the possibility of starting a Pulse Crop packaging facility in the region, would like to buy or rent a building that is 10, 000 plus sq. ft. Council suggested to promote the old CB&F Plant.

Jan. 3, 2011 cont.

Fire District. The fire department wants to get started on setting up a fire district. W. Bruce Houle made a motion that the Town Council support the starting of the Culbertson Fire District. Dallas Dehner seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Great Plains. There will be a conference call with Great Plains the new owners of the crushing plant, on Thursday, January 6th at 8:00 a.m. This is to bring the council up to speed and answer any questions.

The following bills were reviewed by the auditing committee and ordered paid:

<u>General Fund:</u>		<u>Enterprise Funds:</u>	
Dept. of Public Health	275.00	Miller Oil Co.	656.88
Hennessy Law Office	604.43	Finnicum's	38.12
Finnicum's	46.95	Visa	236.55
L.N. Curtis & Sons	920.20	Agri Industries	153.40
One Stop Business Licensing	21.00	Amy Harris	19.94
Dept. of Revenue	744.80	Brad Raab	50.00
Kadmas, Lee & Jackson	3517.58	Byerly Computer Service	260.00
O'Day Equipment, LLC	73735.20	Dept. of Public Health	21.00
Bruce Waldhausen	185.00	Energy Lab	325.00
CNA Surety	80.00	Hach	74.64
Gaffaney's	45.45	Hose & Rubber Supply	98.02
IIMC	135.00	Industrial Systems	1457.32
J.P. Cooke Co.	42.86	James Hurm	41.82
Montana Aeronautics Div.	5992.54	Jennessy Taberna	50.00
Nemont	255.05	Joe & Betty McCormick	50.00
O'Day Equipment, LLC	250.00	John Martin	50.00
Q Business Source	287.70	Mike Williams	50.00
Roos. Co. Sheriff Dept.	1000.00	Montana-Dakota Utilities	370.66
The Searchlight	95.00	Murray Dighans	25.41
Internal Revenue Service	1040.83	Nancy Turner	29.76
Michael Gossage	85.00	Nemont	91.37
MT Dept. of Revenue	176.96	Northwest Pipe Fittings	311.28
Penny Hendrickson	81.55	Robert Royan	50.00
PERS	585.34	Sheridan Electric Coop	15.00
Raedelle Aspenlieder	2441.76	Sidney Sugars Inc.	889.20
Robert Jasper	395.12	T & H Meats	50.00
City Line	1609.82	Todd Purvis	50.00
Farm Plan	33.42	Tooz Construction	50.00
Miller Oil Co.	47.20	Troy Green	50.00
Montana -Dakota Utilities	621.10	USA Blue Book	1100.27
Oelkers Servicercenter	225.00	Utilities Underground Location	4.38
Total	<u>\$95,576.86</u>	Williston Landfill	93.00
		Postmaster	100.80
<u>Special Funds:</u>		Dixie Berwick	2093.54
Miller Oil Co.	134.61	Internal Revenue Service	3157.15
Finnicum's	120.91	Michael Gossage	2748.37
Postmaster	87.60	MT. Dept. of Revenue	590.03
Gaffaney's	310.24	Odean Kilsdonk	2567.91
Nemont	85.99	PERS	1945.45
Sheridan Electric Coop	76.76	Robert Jasper	2873.55
Internal Revenue Service	167.26	Alltel	43.37
MT. Dept. of Revenue	24.01	City Line	18.34
PERS	59.52	Farm Plan	107.91
Robert Jasper	323.27	Industrial Systems	1418.40
Ross Helmer	464.84	Industrial Power Systems	221.00
City Line	222.25	Kois Brothers Equip.	1625.79

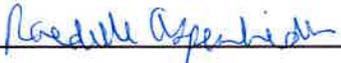
Special Funds cont.

Miller Oil Co.	639.19
Montana-Dakota Utilities	25.01
Oelkers Servicerter	88.15
Total	<u>\$2,829.61</u>

Enterprise Funds cont.

Miller Oil Co.	1044.50
Montana-Dakota Utilities	35.03
Oelkers Servicerter	335.94
Total	<u>\$27,740.10</u>

Meeting adjourned at 8:50 p.m.



 Clerk



 Mayor

January 13, 2011 6:00 p.m. Special Meeting. The Culbertson Town Council met in special session with the Planning Board for a work session on the Growth Policy and Capital Improvement Program. The following were present: Gordon Oelkers, W. Bruce Houle, Bernie W. Finnicum, Mark Nelson, Robert Jasper, Dixie Berwick, and Raedelle Aspenlieder. Absent: Dallas Dehner. Planning Board: Mike Olson and Lee Averill. Also present: Scott Aspenlieder, WWC Engineering.

Mayor Oelkers opened the meeting at 6:25 p.m.

W. Bruce Houle made a motion to approve the agenda. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Scott Aspenlieder, WWC Engineering led the working meeting for the Growth Policy and Capital Improvement Program.

The make up of the working group is the town council and planning board members. Dixie Berwick will be the point of contact to direct people regarding inquires on the Growth Policy and CIP.

Mayor Oelkers asked for monthly progress reports.

A draft Growth Policy should be done by April or May, at which point the public input will be solicited. Plans are to be finalized in September and October.

The Townsend example was very specific to them. Culbertson's current Growth Policy could fix any Northeast Montana Community.

One bridge we will need to cross is the "jurisdictional area" with the county. Gordon would like the jurisdictional are to include the watershed and town facility area.

Scott will send a Growth Policy outline.

The following are some data sources that can be used for the Growth Policy and CIP

- DNRC site for oil activity
- Theodore Roosevelt Expressway (Raedelle will look to see if we have a DVD or copy copy)
- Ports to Plains
- FEMA Grant
- Current Growth Policy
- 2010 Census

Communtiy Involvement/Public Outreach. Mike Olson suggested the Public Input Meeting be held in the new school cafeteria. This group thought it would be good to send surveys out, WWC will put together a survey to be reviewed by the group. Possibly send the survey out in March. Dixie can put a note on the water bills to watch for the survey and that community input is important. Gordon suggested we send a special invite the community groups.

January 13, 2011 cont.

Projecting Growth Trends. Housing and lack thereof are currently affecting growth trends. There are old, dilapidated buildings in town, where possibly new homes could be built. Raedelle will check into a project in Ekalaka where they tore down old homes and cleaned up areas in town. Raedelle and Dixie will count how many lots could have old homes/buildings removed. Other sources of information could come from Great Northern Development and Eastern Plains RC&D. A tax incentive to tear down dilapidated buildings. Is more government subsidized housing needed?

Inventory Information. Bob, Raedelle and Dixie will do an infrastructure inventory. Some water and sewer main lines may be pre 1960's. The buildings, machinery, equipment, vehicles, pool and water plant are all listed in the fixed assets and are easily retrieved.
Send WWC a copy of the Airport Master Plan.

Mike Olson liked the bibliography in the back of the Townsend Growth Policy.

Items for the February Meeting. Other agencies/services to bring in separately are the hospital, ambulance, school and airport. What do these agencies/services need? We will try to meet February 1st, 2nd, or 3rd and invite and schedule the above agencies/services separately.
Members of this group are to be thinking of the issues and concerns, opportunities and constraints.

Meeting adjourned at 8:00 p.m.


Clerk


Mayor

February 7, 2011. The Culbertson Town Council met in regular session with the following present: Gordon Oelkers, W. Bruce Houle, Dallas Dehner, Bernie W. Finnicum, Robert Jasper, Greg Hennessy, Mark Nelson and Raedelle Aspenlieder. Guests: Maury Johnston, Mark & Leona Colvin, Keenan Engelke, Diane Hampton and Deputy Michael Cameron.

W. Bruce Houle made a motion to approve the agenda. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Dallas Dehner made a motion to approve the minutes from January 3, 2011 and January 13, 2011 and Treas Report December 31, 2010. W. Bruce Houle seconded the motion. All voted in favor of the motion. Motion CARRIED.

Industrial Park Sub Division. Maury Johnston showed the council the current site plan. The plan has extended stay units - 3 units with 4 efficiency apartments in each unit. The motel will be to the south of the extended stay/efficiency apartments.
Maury said the sewer main only needs to be run to edge of the property, he will run 8" pipe on the property.

Diane Hampton stated this is commercial property, you have to have a State Building Permit for a commercial property.

Keenan Engelke asked when did the proposal change with the smaller buildings.

Maury Johnston said he wants to get some improvements on the property to generate income.

Keenan Engelke asked did someone on the council approved the change.

Mayor Oelkers said sometimes things change as you go. This is the first time we have seen this site plan.

Maury Johnston said building the 3 -4 plexes will generate income.

Keenan Engelke said the agreement was a 36 unit motel turn key by March 2012.

Town of Culbertson

Growth Policy/CIP Working Meeting

January 13, 2011

Put in
minutes this
book also 9/9

Agenda Items

- Organizational Details
 - Make up of working group
 - Coordination of Policy/CIP activities in Town.
 - Who is the point of contact to direct people to regarding inquiries on the Growth Policy and CIP?
- Progress Report
- Discuss Growth Policy Outline
 - Townsend Example
 - Questions on Outline
- Data Sources for Policy/CIP that can be used
 - Grant Applications
 - Reports
 - Studies
 - Contacts
- Discuss Community Involvement/Public Outreach
 - Surveys
 - Mailings
 - Advertisements
 - Informational meetings
 - Open Houses
- Projecting Growth Trends for Culbertson
 - Preliminary Trend Data
 - Other local factors to consider?
- Inventory Information
 - Any data gaps noticed while doing the infrastructure inventory?
 - Additional information needed
- February Working Group Meeting
 - Who to involve?

Items for February Meeting

- History or Background Chapter
 - Any compiled information available?
- Issues/Concerns, Opportunities/Constraints
 - What option from the draft outline/review sounds best at this point?
- Goals & Objectives
 - Start thinking about these. This is an ongoing process that will be helped by finishing inventories and projections to determine what needs to be changed or addressed, and where to focus resources & capital.

PROGRESS REPORT

REPORTING PERIOD: 1/13/2011-2/2/2011

PROJECT : Town of Culbertson Growth Policy and Capital Improvements Plan

During the period of January 13, 2011 through February 2, 2011, the following work was accomplished on the Growth Policy and Capital Improvements Plan.

Task 1: Growth Policy

- WWC composed and sent invite letters to Larry Crowder, Audrey Stromberg, and Teresa Moore for the February Working Group Meeting
- Growth Policy outline was emailed to Dixie
- WWC spoke with Dixie regarding History and Dixie went to library and obtained Historical information and emailed it to WWC
- A draft survey was completed and is ready for review
- A draft of the History of Culbertson was prepared and is ready for review

Task 2: Capital Improvements Plan

- WWC composed and sent invite letters to Larry Crowder, Audrey Stromberg, and Teresa Moore for the February Working Group Meeting
- A draft survey was completed and is ready for review by the board

Town of Culbertson

Growth Policy/CIP Working Meeting

February 2, 2011

Agenda Items

- Progress Report
- Culbertson School District
 - Larry Crowder
 - Issues/Concerns
 - Needs
- Roosevelt Medical Center/ Volunteer Ambulance Service
 - Audrey Stromberg
 - Issues/Concerns
 - Needs
 - Teresa Moore
 - Issues/Concerns
 - Needs
- Projecting Growth Trends for Culbertson
 - Abandoned lot/home data
- Inventory Information
 - Set a deadline
- Community Survey
- Community History/Background
- March Working Group Meeting
 - Who to involve? (Fire Department, Chamber of Commerce, Airport, Dry Prairie Rural Water System, Great Northern Development, Museum)
- Formal Letters to Clubs/Groups
 - Who to write to and follow up with? (Lions Club, Montana Highway Department, Extension Office, USDA, Rural Water District Office)

Attorney Hennessy said the short answer is yes.

Mayor Oelkers said the Resolution is a living document and we can change it. After some sparring between the Mayor and Keenan Engelke, Mayor asked Keenan Engelke to sit down he is out of order.

Maury Johnston asked for a little leeway. He is proposing jobs for his workers and permanent employment.

Attorney Hennessy said the Town Council needs a written request for a sewer Special Improvement District if that is what Maury Johnston wants to do. Attorney Hennessy read a portion of the MCA on SID requirements.

Attorney Hennessy said what the original Resolution stated.

Mayor Oelkers asked Maury Johnston to present a formal request for a sewer SID if that is what he wants. Attorney Hennessy asked to see the numbers for cash flows and construction costs as the SID is a municipal bond.

Keenan Engelke questioned that once Maury said he would finance the sewer himself, what changed? Maury Johnston said a SID would free up those dollars for more of his development.

Maury Johnston will see Raedelle and she will place a call to Bond Council on the potential SID.

Colvin-Sewer. Mark Colvin built a new building west of the Museum and wants to get sewer into the building. He wants the sewer for the least amount of money. Ordinarily a SID would be based on a front footage basis. Mark Colvin wants to run a 6" service line to the main which is 640' plus. The existing manhole he will run to is 10' 6" to the top of pipe. Mark's building has an oil/sand separator, so only wastewater will go into the sewer manhole. Clerk was instructed to call the Department of Environmental Quality and ask if it is permissible for a 6' sewer service line to be run that distance and if there are any restrictions.

Maury Johnston left the meeting at 8:15 p.m.

Sheriff Dept. Deputy Michael Cameron said he completed the DARE Instructor Course. He plans to bring it to Culbertson School, but is waiting for budget approval. DARE will be back in Culbertson, Bainville and Froid. Deputy Lingle will do DARE in the other schools. Deputy Cameron said it was a very good course. He is confident they will get it in the schools yet this year, but if not for sure next year. There is a new hire at the sheriff Department. They are trying to find her and her 4 children a place to live.

Library. Diane Hampton asked if the city could put on more help at the Library so they could be open longer hours. Town will contact the Library Board about this issue.

Airport. Diane Hampton asked why can't the city take over the airport and not involve the county. Diane said they cannot get liability insurance from a local insurance agent, on a hanger, without a specific legal description of location.

Industrial Park Sub Division. Diane Hampton said Maury Johnston needs to have a state permit for building in Industrial Park.

Airport. County Commissioner Gary McDonald called and said the County does not want to have an agreement for the fueling system, the town can handle this. Council wants a letter stating so. Then the town council will agree and accept.

Theodore Roosevelt Expressway. W. Bruce Houle gave a brief update.

February 7, 2011 cont.

Planning Board. Mayor Oelkers said there have been a couple of good meetings for the Growth Policy & CIP with planning board members, town council, WWC Engineering, hospital and school Administrators, next meeting is in March with public input meetings coming up.

Old Library Building. No new news.

Dry Prairie Rural Water. After the council had reviewed the original water buy-sell agreement and proposed 4th amendment change by DPRW during the regular January meeting, a letter was sent to chairman Marvin Tarum on January 17th to strike the last sentence of their version. No response yet.

Walk Path. A Media Event with Woody Baxter, Fish Wildlife and Parks will be held on Thursday 2-10-11 at noon with a soup luncheon and presentation of \$30,000 grand funds.

W. Bruce Houle made a motion to sign the Consultant Services Agreement with WWC Engineering for the walk path. Dallas Dehner seconded the motion. All voted in favor of the motion. MOTION CARRIED.

BNSF Railway. No new news.

7th Ave. E. and Ninety-Two Addn. Town will respond to MT DOT about the 7th Ave. E. approach permit. The details are in the sub-division plat.

Old County Building. Keenan Engelke said he submitted a bid and it has not been formally rejected. Town has not had any new information.

Zoning/Ordinance Permit. Maury Johnston did not present an official Zoning/Ordinance Permit.

GJV's. General journal voucher # 548 & utility billing vouchers # 698-# 703 were approved and signed.

Wastewater Collection and Treatment System. Town is waiting to hear on the TSEP grant.

Centennial Drive Special Improvement District. Bids will go out for spring or early summer construction.

Medical Marijuana. Mark Nelson made a motion to accept first reading of Ordinance No. 213 An Ordinance Declaring The Sale And Public Use Of Medical Marijuana To Be A Nuisance In The Town Of Culbertson Montana. Bernie W. Finnicum seconded the motion. All voted in favor of the motion. MOTION CARRIED. Council will hold second and final reading at the regular March meeting.

Snow Plow Truck. Bob is still looking. The county has an extra truck with a blade that we are using now.

Parking Trucks. Dallas Dehner made a motion to approve first reading of ordinance No. 214 An Ordinance Amending Culbertson Town Code Section 10.16.050 "Parking Trucks, Exc. In Residence District." W. Bruce Houle seconded the motion. All voted in favor of the motion. MOTION CARRIED. Council will hold second and final reading at the regular March meeting.

Special Improvement District. No formal request was made for a Special Improvement District for sewer main extension to Industrial Park Sub Division.

Brigham Oil & Gas. Brigham Oil & Gas has an application for an Order Designating a Temporary Spacing Unit. The information is okay.

Justice of Peace. W. Bruce Houle made a motion to pay Judge Penny Hendrickson based on 8 hours per month. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED. Penny is okay with it being 8 hrs./month.

Resolution for Property & Supply. W. Bruce Houle made a motion to approve a Resolution for State Property & Supply to authorize agents. Bernie W. Finnicum seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Declaration of Disaster. Dallas Dehner made a motion to approve Resolution No.377 A Resolution Of The Town Of Culbertson, Montana Declaring A Disaster Emergency. Mark Nelson seconded the motion. All voted in favor of the motion. MOTION CARRIED.

The following bills were reviewed by the auditing committee and ordered paid:

<u>General Fund:</u>		<u>Enterprise Funds:</u>	
Hennessy Law Office	1036.50	MMIA	2079.02
MMIA	327.67	MDU	584.23
Unemp. Ins. Div.	23.42	Unemp. Ins. Div.	62.76
Dept. of Revenue	503.17	MDU	1359.31
Kadrmass. Lee, & Jackson	12375.82	Williston Landfill	1387.70
O'Day Equip. LLC	49813.58	Postmaster	106.12
Michael Gossage	117.25	Dixie Berwick	1942.15
Odean Kilsdonk	223.96	Michael Gossage	2813.67
Penny Hendrickson	260.35	Odean Kilsdonk	2264.57
Raedelle Aspenlieder	2464.03	Robert Jasper	2308.73
Robert Jasper	692.63	Alltel	42.84
Associated Supply Co.	210.00	CHMS P.C.	10,000.00
CHMS P.C.	8500.00	City Line	56.35
City Line	903.73	First Community Bank	600.00
Culbertson Pharmacy	7.98	Hometown Market	10.29
Gaffaney's	121.33	Internal Revenue Service	2630.09
Hometown Market	35.86	Larsen Builders	757.32
Hometown Market	155.21	Mt. Dept. of Revenue	517.11
Internal Revenue Service	1193.96	MDU	18.16
MT. Dept. of Revenue	208.58	MDU	1857.83
MDU	590.49	Nemont	88.72
MDU	15.50	Agri Industries	39.01
Nemont	250.66	PERS	1729.96
PERS	715.59	Sheridan Electric Coop.	15.16
The Searchlight	66.50	US Bank Trust	5624.70
Theodore Roosevelt Expressway	1250.00	USA Blue Book	126.90
Dixie Berwick	37.00	Dept. of Public Health & HS	21.00
Finnicum's	650.00	Energy Laboratories	30.75
Oelkers Servicenter	398.82	Farm Plan	135.04
Pierce Auto Body Inc.	708.00	Finnicum's	159.20
Postmaster	44.00	Finnicum's	163.30
Roosevelt Co. Sheriff Dept.	1000.00	Hawkin's Inc.	1253.32
The Searchlight	20.00	Kois Equip. Co.	310.06
Total	\$84,921.59	Macon Const.	2650.00
		Miller Oil Co.	1098.49
<u>Other Funds:</u>		Northwest Pipe Fittings	1294.96
Fire Relief Assn.	672.00	Oelkers Servicenter	200.95
		Praxair Dist.	11.85
<u>Special Funds:</u>		Praxair Dist.	13.70
Carquest Auto Parts	61.59	Utilities Underground Location	4.38
MMIA	66.16	Williston Landfill	1480.28
MDU	1355.31	Total	\$47,849.98
Unemp. Ins. Div.	3.51		
VISA	97.41	<u>Special Funds Cont.</u>	
Robert Jasper	296.84	Internal Revenue Service	139.87
Ross Helmer	476.08	Larsen's Builders	74.08
Beth Hekkel	528.82	MT Dept of Revenue	21.31
City Line	247.00	MDU	1395.13
Colvin Sales & Service	28.95	Nemont	86.52

February 7, 2011 cont.

Special Funds cont.

Culbertson Pharmacy	35.41
Dacotah Paper Co.	59.62
Gaffaney's	234.00
WWC Engineering	2959.75
Finnicum's	60.03
Lucan USA Inc.	1677.95
Oelkers Servicenter	50.00

Special Funds cont.

PERS	53.10
Real Simple	20.00
Sheridan Electric Coop.	73.08
Farm Plan	33.74
Finnicum's	28.57
Miller Oil Co.	463.15
Titan Machinery	348.47
Total	<u>\$10,975.45</u>

Meeting adjourned at 9:05 p.m.


Clerk


Mayor

March 7, 2011. The Culbertson Town Council met in regular session with the following present: Gordon Oelkers, Mark Nelson, W. Bruce Houle, Greg Hennessy and Raedelle Aspenlieder. Absent: Bernie W. Finnicum and Robert Jasper. Dallas Dehner entered the meeting at 8:10 p.m. Guests: Maury Johnston, Keenan Engelke, Julie Johnston, Steven, Hailley, Alex and Emma Henry and Deputy Michael Cameron.

Mark Nelson made a motion to approve the agenda with the addition of the safflower plant update and letter from Sara Thomsen. W. Bruce Houle seconded the motion. Those voting in favor of the motion: Mark Nelson and W. Bruce Houle. Absent and not voting: Dallas Dehner and Bernie W. Finnicum. MOTION CARRIED.

W. Bruce Houle made a motion to approve the minutes from February 7, 2011 and January 31, 2011 Treasurer Report. Mark Nelson seconded the motion. Those voting in favor of the motion: W. Bruce Houle, and Mark Nelson. Absent and not voting: Dallas Dehner and Bernie W. Finnicum. MOTION CARRIED.

Zoning/Ordinance Permit. Council reviewed Zoning/Ordinance Permit for Maury Johnston at Industrial Park. Mark Nelson made a motion to approve the permit. W. Bruce Houle seconded the motion. Those voting in favor of the motion: Mark Nelson and W. Bruce Houle. Absent and not voting: Dallas Dehner and Bernie W. Finnicum. MOTION CARRIED.

Maury Johnston went over his Business Plan Valuation Phase I, Valuation & Cash Flow Estimates Phase II - Motel Cash Flow Estimates - Phase 1 - Long-Term Stay Apartments, and Economic Impact Phases I & II. The Long-Term Stay units are not to be rented for a year or more, they are weeks long or month long stays. Currently, Maury employs 5 people in his construction and insurance businesses. The Long-Term Stay units and motel will employ another 7 people.

The \$101/sq. ft. cost estimate for the motel cost \$2,525,000. is off the builders list - the low end cost to build this project.

The road block Maury is running into is the extension of the sewer main. In order for him to secure funding, he needs clear deed to the land.

Council reviewed other funding options that clerk discussed with Anna Miller and Dan Semmens.

Big Sky Fire had a similar situation needing the deed to the land to secure financing.

Mark Nelson made a motion to move forward to allow Attorney Hennessy to draw up the deed necessary with the lender similar to Rob Oelkers deal. W. Bruce Houle seconded the motion. Those voting in favor of the motion: Mark Nelson and W. Bruce Houle. Absent and not voting: Dallas Dehner and Bernie W. Finnicum. MOTION CARRIED.

Dallas Dehner entered the meeting at 8:10 p.m.

Keenan Engelke asked if we went or would go into Administrative Session. Mayor Oelkers said if necessary he would call a special meeting. Mayor Oelkers asked Keenan if he had anything for the town council. Keenan said nothing at this time.

Town of Culbertson

Growth Policy/CIP Working Meeting

March 2, 2011

Agenda Items

- Progress Report
- Culbertson Fire Department
 - Alan Aspenlieder
 - Issues/Concerns
 - Needs
- Chamber of Commerce and Agriculture
 - Bruce Houle
 - Issues/Concerns
 - Needs
- Big Sky Field
 - Rick Knick
 - Issues/Concerns
 - Needs
- Dry Prairie Rural Water
 - Clint Jacobs
 - Issues/Concerns
 - Needs
- Community Survey
- April Working Group Meeting
 - CIP
 - Infrastructure Inventory

PROGRESS REPORT

REPORTING PERIOD: 2/2/2011-3/2/2011

PROJECT : Town of Culbertson Growth Policy and Capital Improvements Plan

During the period of February 2, 2011 through March 2, 2011, the following work was accomplished on the Growth Policy and Capital Improvements Plan.

Task 1: Growth Policy

- WWC composed and sent invite letters to Alan Aspenlieder, Bruce Houle, Rick Knick, and Clint Jacobs for the March Working Group Meeting
- Drafts of the Schools and Medical Services sections for the Culbertson Growth Policy was started and are in the process of being completed once requested information has been received

Task 2: Capital Improvements Plan

- WWC composed and sent invite letters to Alan Aspenlieder, Bruce Houle, Rick Knick, and Clint Jacobs for the March Working Group Meeting

Sheriff Dept. Deputy Michael Cameron gave a Sheriff report. He read the contract and will try to fulfill that contract. Michael would like to see the speed zone on Hwy 2 north of the school set at 25 mph. He will contact Ray Mengel, MT DOT. Due to budget restraints DARE will not be in the schools this year, but confident it will be next year.

Airport. Council received a letter signed by all 3 county commissioners stating, "It has been the decision of the Roosevelt County Commissioners not to share on the 50% - 50% expense and revenues of the fueling system for the Big Sky Field in Culbertson". Attorney Hennessy signed the MT Aeronautics Grant.

Theodore Roosevelt Expressway. No new news.

Old Library Building. Nothing new lately.

Dry Prairie Rural Water. Dry Prairie Rural Water signed the Fourth Amendment To Water Buy-Sell Agreement on February 17, 2011. Mayor Oelkers signed March 7, 2011.

Walk Path-CTEP. Media Event with Woody Baxter - Fish, Wildlife & Parks on Thursday, Feb. 10, 2011 at noon with a soup luncheon and presentation was well attended.

Growth Policy and Capital Improvement Plan. The working group met with representatives from the Fire Dept., Chamber of Commerce, Big Sky Field and Dry Prairie Rural Water on March 2, 2011. There will be another meeting in April.

BNSF Railway Co. No response yet.

7th Ave. E. and Ninety-Two Addn. Attorney Hennessy is waiting for Dixie to find out if we have to survey this area according to the MT Dept. of Transportation or if the Ninety-Two Addn. Plat will suffice.

Old County Building 212 Broadway Ave. The County Commissioners will hold a Public Auction Thursday, April 7, 2011 @ 2:01 p.m.

GJV's. General journal voucher # 549 and utility billing vouchers # 704 - # 709 were approved and signed.

Wastewater Collection and Treatment System. Town is waiting on Treasure State Endowment Program grant fund approval.

Centennial Drive. The Special Improvement District Paving project for Centennial Drive can go out for bid again. Clerk is to ask WWC Engineering when this will happen.

Medical Marijuana. Dallas Dehner made a motion to approve Second and Final Reading Of An Ordinance Declaring The Sale And Public Use Of Medical Marijuana To Be A Nuisance In The Town Of Culbertson, Montana. Mark Nelson seconded the motion. Those voting in favor of the motion: Dallas Dehner, Mark Nelson and W. Bruce Houle. Absent and not voting: Bernie W. Finnicum. MOTION CARRIED.

Snow Plow Truck. Bob looked at a couple trucks in Glendive. They weren't very good. Currently using a county truck at airport.

Truck Parking. Mark Nelson made a motion to approve Second and Final Reading of An Ordinance Amending Culbertson Town Code Section 10.16.050 "Parking Trucks, Etc. In Residence District." Dallas Dehner seconded the motion. Those voting in favor of the motion: Mark Nelson, Dallas Dehner and W. Bruce Houle. Absent and not voting: Bernie W. Finnicum. MOTION CARRIED.

Brigham Oil & Gas. Council received an Extension and Amendment of Oil and Gas Lease from Brigham Oil & Gas. Current lease is up 9-15-11. Mayor Oelkers said there is about 7 acres not yet leased. Attorney Hennessy will ask who has mineral rights on lots in town. W. Bruce Houle made a motion to extend lease at

March 7, 2011 cont.

Brigham Oil & gas cont. \$1200./acre with 20% royalties, have Attorney Hennessy negotiate with Brigham Oil & Gas. Dallas Dehner seconded the motion. Mark Nelson suggested we ask for a Vertical Pugh Clause. W. Bruce Houle amended his motion to ask for a Vertical Pugh Clause. Bruce would like to see a plat map to match up with acres on the lease. Those voting in favor of the motion: W. Bruce Houle, Dallas Dehner and Mark Nelson. Absent and not voting: Bernie W. Finnicum. MOTION CARRIED.

Roosevelt County Conservation Board. W. Bruce Houle made a motion to re-appoint Mark Nelson to serve as the appointed member for the Town on the Roosevelt County Conservation Board. Dallas Dehner seconded the motion. Those voting in favor of the motion: W. Bruce Houle and Dallas Dehner. Absent and not voting: Bernie W. Finnicum. Abstaining: Mark Nelson. MOTION CARRIED.

Colvin Sales & Service. Mark and Leona Colvin received an e-mail from Rachel Clark, DEQ which stated "As we discussed today, if the sewer line in question is used only to serve one building, it is a service line rather than a main and is not subject to review by DEQ".

Library. Clerk sent a letter to Librarian Beth Hekkel requesting longer hours. Beth called and said it was being talked about and may do a trial period.

Mon- Dak Energy Alliance. W. Bruce and Suzette Houle attended the Mon-Dak Energy Alliance meeting recently held in Williston. Bruce reported there is a unit car system going in at Trenton and the Epping site will have a 110 car system to off load trucks to rail tanks. Epping has 2 tracks and is sitting on top of an existing oil line, so can go by rail or pipeline. Keiwit is a huge company in the U.S. and they are in the area to build. Keiwit does real estate construction. The State of North Dakota committed one billion dollars to infrastructure in north-west North Dakota. Town council will budget for membership in the Mon-Dak Energy Alliance.

Upper Pool Park. Town received one bid for the Upper Pool Park. Mark T. Nelson submitted a bid for the property described as Lot 30, Block 1, Cushing's Second Addition of the Upper Pool Park Area, in the amount of \$5125.00. Bid reflects possibility of incurring additional cost in removing concrete and other debris, which may be encountered during excavation. Sole purpose of this property acquisition is to construct a split entry, 8 -plex apartment unit. Completion of project is anticipated by December 31, 2011. W. Bruce Houle made a motion to accept the bid proposal from Mark T. Nelson for \$5125 for Upper Pool Park Lot. Dallas Dehner seconded the motion. Those voting in favor of the motion: W. Bruce Houle and Dallas Dehner. Absent and not voting: Bernie W. Finnicum. Abstaining: Mark Nelson. MOTION CARRIED. Attorney Hennessy will do the deed.

Community Pond Program. Council reviewed the Community Pond Program Fact Sheet from Montana Fish, Wildlife & Parks. Glasgow has a great Community Pond for fishing. The hospital land by the levee has potential for this sort of project. W. Bruce Houle made a motion to support the concept of the Community Pond Program and initiate start of the project with Fish, Wildlife and Parks and the hospital. Dallas Dehner seconded the motion. Those voting in favor of the motion: W. Bruce Houle, Dallas Dehner and Mark Nelson. Absent and not voting: Bernie W. Finnicum. MOTION CARRIED.

Declaration of Disaster. All the proper paperwork was completed (Resolution & letter to Governor, copies to State DES.) Two Corp. of Engineer representatives are coming on Tuesday @ 1:00 p.m. to check out potential flooding. Drainage to check are Diamond Coulee, West, North and East and past the lagoons on the flats.

Pool. W. Bruce Houle made a motion to advertise for pool staff for the 2011 season. Mark Nelson seconded the motion. Those voting in favor of the motion: W. Bruce Houle, Mark Nelson and Dallas Dehner. Absent and not voting: Bernie W. Finnicum. MOTION CARRIED.

Oil-Gas-People-Growth- Meeting was 3-4-11 put on by Roosevelt County Planner Julie Burke. The meeting was well attended and was 1 of 3 meetings. The town needs to be conscience of our lagoons capacity and water capacity, even when Dry Prairie looks to expand again.

Montola. Mayor Oelkers reported the old Montola Plant will employ 2 workers in mid-March and 6 by start of April.

Thomsen Property. Council received a letter from Sara Thomsen stating "at this time I would sell the Thomsen Radio & TV property for \$5000."

W.Bruce Houle made a motion to purchase the Thomsen property for \$5000, town will tear down existing buildings, and town will turn it by offering the property to the fire department for new building or then public use. Mark Nelson seconded the motion. Discussion on the motion was we do not want to buy it and leave it sit. Those voting in favor of the motion: W. Bruce Houle, Mark Nelson and Dallas Dehner. Absent and not voting: Bernie W. Finnicum.
MOTION CARRIED.

The following bills were reviewed by the auditing committee and ordered paid:

General Fund:

Robert Jasper	230.00
Visa	116.94
Penny Hendrickson	250.35
Raedelle Aspenlieder	2,464.03
Robert Jasper	210.79
City Line	1,413.58
MT DEQ	863.00
Farm Plan	89.29
First Community Bank	27.50
Gaffaney's	20.99
Hennessy Law Office	850.99
Hometown Market	227.52
ID Corporation	351.82
Internal Revenue Service	976.43
Kohler Communications	210.00
Leinen Brothers Auto	1,157.60
Dept. of Revenue	164.44
MDU	567.20
Nemont	156.04
Oelkers Servicenter	211.00
PERS	563.80
Roos. Co. Sheriff Dept.	1,000.00
Will's Office World	441.95
Hennessy Law Office	443.00
The Searchlight	61.25
TOTAL	\$13,069.51

Special Funds:

Robert Jasper	948.53
Ross Helmer	476.08
Beth Hekkel	45.70
Beth Hekkel	192.30
City Line	212.27
Colvin Sales & Service	92.27
Culbertson Pharmacy	23.34
Dacotah Paper	139.24
Farm Plan	250.46
Finnicum's	53.42
Hometown Market	18.87
Internal Revenue Service	305.96
McCody concrete	86.67
Miller Oil Co.	646.85
Dept. of Revenue	53.98
MDU	1,372.01
Nemont	86.52

Enterprise Funds:

Michael Gossage	87.00
MTDEQ	280.00
MT Rural Water Systems	150.00
Visa	346.81
Postmaster	101.92
Dixie Berwick	1,898.03
Michael Gossage	2,542.97
Odean Kilsdonk	2,321.87
Robert Jasper	2,353.76
Alltel	42.84
City Line	56.92
Colvin Sales & Service	58.26
Dept. of Health & Human Serv.	21.00
Energy Lab	252.75
Farms Plan	19.09
Finnicum's	36.56
Hawkins, Inc.	922.25
Internal Revenue Service	2,496.08
Larsen Builders	19.05
Macon Construction	980.00
Miller Oil Co.	1,266.34
Dept. of Revenue	483.58
MDU	548.31
MDU	1,159.71
Nemont	89.47
Northwest pipe Fittings	3,876.21
Oelkers Servicenter	526.00
PERS	1,677.27
Sheridan Electric Coop.	15.00
USA Blue Book	70.59
Utilities Underground Location	4.38
Williston Landfill	1,145.58
Praxair Dist.	13.70
Utilities Underground Location	1.46
TOTAL	\$25,864.76

Special Funds cont.

Oelkers Servicenter	82.00
PERS	171.02
Sheridan Electric	111.28
The Penworthy Co.	381.40
WWC Engineering	4,036.59
MDU	470.82
TOTAL	\$10,257.58

March 7, 2011 cont.

Meeting adjourned at 9:40 p.m.

Raedelle Aspenlieder
Clerk

Gordon Oelkers
Mayor

April 4, 2011. The Culbertson Town Council met in regular session with the following present: Gordon Oelkers, W. Bruce Houle, Robert Jasper and Raedelle Aspenlieder. Absent: Dallas Dehner, Mark Nelson, Bernie W. Finnicum and Attorney Greg Hennessy. Guests: Keenan Engelke and Deputy Michael Cameron.

Mayor Oelkers called the meeting to order at 7:30 p.m. There was not a quorum present. The meeting would be for information purpose only.

Keenan Engelke said he had nothing at this time.

Sheriff Dept. Deputy Cameron reported there have been a dozen citations issued, warnings issued, 2 arrests and a DUI. He will be working with the Montana Bar about over service. Truck traffic is a concern. Specifically, rock hauling trucks going too fast.

Airport. Airport project status memo from Craig Canfield, Kadrmas, Lee & Jackson: 1.) Master Plan AIP004 - The final project closeout report has been submitted to the FAA. This project is now complete pending final grant review by the FAA. 2.) Pavement Rehabilitation AIP005 & 006 - All construction has been completed. KL&J is working on the final project report. 3.) Aviation Fuel System - The fueling system has been in operation since construction was completed last fall. There are several punch list items needing to be completed before the project is considered complete. These punch list items include site restoration and seeding which will be completed in the spring when weather allows. 4.) Miscellaneous - Capital Improvement Plan has been updated and submitted to the FAA and Sponsor.

Theodore Roosevelt Expressway. No new news.

Planning Board. The Planning Board is involved in the Growth Policy and Capital Improvement Program meetings.

Old Library Building. Someone is having the Structure checked out.

Walk Path. The Fish Wildlife and Parks Grant is now \$16,200 not \$30,000 due to funding. Action on budget revisions is needed at next council meeting.

Growth Policy & CIP. Next meeting is 4-6-11 at 6:30 p.m.

BNSF. No new news.

7th Ave. E. and Ninety-Two Addn. The Montana Dept. of Transportation responded - town needs to provide design for the proposed 7th Ave. E. Approach. Next meeting council will have to decide.

Old County Building. Public Auction - Thursday 4-7-11 at 2:01 p.m.

Community Pond Program. No new news.

Declaration of Disaster. No news.

Zoning/Ordinance Permit. Council has a permit from Mark Nelson. No action taken - no quorum. A question on the permit if there is onsite parking or extra parking? Permit shows pool parking area only.

GJV's. Mayor Oelkers approved and signed utility billing vouchers #710 - #714.

Wastewater Collection & Treatment System. Town did not make the TSEP Project list. We have no violations or administrative orders. We will contact Rural Development for information about a Grant/Loan package.

Impact of a Possible 100 Man Camp. WWC Engineering analyzed the existing conditions of the Culbertson wastewater collection and treatment systems to estimate the impacts to the system from a proposed man camp housing 100 workers. Council got a copy of this information.

Centennial Drive SID. Project is out for bid. Bids are due May 2, 2011.

Industrial Park Sub-Division. Town received a letter from MT. Dept. of Environmental Quality dated 3-16-11 Re: Sanitary Sewer Extension, Culbertson Industrial Park.

Brigham Oil & Gas. Current lease is up Sept. 2011. Attorney Hennessy is working on this.

Pool. No action taken on pool applications since there was no quorum. Mayor Oelkers would like Dixie to get lifeguard training and certification lined up.

Library. The new library shelves are bowing. Have Beth Hekkel talk to councilman Mark Nelson and get his opinion for a solution.

Pool. Bob took a course in Minot for Pool Operators and he passed the course. ADA Regulation are coming that will be difficult for our pool to comply with or accommodate.

Clerk will set-up a Special Meeting for the action items.

The following bills were reviewed by the auditing committee and ordered paid:

<u>General Fund:</u>		<u>Enterprise Funds:</u>	
Boesh Engineering & Testing	5800.00	Energy Laboratories	655.00
Dept. of Revenue	383.85	Visa	651.63
Franz Construction Co., Inc.	38000.76	Postmaster	100.52
Visa	245.22	Dixie Berwick	2069.22
Penny Hendrickson	250.35	Michael Gossage	2924.83
Raedelle Aspenlieder	2364.03	Odean Kilsdonk	2410.30
Robert Jasper	211.61	Robert Jasper	2539.38
City Line	1368.45	Alltel	42.84
Eastern Plains RC&D Area	125.00	Black Mountain Software	1315.00
Gaffaney's	319.83	City Line	55.39
Hometown Market	71.88	Dept. of Public Health & H S	21.00
Internal Revenue Services	1076.57	Energy Laboratories	365.25
MT Dept. of Revenue	164.44	Farm Plan	150.81
MDU	756.45	Hawkins, INC.	1605.24
Nemont	259.20	Internal Revenue Service	2813.24
PERS	563.94	Macon Const. Co.	2371.22
Raedelle Aspenlieder	10.00	Miller Oil Co.	1576.62
Red Hot	235.00	Mt Dept. of Revenue	553.28
Roos. Co. Sheriff Dept.	1000.00	MDU	36.75
Kadmas, Lee & Jackson	833.56	Nemont	86.75
Larsen Builders, Inc.	306.29	Oelkers Servicercenter	202.50
Will's Office World	300.00	Pacific Steel & Recycle.	69.49
TOTAL	\$54,646.43	Praxair Dist. Inc.	12.95
		PERS	1845.60
		Sheridan Elec. Coop.	15.00
<u>Enterprise Funds cont.</u>		Wild West Diner	24.00
Williston Landfill	1512.49	MDU	889.81
Larsen Builders	10.16	TOTAL	\$28,159.70
MDU	1233.43		

April 4, 2011 cont.

Special Funds.

Robert Jasper	775.92
Ross Helmer	476.08
Beth Hekkel	272.23
City Line	233.00
Country Gardens	19.97
Culbertson Pharmacy	1.59
Farm Plan	11.00
Gaffney's	233.32
Hometown Market	12.93
Internal Revenue Service	262.36
McCody Concrete	83.08
Miller Oil Co.	598.51

Special Funds cont.

Mt Dept. of Revenue	45.28
MDU	24.98
Nemont	36.52
PERS	139.84
Sheridan Elec. Coop.	90.82
Sidney Red-E-Mix	72.00
Titan Machinery	174.86
WWC Engineering	3047.04
Larsen Builders, Inc.	25.00
MDU	1379.73
Sidney Red-E-Mix	717.00
TOTAL	<u>\$8,733.06</u>

Meeting adjourned at 8:07 p.m.


Clerk


Mayor

April 18, 2011 10:00 a.m. Special Town Council Meeting. The Culbertson Town Council met in special session with the following present: W. Bruce Houle, Gordon Oelkers, Mark Nelson, Robert Jasper and Ruedelle Aspenlieder. Absent: Dallas Dehner and Bernie W. Finnicum. Guests: Mark and Leona Colvin and Mark Mahlen.

Mayor Oelkers explained this special meeting was called because there was not a quorum at the regular April 4, 2011 meeting and a few agenda items needed action.

W. Bruce Houle made a motion to approve the agenda. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

W. Bruce Houle made a motion to approve the March 7, 2011 minutes and February 28, 2011 Treasurers Report. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Mark Colvin wanted to thank the town for the information on the existing conditions of the wastewater collection and treatment systems. Mark will be running a sewer service line to his new business.

Mark Mahlen asked a question that concerned extending the sewer main to property he owns in Froid. Mayor Oelkers explained that anytime a city main is extended it has to be engineered and approved by the Dept. of Environmental Quality.

Walk Path - CTEP. Mark Nelson made a motion to spend up to \$5000 of Town funds on the Walk Path Project. W. Bruce Houle seconded the motion. Bruce wanted to wait to find out if CTEP only allows money and no time, office supplies, shipping, etc. Culbertson would need to contribute \$1957 to satisfy CTEP's match. All present voted in favor of the motion. MOTION CARRIED.

7th Ave. E. and Ninety-Two Addn. Mark Mahlen stated that neither Paul Finnicum or him wanted the 7th Ave. E. approach, because the Montana Dept. of Transportation said once 7th Avenue East is constructed, MDT will close off the path being used to access the man camp and the carpet warehouse. Any approaches to 7th Avenue East will not be allowed within MDT right of way, and should be located far enough off of MDT right of way to operate safely and efficiently. Mark Mahlen stated that if the town moves forward with the 7th Ave. E. approach they will not sign the street dedication for 5th Street East. Mayor Oelkers said since the man camp has city water and sewer services, he would like to see that area annexed into town.

Zoning/Ordinance Permit. A Zoning/Ordinance permit for Mark Nelson has the required 3 signatures but could not be officially approved due to lack of a quorum since Mark Nelson will have to abstain on his own permit.

Pool Staff 2011. Mark Nelson made a motion to hire Tiffany Marchwick as Pool Manager and head Water Safety Instructor. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

W. Bruce Houle made a motion to hire Karli Larsen and Ashley Sullivan as Assistant Managers and Lifeguards. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

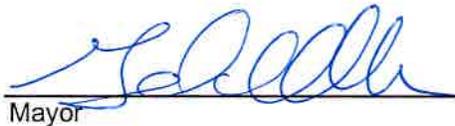
W. Bruce Houle made a motion to hire Paige Berwick and Allie Crowder as Water Safety Instructors & Lifeguards. Hire the following as lifeguards: Shelby Weeks, Erica Nickoloff, Bailey Nickoloff, Janae Reynen, Rene Oelkers, Michelle Williams and Dylan Bear. All pool staff is required to have the proper certifications. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Eastern Plains RC&D. Mark Nelson made a motion to appoint Dixie Berwick as the Town Representative on the RC&D Council and Raedelle Aspenlieder the Alternate Representative. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Pool. Robert Jasper reported that the wading pool may be closed. Wading pools are required to be separate from big pools as far as filter and water supply, chlorination and circulating pump. Council asked Bob to check the options and costs. There are ADA changes for the big pool coming. Clerk will put the information in the paper. We may need fund raising events for a project.

Meeting adjourned at 10:30 a.m.


Clerk


Mayor

May 2, 2011. The Culbertson Town Council met in regular session with the following present: W. Bruce Houle, Gordon Oelkers, Dallas Dehner, Mark Nelson, Greg Hennessy, Robert Jasper and Raedelle Aspenlieder. Absent: Bernie W. Finnicum. Guests: Kathy Kilsdonk, Ed Larson -Endeavor Engineering, Pete Olson, Craig Brown, Mark Colvin and Deputy Michael Cameron.

Mark Nelson made a motion to approve the agenda. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

W. Bruce Houle made a motion to approve the minutes from regular meeting April 4, 2011 and special meeting April 18, 2011 and March 31, 2011 Treasurer Report. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Kathy Kilsdonk wanted to discuss truck traffic on 3rd Ave. East. She said it is difficult to even be on the phone, the house is cracking and dishes are moving. There are many times 5-10 trucks in a row pass by. Kathy said the street was not built to be a truck route. Kathy wants truck traffic stopped on 3rd Ave. E. Truck speed is 15 mph now on 3rd Ave. E. Deputy Cameron said his shift has been from 8:00 pm to 4:00 am. Robert Jasper has patched the street 4 times already. Kathy wants no truck traffic on 3rd Ave. E. Other suggestions were to add another layer of asphalt and paint 15 mph on the pavement. Bob will see about ordering more noticeable signs. Next meeting the council may come up with other ideas.

Ed Larsen is with Endeavor Engineering and is working on plans to get back in the area again. Ed suggested the town get the concerns of 3rd Ave. E. to the trucking firms safety meetings.

Sheriff Dept. Deputy Michael Cameron reported the Sheriff Dept. had a DUI arrest, theft at the Montana Bar and 2 MIP's in town. Michael received training in suicide prevention. Deputy Cameron said the town can contact the juvenile Judge about the pool vandalism. Jason Fredrick is now the undersheriff.

Corps of Discovery. Pete Olson reported the bronze Corps of Discovery Plaque will cost \$530. The Land Surveyors Association will go in half on the cost of the plaque. Pete is getting it ordered. Then we will have to get the pedestal for the plaque.

Airport. Mayor Oelkers received a call from the county commissioners wanting to know if the town would be interested in the airport being owned entirely by the town. W. Bruce Houle made a motion to investigate and

May 2, 2011 cont.

Airport cont. and get the necessary information for the airport to be town owned. Mark Nelson seconded the motion. Clerk will contact Craig Canfield w/ Kadrmas, Lee & Jackson about the impact, if any, this would have on future FAA funding. Clerk will contact the Town insurance MMIA regarding coverage. Town will find out what county funds will be available each year. All present voted in favor of the motion. MOTION CARRIED.

Theodore Roosevelt Expressway. No new news.

Planning Board. There will be a Growth Policy and Capital Improvement Plan meeting on Wednesday, May 4th at 6:30 p.m.

Old Library Building. Someone is still having the building checked out.

Walk Path. The match requirements for CTEP versus Fish, Wildlife & Parks are different. It is better for the town to match the CTEP Grant and use the CTEP Grant to match Fish, Wildlife & Parks Grant. The town will do a certain amount of in-kind match with equipment and manpower, along with up to \$5000 of town funds. The total value of in-kind contributions is \$18,200 budget dated 4-21-11.

BNSF Railway Co. No response yet. W. Bruce Houle suggested we send BNSF another letter and he would like a telephone number.

7th Ave. E. and Ninety-Two Addn. Council would like Attorney Hennessy to move forward on the street dedication of 5th Street East.

Community Pond. No new information.

Zoning/Ordinance Permits. Zoning/Ordinance Permits were approved for Mark Nelson, John & Judy Hofman, Donald Oelkers and Joseph Fiedler.

GJV's. General journal vouchers # 550 & # 551 and Utility Billing vouchers # 716 - # 720 were approved and signed.

Wastewater Collection and Treatment System. W. Bruce Houle made a motion to have WWC Engineering complete the Rural Development application. Dallas Dehner seconded the motion. The Council can then see the possibilities with Rural Development Grant/Loan package, costs and rate structure associated with that approach. All present voted in favor of the motion. MOTION CARRIED.

Centennial Drive SID. Town received 3 bids on the Centennial Drive Special Improvement District project.

- Knife River Corporation North Central \$101,106.00
- Paveco, LLC \$172,628.40
- Century companies, Inc. \$253,250.00

W. Bruce Houle made a motion to accept the obvious low bid from Knife River Corp. if it is a solid, secure bid as reviewed by WWC Engineering. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Industrial Park Sub-Division. Attorney Hennessy is waiting on the Senior Loan Officer to give the green light. W. Bruce Houle asked Attorney Hennessy to follow-up.

Brigham Oil & Gas. Attorney Hennessy has not heard from Brigham Oil & Gas on the Extension and Amendment of Oil and Gas Lease.

Landfill Fees. W. Bruce Houle made a motion to amend the landfill fee ordinance for tire disposal to \$6.00/car tire, \$12.00/semi truck tire and \$18.00/tractor tire, due to the recent tire disposal fee increase of 328%. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED. Clerk will put this in the Searchlight and notify the businesses that deal with tires.

RV Parking. Ordinance #201 dealing with RV Parking expired when Basin Electric power plant was "turn key". Clerk will put a notice in the Searchlight and send letters to those in violation that we are aware of.

Approach Permit-River Pumphouse. The Montana Dept. of Transportation approved the Driveway Approach Application and Permit for Town of Culbertson and Steve Baldwin. This is the approach to the river pumphouse.

Library Shelving. New shelving at library is sagging. Council suggested 1/2" or 1/4" round be installed under shelves.

Swimming Pool & Wading Pool. The baby pool will be out of commission this summer due to state regulations. The big pool is being worked on. Clerk will send a copy of paint bill to MMIA.

Thomsen Radio and TV. Attorney Hennessy will draft the deed. The museum has expressed interest in the sign and possibly other items for the museum. Council said we can't do anything until we have a deed.

The following bills were reviewed by the auditing committee and ordered paid:

<u>General Fund:</u>		<u>Enterprise Funds:</u>	
Hennessy Law Office	807.03	MMIA	1836.88
MMIA	372.44	Unemp. Ins. Div.	56.40
Sheridan Electric Coop.	328.75	Michael Gossage	441.11
Unemp. Ins. Div.	19.80	Dept. of Public Health &HS	21.00
VISA	18.26	Energy Laboratories	37.00
Gaffaney's	12.05	Industrial Systems	883.61
Nemont	256.49	Interstate Power Systems	185.55
Roosevelt Co. Sheriff Dept.	1000.00	MT DEQ	70.00
The Searchlight	30.00	Montana Rural Water	200.00
U.S. Postal Service	539.50	Nemont	87.04
Penny Hendrickson	250.35	Norlab, Inc.	74.00
Raedelle Aspenlieder	2364.03	Northwest Pipe Fittings	1253.16
Robert Jasper	159.66	Ryan Motors	113.85
The City Line	630.77	Sheridan Electric	15.00
Dixie Berwick	130.56	Dixie Berwick	1949.73
Farm Plan	9.04	Michael Gossage	2684.71
Hawkins Inc.	505.76	Odean Kilsdonk	2336.28
Industrial Systems	306.00	Robert Jasper	2490.72
Internal Revenue Service	1061.29	Alltel	43.67
Larsen Lumber	9.90	The City Line	44.96
Miller Oil Co.	383.50	Farm Plan	32.23
MT. Dept. of Revenue	161.95	Hawkins, Inc.	2412.68
Montana-Dakota Utilities	371.31	Industrial Systems	588.57
Montana-Dakota Utilities	87.91	Internal Revenue Service	2582.92
Oelkers Servicenter	25.00	Miller Oil Co.	983.65
PERS	554.27	MT Dept. of Revenue	512.02
TOTAL	\$ 10,395.62	Montana-Dakota Utilities	35.77
		Montana-Dakota Utilities	1747.66
		Northwest Pipe Fittings	651.70
		Oelkers Servicenter	1020.54
		PERS	1741.06
		Williston Landfill	2748.25
		TOTAL	\$ 29,881.72
		<u>Special Funds cont.</u>	
		Larsen Builders	9.58
		Miller Oil Co.	116.44
		MT. Dept. of Revenue	34.03
		Montana-Dakota Utilities	22.18
		Oelkers Servicenter	33.80
		PERS	96.80
		TOTAL	\$ 12,956.97
<u>Special Funds:</u>			
MMIA	175.82		
Unemp. Ins. Div.	6.21		
Visa	100.00		
Postmaster	78.77		
McCody Concrete Products	114.25		
Nemont	86.39		
Sheridan Electric	55.67		
WWC Engineering	10137.57		
Robert Jasper	542.84		
Ross Helmer	476.08		
Beth Hekkel	274.47		
The City Line	110.79		
Farm Plan	289.00		
Internal Revenue Service	196.28		

May 2, 2011 cont.

Meeting adjourned at 9:15 p.m.


Clerk


Mayor

Wednesday, May 4, 2011 6:30 p.m. The Culbertson Town Council met in special session with the Planning Board for a work session on the Growth Policy and Capital Improvement Plan. The following were present: Gordon Oelkers, W. Bruce Houle, Mark Nelson, Robert Jasper and Raedelle Aspenlieder. Planning Board members: Dixie Berwick, Mike Olson and Lee Averill. Planner, Scott Aspenlieder WWC Engineering.

Scott Aspenlieder presented a progress report for period 4-2-11 to 5-2-11. That report is attached to these minutes.

Each town council member and planning board member will receive a matrix to fill out and return by early June. The group reviewed and made a few changes to the draft copy.

The Town's current rate structure and hook-up (impact) fees were discussed. Clerk will put on the next town council agenda an item asking the town council if they want WWC Engineering to analyze our current rates and hook-up (impact) fees.

The group asked the clerk to look in old records to see if the water main south of the railroad tracks to the water plant had been replaced.

Meeting adjourned at 8:00 p.m.


Clerk


Mayor

Friday, May 13, 2011 10:00a.m. The Culbertson Town Council met in special session for the purpose of considering and possibly accepting one of two proposals on the old Library Building 202 Broadway Ave. The following were present: Gordon Oelkers, W. Bruce Houle, Mark Nelson and Raedelle Aspenlieder. Absent: Dallas Dehner and Bernie W. Finnicum. Guests: Mark and Leona Colvin.

The Town Council received 2 proposals for the old library building 202 Broadway Ave. Wagoner Roofing and Remodeling wants to use the building for office space on the main floor and living quarters for their crew on the top level. They will start to work on the building 45 days after receipt of title. Darcy Saunders intent would be to restore the historic building as close as possible to original. The first floor would be living quarters mainly for her family use. The upstairs would be designed as such for rentable living space. When her family is not in residence, it would be their intent to allow the building manager to rent, on short term basis, the main floor residence.

W. Bruce Houle made a motion to award the old library to Wagoner Roofing and Remodeling. Mark Nelson seconded the motion. The council believes the building is a liability to the town. Other concerns were that parking may be an issue and supplies cannot be stored on the street or sidewalks. Those voting in favor of the motion: W. Brue Houle and Mark Nelson. Absent and not voting: Dallas Dehner and Bernie W. Finnicum. MOTION CARRIED.

Mark and Leona Colvin presented a Zoning/Ordinance permit for a 14x70 trailer. Council could not take official action on the permit as it was not on the agenda. Council viewed the permit.

Colvin's also had a permit for a man camp. Copies were provided. Colvin's would like the council to be able to approve the permit at the June 6th regular meeting. So, they would like to secure a date with all parties prior to June 6th, an evening meeting @ 7:00 to answer questions and concerns. No date was set.

Meeting adjourned at 10:50 a.m.


Clerk


Mayor

PROGRESS REPORT

REPORTING PERIOD: 4/2/2011-5/2/2011

PROJECT : Town of Culbertson Growth Policy and
Capital Improvements Plan

During the period of April 2, 2011 through May 2, 2011, the following work was accomplished on the Growth Policy and Capital Improvements Plan.

Task 1: Growth Policy

- A draft of the Culbertson Growth Policy was finished to take to the next working group meeting.
- WWC wrote an article for Culbertson to run in the local paper, stating the need for public involvement and the importance of the community survey that was sent out with the April water bill.
- WWC finalized the community survey for Culbertson and was sent out in the April water bill.

Task 2: Capital Improvements Plan

- WWC came up with a list of Capital Improvement Projects to take to the next working group meeting.
- WWC came up with a scoring criteria for the list of Capital Improvement Projects to take to the next working group meeting.

STAFF REPORT

COLVIN ZONING/ORDINANCE PERMIT APPLICATION

To: Culbertson Town Council
From: WWC Engineering, Contract Planner
Subject: Proposed public accommodations a "man camp" for 100 people within the Town Limits

GENERAL INFORMATION

DATE OF APPLICATION: May 11, 2011
DATE OF SUFFICIENCY: NA
REVIEW PERIOD ENDS: NA

PUBLIC MEETING DATES:
TBD

APPLICANT: Mark A. and Leona Waldhausen Colvin
P.O. Box 503
Culbertson, MT 59218-0503

APPLICANT'S REPRESENTATIVES:
NA

LEGAL DESCRIPTION:
T28 N, R56 E, 5.466 AC TRACT IN SW ¼ of S28 and 6.674 AC TRACT
IN SE ¼ of S29, P.M.M. Roosevelt County, Montana

GENERAL LOCATION:
The property is located along Highway 2 on the east side of Culbertson.

PROPOSAL:
The Applicant proposes to construct public accommodations ("man camp") in the form of a 100-person, dormitory style housing complex intended to house temporary workers for oil and gas development activities on the eastern 5.466 AC tract. This facility will be served by the Town public water supply and an on-site wastewater collection system and sewage holding tanks. Access to the proposed facility will be off of Highway 2 using an existing approach serving the western 6.674 AC tract.

REVIEW FEES PAID?

DISCUSSION:

The proposal to use the "vacant urban" land for commercial use as public accommodations may qualify for review under the Culbertson Subdivision Regulations, if the proposed use represents a change in the approved use or conditions of the final plat. For example, if the parcels in question were created for residential use, the proposed commercial use represents a material change to the final plat. Also, if the parcels were created using sanitation exemptions/restrictions, any type of wastewater system may trigger subdivision and DEQ review to remove the restrictions. In any case, subdivision review would ensure that the Town receives the required information for a complete review for both subdivision and zoning/ordinance approval.

Per Ordinance 15.02.030, the Town Council may grant a permit for a structure "if satisfied that said structure is a proper and suitable structure to be erected or moved into the town..." Regardless of the need for subdivision or other review, the Town is entitled to a more complete zoning/ordinance application, with enough information to initiate a basic commercial site plan review. WWC will then advise the Town of its legal authority (through existing ordinances, codes, regulations, etc.) to require the developer to mitigate the effects of the proposed facility on local services, public facilities, and public health and safety, as outlined in this staff report. WWC provides such advice based on experience and our interpretation of ordinances, codes, regulations, etc, and such advice is not intended to be a substitute for legal advice from the Town's attorney.

The Montana Department of Public Health and Human Services (DPHHS) must review the proposed facility to determine the applicable regulations under ARM 37.111, Subchapter 6: Public Accommodations. DPHHS and the Town need more information on how the facility will be operated and what services will be provided to determine if the facility is a hotel/motel/boarding house, or a work camp. Regardless of the type of facility, ARM 37.111 requires Department review of the facility layout plan and water/wastewater systems, and can set requirements for maintenance, weed and pest control, and inspections by the Department, local health officer, or local sanitarian.

The county sanitarian and DEQ must also review any plans for water and wastewater systems.

PRESENT LAND USE:

The properties are currently utilized for agricultural and commercial purposes.

ADJACENT LAND USE:

North – Agricultural
South – Public (MDT) & Industrial Rural
East – Public (County Museum)
West – Commercial

Information submitted with the application included:

- An incomplete zoning/ordinance application form
- A signed indemnification waiver form

- A sketch plan showing facility setbacks to the north and east
- A facility layout for the work camp
- A vicinity map/sketch plan showing the Highway 2 approach, an internal road, parking, and the camp facilities, without dimensions or scale.

WATER SUPPLY:

This tract will be served by the Culbertson public water supply through an 8-inch PVC main. The typical per capita water usage for work camp facilities is 60 gallons per day, or 6,000 gallons per day total. A water storage tank is shown on the site layout, but the storage volume is not specified. The proposed water system will require review and approval by the Roosevelt County Sanitarian and DEQ.

WASTEWATER SYSTEM:

The information submitted with the application shows on-site wastewater collection systems consisting of two lift stations and two sewage holding tanks. The proposed systems will require review and approval by the Roosevelt County Sanitarian and DEQ. Information for final disposal was not provided, but it is the Town's understanding that wastewater would be transported to Williston or Sidney for final disposal.

SOLID WASTE:

The proposed work camp will be charged typical commercial rates for garbage collection by the Town for disposal in the Williston, ND landfill. Details for solid waste collection, such as the number and location of canisters/pads, have not been provided.

ROADS:

The Applicant is proposing one (1) driveway approach off of Highway 2, which is a State Highway. An existing approach for the western tract is located approximately 515 feet west of the approach from the south for the MDT weigh station. A loop road around the perimeter of the property is shown on the sketch plan, with unspecified design standards. Other public accommodations, such as business hotels and motels, generate hourly peaks in traffic ranging from 0.5 to 0.7 trips per room. The proposed facility has the potential to generate 50 to 70 trips per hour at peak times, depending on the shifts worked by the occupants. An unspecified amount of vehicle parking is shown on the sketch plan, and no parking design standards have been proposed. It is anticipated that the applicant will be required to submit an approach permit application to the Montana Department of Transportation and will be subject to the terms and conditions of that Agency's jurisdiction.

UTILITIES:

Utilities information was not included with the application. The submitted site layout shows six LPG (liquid propane gas) tanks and a generator.

EMERGENCY SERVICES:

The Culbertson Volunteer Fire Department (CVFD) will serve the proposed facility. One (1) fire hydrant serves both tracts. The Roosevelt County Sheriff, located in Wolf Point,

will provide law enforcement and the Roosevelt Medical Center Ambulance Service, located in Culbertson, will provide both ambulatory and emergency services.

DURATION:

The application describes the proposed facility as a "temporary housing unit." Temporary and permanent do not have specific definitions in the subdivision, DEQ, or DPHHS ARMs. Unless the proposed development has a definite termination date, it is considered permanent.

RECOMMENDATIONS

1. The Town Council and Planning Department must first determine if the proposed facility triggers review under the Culbertson Subdivision Regulations. The applicant must submit ownership information (title report, final plat, certificate of survey, warranty deed, conditions of approval, covenants) for the tracts under review.
2. The Town is entitled to a more complete zoning/ordinance application, with enough information to initiate a basic commercial site plan review. The applicant should submit the following:
 - a. A complete site plan at a scale of one inch to 400 feet or larger showing all facilities, improvements, utilities, setbacks, easements, etc.
 - b. Preliminary plans and specifications for wastewater and water supply systems for submittal to the Roosevelt County Health Department and DEQ for review and approval.
 - c. A solid waste plan to include anticipated loading, canister number and location, and the anticipated frequency of service.
 - d. A preliminary grading and drainage plan.
 - e. An estimate of traffic generated by the facility, based on similar facilities designed by PTI Premium Camp Services.
 - f. An application to MDT for an approach permit or modification to an existing permit for access to Highway 2.
 - g. A Draft Weed Management Plan.
 - h. Estimated Cost of Project (Application Item #3) for assessment and tax estimates.
 - i. Type of Materials Used (Application Item #4) documenting conformance with the current State Building Code per Town Ordinance 15.02.010.
3. The Town should also begin discussions with the applicant to address concerns raised by the proposed facility. At the same time, the Town should evaluate its legal options for requiring conditions to mitigate these concerns. The applicant should provide:
 - a. A draft landscaping plan, including provisions for screening the proposed commercial use from adjacent public uses such as the museum and Highway 2.
 - b. A draft fire protection plan specifically for this facility, following the guidance of the Culbertson Subdivision Regulations. The plan must be equally acceptable to the Fire Department, the applicant, and the Town Council.
 - c. Preliminary design standards used for the internal road and the parking area.
 - d. A draft site security plan, including the use of contracted security services, if proposed. The plan must be equally acceptable to the Sheriff's Department, the applicant, and the Town Council.

4. In the event that the Town is required to issue a zoning/ordinance permit without subdivision review, WWC will develop a list of "standard" conditions of approval, requiring that all other reviews, approvals, and permits be obtained before construction can begin.
5. The Town is currently in the process of upgrading its existing wastewater treatment facility. Should the applicant wish to hook up to the wastewater system in the future, the applicant will be subject to a proportionate share of the wastewater system improvement costs based on flow contributions to the system. The proportionate share may be distributed in payments over a finite period of time or excused in lieu of an increased wastewater rate structure at the Town's discretion.



2011 SCHEDULE OF CHARGES

PERSONNEL	HOURLY FEE*
Principals of Firm	\$115.00
Professional, Level 6	\$111.00
Sr. Project Manager	\$109.00
Professional, Level 5	\$108.00
Professional, Level 4	\$101.00
Project Manager	\$97.00
Professional, Level 3	\$94.00
Professional, Level 2	\$88.00
Professional, Level 1	\$80.00
Systems Analyst 2	\$67.00
Systems Analyst 1	\$59.00
CADD Manager	\$72.00
CADD Designer	\$68.00
CADD Operator 2	\$65.00
CADD Operator 1	\$59.00
Technician Supervisor	\$73.00
Technician 3	\$67.00
Technician 2	\$63.00
Technician 1	\$49.00
Clerical	\$47.00

* Note: The above charges include fringe benefits, overhead, etc. No multiplier is used for billing purposes.

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This schedule of charges shall be in effect from January 1, 2011 through December 31, 2011. These rates are subject to an annual adjustment to be determined by WWC Engineering and shall become its prevailing rates for the ensuing year.

Montana Department of

Environmental Quality

MEMO

To: Potential Developers

From: Montana DEQ

Date: April 4, 2011

Subject: Work Camps, Trailer Courts, and other facilities.

This guidance document has been prepared by the Department of Environmental Quality in order to facilitate the review and approval of subdivisions, trailer courts, and work camps. This document is a summary of the applicable state regulations and the Department's review process. The information presented in this document relating to other State agencies, such as the Department of Natural Resources and Conservation and the Department of Public Health and Human Services, are presented for information only; specific requirements must be confirmed with those agencies.

Abbreviations and acronyms used in this document:

ARM:	Administrative Rule of Montana
DEQ:	Department of Environmental Quality
DNRC:	Department of Natural Resources and Conservation
DPHHS:	Department of Public Health and Human Services
MCA:	Montana Code Annotated
PWS:	Public Water Supply

Types of development

Subdivision:

Subdivision means a division of land or land so divided that creates one or more parcels containing less than 20 acres, exclusive of public roadways, in order that the title to or possession of the parcels may be sold, rented, leased, or otherwise conveyed and includes any resubdivision and any condominium or area, regardless of size, that provides permanent multiple space for recreational camping vehicles or mobile homes. MCA 76-4-102

Mobile home means a trailer equipped with necessary service connections that is designed for use as a long-term residence.

Recreational camping vehicle means a vehicle that is used for non-permanent residence and is moved frequently.

Permanent does not have a specific definition in the subdivision ARMs; Merriam-Webster defines it as "continuing or enduring without fundamental or marked change." If a proposed development does not have a definite termination date or deadline, it is considered permanent.

Trailer Court:

Trailer court means a parcel of land upon which two or more spaces are available to the public and designated for occupancy by trailers or mobile homes for use as residences. DPHHS Definition, MCA 50-52-101

Work Camp:

Work camp means a parcel of land on which housing is provided by a person for two or more families or individuals living separately, for the exclusive use of the employees of the person and the families, if any, of the employees. For purposes of this subsection, "housing" includes but is not limited to camping spaces; trailer parking spaces; mobile, modular, or permanent barracks or structures; and any appurtenant water supply and distribution system, sewage collection and disposal system, solid waste collection and disposal system, or food service and dining facilities. Housing does not include shelter provided by an employer for persons who are employed to perform agricultural duties on a ranch or farm. DPHHS Definition, MCA 50-52-101

Is my development a public water supply?

If it will serve at least 25 people, or has at least 15 connections (trailers, homes, etc.), for at least 60 days out of the year – yes, it is a PWS.

Public water supply system means a system for the provision of water for human consumption from a community well, water hauler for cisterns, water bottling plant, water dispenser, or other water supply that has at least 15 service connections or that regularly serves at least 25 persons daily for any 60 or more days in a calendar year. MCA 75-6-102

Public water supply systems are further categorized as follows:

Community (C) water system means a public water supply system that serves at least 15 service connections used by year-round residents or that regularly serves at least 25 year-round residents;

Non-community water system means a public water supply system that is not a community water system; these systems are further defined as:

Non-transient non-community (NTNC) means a public water supply system that is not a community water system and that regularly serves at least 25 of the same persons over six months per year. Examples include workplaces and schools.

Transient non-community (TNC) means a public water supply system that is not a community water system and that does not regularly serve at least 25 of the same persons for at least 6 months a year. Examples include restaurants, cafes, bars, campgrounds and motels.

A consecutive system PWS is a system that receives some or all of its finished water from one or more wholesale systems (such as a regional water system). 40 CFR 141.2.

- Systems are classified according to the same definitions (C, NTNC, TNC) and certified operator requirements are the same.
- If the wholesale system provides service to only one building, it is not considered a consecutive system.
- Under certain conditions, a consecutive system may be considered for exclusion from the monitoring and reporting requirements of DEQ. These conditions include, but are not necessarily limited to, the following: system consists of distribution and storage only (no treatment), system obtain all of its water from a wholesale PWS, system does not sell water, the water wholesaler will include the system in its sampling plans and is responsible for issuing public notice and consumer confidence reports. ARM 17.38.210.

What are the requirements for a PWS?

New PWS systems or improvements to existing PWS systems must be reviewed and approved by the Department prior to construction (ARM 17.38.101).

Routine sanitary surveys are conducted by the Department on each community system once every three years and on each non-community system once every five years (ARM 17.38.231).

C and NTNC systems are required to retain a certified operator to perform monitoring and reporting (ARM 17.38.249).

PWS systems are required to conduct sampling of contaminants in the water that may be threats to human health (ARM Title 17, Chapter 38, Subchapter 2). Typical sampling requirements include:

- Monthly samples for total coliform bacteria.
- Annual samples for nitrate.
- Samples collected within a periodic (three to nine year) window for inorganic contaminants, synthetic organic contaminants, volatile organic contaminants, radionuclides, and asbestos.

- Systems that disinfect and maintain chlorine residual must record daily chlorine residual readings. Consecutive connections must also record residual readings if the water system from which water is purchased disinfects.
- Consecutive connection systems likely do not need to sample for all of the constituents that other systems would. Typically, consecutive systems are required to sample for bacteria (monthly), lead and copper, and (in the future) disinfection byproducts.

Whose approval must I receive before constructing my development?

Public Water Supply Systems: DEQ Public Water Supply Section
 Subdivisions: Local health officer (sanitarian) and DEQ Subdivision Review Section
 Trailer Courts: Local health officer (sanitarian), DEQ Subdivision Review Section, and DPHHS
 Work Camps: Local health officer (sanitarian) and/or DPHHS

Note that a trailer court or work camp may also meet the definition of a public water supply and must then also receive the approval of DEQ prior to construction.

Is an engineer required to design my system?

A professional engineer is required to design the following systems or components:

- All community water and wastewater systems
- Subsurface wastewater treatment systems (drainfields) with a daily flow of 2,500 gallons or greater.
- Wastewater lift stations and lagoons
- Gravity water storage tanks
- Water treatment such as filtration, disinfection, nitrate/arsenic removal, etc.

Regardless of whether or not a PE is required by regulation, it may be advantageous to use a consultant to prepare submittal information. Their experience with local and DEQ permitting requirements will likely make the review quicker with fewer questions from DEQ.

Where can I get water for my development?

Adequate water must be provided for the development and must meet average and peak demand. DEQ has specific technical requirements for public and multi-user water systems. DEQ's requirements can be found in Circular DEQ-1 (Standards for Water Works) for community systems and in Circular DEQ-3 (Standards for Small Water Systems) for non-community and multi-user systems. Sources of water include:

- Connection of the development to an existing system, such as a town or a regional water system. You must obtain permission to connect from the supplier and the supplying system must demonstrate that they have the capacity to serve your development.

- A new well or wells drilled to serve the development. DEQ has specific requirements for permitting wells; PWS wells have more stringent requirements. Wells with a capacity greater than 35 gallons per minute will require water rights approved and issued by DNRC.

What do I do with the wastewater from my development?

Wastewater generated from toilets, showers, sinks, etc. must be treated or disposed of so that it does not create a nuisance or health threat to the public. As with water systems, DEQ has technical requirements for wastewater systems, including Circular DEQ-2 (Design Standards for Wastewater Facilities) and Circular DEQ-4 (Montana Standards for Subsurface Wastewater Treatment Systems). It is reasonable to assume that each person living in a work camp or trailer court may generate 75-100 gallons of wastewater each day. Possible means of wastewater disposal include:

- Connection to an existing system. You must obtain permission to connect from the system and the receiving system must demonstrate that they have the capacity to collect, treat, and dispose of the wastewater from your development.
- A new subsurface wastewater treatment system. Subsurface systems consist of a septic tank with an approved effluent filter and a subsurface drainfield of adequate size to ensure that the wastewater received sufficient treatment in the soil.
 - Drainfield size is based on the daily design flow and on the nature of the soil underlying the site. Field investigations are necessary to determine the type of soil in your development; fine grained soils such as silt and clay will require a larger drainfield area than coarser materials such as sand.
 - It is necessary to demonstrate that a new subsurface system will not degrade state waters, including both surface and groundwater. This nondegradation analysis must be done in accordance with the Water Quality Act (ARM 17.30.715).
 - Subsurface systems with a design flow of 2,500 gallons per day or greater must be designed by a professional engineer; systems with a design flow of 5,000 gallons per day or greater require a discharge permit issued by the Water Protection Bureau of DEQ. A discharge permit may require a year's worth of background data before a permit is issued.
- A new wastewater treatment system such as a lagoon system. Wastewater lagoons will provide treatment of the wastewater in the primary cells; secondary cells store wastewater for one of three methods of disposal:
 - Discharge to a surface water or groundwater; this method requires a discharge permit.
 - Land application of the treated wastewater by spray irrigation onto a crop. Wastewater is stored over the winter and applied to a (typically non-consumption) crop during the irrigation season. The size of the land application area depends on the amount of wastewater, the site soil, and the type of crop irrigated. The area may become quite large (40-plus acres) and requires a buffer zone on each side to prevent access.
 - Total retention of the wastewater where a storage lagoon is sized large enough to store the wastewater over the winter and evaporate the accumulation over the summer.

- In facilities licensed by DPHHS and inspected by the local health department, DEQ may be able to approve a waiver to allow holding tanks in which the wastewater is stored for later pumping and disposal by others. In order for DEQ to approve such a system, you must identify a septic tank pumper licensed by DEQ's Waste and Underground Tank Management Bureau that has approval to discharge the wastewater into an existing system or has a land application of large enough area to apply the wastewater. Such facilities are likely to be limited in size due to the quantity of wastewater generated each day and the limitations on area pumping and disposal facilities.

What must I do with the increase in stormwater runoff due to my development?

If DEQ's subdivision regulations apply, the design circular states that the runoff from the site, after development, must not be greater than the runoff prior to development during a 2-year, 1-hour storm. The increase in runoff must be retained on site for infiltration into the soil. In addition, roads must not be overtopped during a 10-year storm and homesites and drainfields must not be inundated during a 100-year storm.

There may be local planning and other requirements which differ from DEQ's regulations.

What must I do with solid waste generated in my development?

A suitable collection company and disposal site must be identified.

Is there anything else I should know about permitting?

Most developments are prohibited within defined floodplains; contact the county floodplain administrator for information regarding floodplain delineations in your area.

If you are going to disturb more than one acre of ground, it will be necessary to obtain authorization under the General Permit for Storm Water Discharges Associated with Construction Activity. This authorization is regulated by DEQ's Water Protection Bureau.

The local (county) planning board may have additional requirements for developments.

Who can I call with questions about my development?

Your first contact should be with your local health official (county sanitarian) and local planning department. These local contacts are likely to be familiar with the area you are developing, and can offer guidance for many of the issues that you may face with your development.

Other contacts:

DEQ, Public Water Supply & Subdivisions Bureau (plan review):
Matthew Waite, Billings Regional Office (406) 247-4455 mwaite@mt.gov

DEQ, Public Water Supply Technical Services Section (operator certification):
Julie Allen, Certification Clerk (406) 444-4584 JAllen3@mt.gov

DEQ, Water Protection Bureau (discharge permits):
Jenny Chambers, Bureau Chief (406) 444-3080 jchambers@mt.gov

DEQ, Waste and Underground Tank Management Bureau (septic tank pumpers):
Renai Hill (406) 444-1434 renhill@mt.gov

DNRC, Water Resources (water rights):
Denise Biggar, Glasgow Regional Office (406) 228-2561 dbiggarr@mt.gov
Kim Overcast, Billings Regional Office (406) 247-4422 kovercast@mt.gov

DPHHS, Public Health and Safety Division (trailer court and work camp licensing):
Ruth Piccone (406) 444-5303 rpiccone@mt.gov

Where can I find additional information?

Through DEQ's website, you can access the Administrative Rules, design circulars, forms, applications, and supporting documentation that is necessary. Some helpful links include:

Plan review contacts and copies of DEQ Design Circulars:

- <http://deq.mt.gov/wqinfo/pws/PlanReviewEngineer.mcpix>

Subdivision contacts and information:

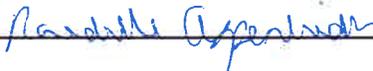
- <http://deq.mt.gov/wqinfo/Sub/default.mcpix>

Nondegradation guidance document:

- <http://deq.mt.gov/wqinfo/Nondeg/HowToNonDeReg.mcpix>

Thursday, May 26, 2011 7:00 p.m. Town Hall. The Zoning/Ordinance Committee met with the following present: W. Bruce Houle, Dallas Dehner, Mark Nelson and Raedelle Aspenlieder. The purpose of the meeting was to review the Planner Staff Report concerning the Colvin Zoning/Ordinance Permit Application. WWC Engineering 2011 Schedule of Changes and Montana Department of Environmental Quality Memo dated April 4, 2011 concerning Work Camps, Trailer Courts and other facilities.

Committee meeting adjourned at 8:00 p.m.

Clerk 

Mayor 

June 6, 2011. The Culbertson Town Council met in regular session with the following present: Gordon Oelkers, W. Bruce Houle, Dallas Dehner, Mark Nelson, Robert Jasper, Greg Hennessy and Raedelle Aspenlieder. Absent: Bernie W. Finnicum. Guests: Kathy Kilsdonk, Ron Arthur, Joe Falcon, Ed Larsen, Craig Brown, Daryl & Karen Synan, Allen Peterson, Roosevelt County Sanitarian Ron Smith, Eileen Rumsey, Don Knapp, Deputy Michael Cameron, Paula Dehner, Patrick Bidegaray, Lary Pearson, Vern Haugen-North Peak Construction, Joshua Skuzacek-Sanderson Steward Engineering, John Fordyce, Keenan Engelke, Mark & Leona Colvin, Laura Christoffersen, George Nickoloff, Paul Finnicum, Scott Aspenlieder & Robbie Neihart-WWC Engineering, Christy Knudsen, Jeff Brown-PTI and Dan Lyttle-PTI.

W. Bruce Houle made a motion to approve the agenda. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

W. Bruce Houle made a motion to approve the minutes from regular meeting May 2, 2011 and April 30, 2011 Treasurer Report. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Mayor Oelkers recognized the visitors and welcomed them to the meeting. Mayor Oelkers said the number of people present is an indication that something is happening in our community. Many communities in our country would like to have the activity we are experiencing now.

3rd Ave. E. Don Knapp presented a Petition requesting action. Noise ordinance needs to be in place, speed limits enforced and close 3rd Ave. East to through truck traffic between Highway 2 and Highway 16. Don Knapp requested documentation on the following on May 27, 2011: 1.) When State DOT took over 3rd Ave. E. for truck route, 2.) When Town of Culbertson built and designated 3rd Ave. E. as officially a truck route, 3.) Proof that 3rd Ave. E. meets compaction & thickness of state specs for truck route, and 4.) When Town of Culbertson requested sign put up on Highway 16 S. of town stating Trucks/commercial vehicles over 26000# next right. Don said the town had no documentation for the 4 items on his list. The south 2 blocks have an extra asphalt lift. The majority of the residents want the truck traffic closed. Residents have walls in their homes cracking. The noise level is unacceptable. Many of the trucks do not abide by the 15mph speed limit. Mayor Oelkers suggested there are some steps we can take to mitigate the problem: 1.) town had the state remove the portion of a sign located south of Culbertson that said "turn next right", 2.) town put red flags on the 15 mph speed sign, 3.) town will request more day shifts for Deputy Cameron so he will be able to patrol 3rd Ave. E., 4.) town can look into the cost of having the road cracks ground out and paved to reduce truck traffic noise, 5.) town can ask BNSF to put in control arms on the railroad crossing behind CB&F so some traffic can use the county road by the feed lot, 6.) talk to the state about constructing a truck bypass on the outskirts of town, and 7.) have electronic speed signs. Scott Aspenlieder, WWC Engineering, said it would take a minimum of 4-5 years for the Montana Dept. of Transportation to construct a bypass. Other comments: slow the car traffic, street needs a double yellow line, enforcement is a problem, crosswalks are an issue, 3 permanent lighted speed limit signs and close 3rd Ave. E. to truck traffic.

Dallas Dehner made a motion to mitigate the problem on 3rd Ave. E. Mark Nelson seconded the motion. Those voting in favor of the motion: Dallas Dehner and Mark Nelson. Opposed: W. Bruce Houle. Absent and not voting: Bernie W. Finnicum. MOTION CARRIED.

Mayor Oelkers introduced Scott Aspenlieder, WWC Engineering as the City Planner.

Dallas Dehner made a motion to close 3rd Ave E. for a month. Motion died for lack of a second.

June 6, 2011 cont.

W. Bruce Houle made a motion to close 3rd Ave. E. and give it 6 months minimum to fully mitigate the problem. Dallas Dehner seconded the motion. Mayor Oelkers concern of safety if all truck traffic is pushed down Hwy 16. Lary Pearson is concerned for school safety, with all the traffic on Highway 16. All present voted in favor of the motion. MOTION CARRIED.

W. Bruce Houle made a motion to declare a Declaration of Emergency to close 3rd Ave. E. to truck traffic over 20,000 pounds immediately and to waive 2nd reading. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED. Town will put signs up and put it in the paper.

Zoning/Ordinance Permit. Council approved a permit for Mark & Leona Colvin for a mobile home on Lot 8 Block 15 Bruegger Addn.

Colvin Man Camp Zoning/Ordinance Permit. Attorney Laura Christoffersen said Colvin's filled out the Zoning/Ordinance form, think it is complete. Then the 5-31-11 of requests shows up. Dan Lyttle and Jeff Brown were present from PTI. Dan Lyttle explained more about the 100 man camp. The camp would be 30 ft. from Museum fence line. This is a 100 man camp, open camp and truck parking on site. They estimate the camp to average 65% capacity. Parking is controlled, keep the road safe, these men spend money in the area, no drugs or alcohol at the facility and feeds the men at the camp 3 meals/day. PTI has a standard menu for 7 weeks. PTI has 21,000 rooms in North America now and just purchased the Mac in Australia.

Allen Peterson asked about how this camp is taxed. That is set at the state level and taxed as a trailer unit.

Dan Lyttle said is an open camp the number of men may increase overnight by 20 to 40 men. So, they shop at the local grocery store. The man camp is a stepping stone for people working here, some looking for more permanent housing. Mr. Lyttle believes this oil boom will run for 7 to 10 years.

Scott Aspenlieder said from a Planning stand point - all the other agency permits - DEQ and Montana Dept. of Transportation need to be approved. Bring the approved permits back. When you add 100 additional people to the community, we need to move in a organized, responsible way. The Town could do a conditional approval.

Keenan Engelke said the 100 man camp is a significant public interest , is this not requiring a Public Hearing at the city level?

Roosevelt County Sanitarian, Ron Smith suggested that he and attorney Laura Christoffersen work with the town Planner, Scott Aspenlieder to determine what agency permits are needed. Ron Smith said they need to find a solution to sewage disposal.

Planner, Scott Aspenlieder said conditional approval is done many times.

Dallas Dehner made a motion to grant conditional approval subject to May 31, 2011 letter concerning the Zoning/Ordinance Application and all state and local requirements. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

North Peak. Vern Haugen-North Peak Construction and Joshua Skuzacek-Sanderson Steward Engineering were present. Vern Haugen is looking into purchasing property for a mobile home and RV Park. Vern is originally from Crosby. Modular homes with permanent foundations. The Planner said North Peak will trigger sub-division review. WWC Engineering will have a sit down pre-application meeting with Vern Haugen to go through the process.

Sheriff Dept. Deputy Michael Cameron reported the Sheriff Dept. is keeping an eye on flood waters in 12 hr. shifts. They had 28 calls for service - 13 for Culbertson. Deputy Cameron said the existing man camp is not increasing their calls. They served 10 civil papers, wrote citations, and have been getting barking dog calls and restraining orders.

Street Dance. The Montana Bar is requesting permission to hold a street dance on Friday, June 17th. W. Bruce Houle made a motion to approve the June 17th street dance and noted they are required to acquire the Special Event Insurance Coverage. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Airport. W. Bruce Houle said we need to have a telephone conference with the MMIA concerning the airport being town owned and insurance coverage. Bruce will get a small number of people together to check into this.

Theodore Roosevelt Expressway. No news.

Planning Board. No new information.

Old Library Building. Attorney Hennessy prepared the deed for the old library so that is complete now.

Walk Path. Council wants the walk path to be asphalt for as far as the funds will go. WWC Engineering will be putting the project out to bid soon.

Growth Policy and Capital Improvement Plan. Clerk reminded the town council to fill out and return the matrix priority sheet they received in the mail.

BNSF Railway Co. No new news.

7th Ave. E and Ninety-Two Addn. Attorney Hennessy is working on the 5th St. East Street dedication.

Community Pond Program. No news.

Brigham Oil & Gas. Nothing back on the oil and gas lease yet.

GJV's. General journal vouchers # 552 & # 553 and utility billing vouchers # 721 - #725 were approved and signed.

Wastewater Collection and Treatment System. WWC will complete the Rural Development Application with some assistance from the Town Office, to be submitted the first of July. The Council can then see the possibilities with Rural Development Grant/Loan package and costs, rate structure ect. associated with the application. RD can't tell us what type of grant assistance until town submits a full application. One suggestion is that new connects would pay a proportionate share of the cost, similar to how the water treatment plant assessment was done.

Centennial Drive SID. W. Bruce Houle made a motion to approve Resolution No. 378

RESOLUTION RELATING TO SPECIAL IMPROVEMENT DISTRICT NO. 12; CREATING THE DISTRICT FOR THE PURPOSE OF UNDERTAKING CERTAIN LOCAL IMPROVEMENTS AND FINANCING THE COSTS THEREOF AND INCIDENTAL THERETO THROUGH THE ISSUANCE OF SPECIAL IMPROVEMENT DISTRICT BONDS SECURED BY THE TOWN'S SPECIAL IMPROVEMENT DISTRICT REVOLVING FUND AND ESTABLISHING COMPLIANCE WITH REIMBURSEMENT BOND REGULATIONS UNDER THE INTERNAL REVENUE CODE; AND SUPERSEDING RESOLUTION NO. 375, DATED SEPTEMBER 7, 2010.

Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Industrial Park Sub-Division. Attorney Hennessy called the bank this a.m. and they are waiting on an appraisal and legal description. Town received a letter and drawings from Dry Prairie Rural Water for a meter vault to be placed for the water delivery for Maury Johnston.

Landfill Fees - Tire Disposal. Mark Nelson made a motion to approve 1st Reading of Ordinance No. 215 An Ordinance Amending The Tire Disposal Rates For The Town Of Culbertson. Dallas Dehner seconded the motion. all present voted in favor of the motion. MOTION CARRIED.

Swimming Pool & Wading Pool. The wading pool will not be open due to the fact that it requires its own circulation and fill. It must be separate from the big pool.

Committee to review Zoning/Ordinance Permits. If there was a committee to review Zoning/Ordinance Permits, then make a recommendation to the town council, they could also review present ordinances. This will be put on the agenda next month.

June 6, 2011 cont.

Rate Structures. The sewer rate will be involved in the Rural Development process if that happens. Town hook-up fees, water, sewer and garbage rates need to be re-evaluated. Bruce would like to have WWC Engineering review town hook-up fees.

Street Sweeper. The street sweeper caused a lot of dust when operated. Bob said its broke.

Million Gallon Storage Tank. The inside of the million gallon water tank was coated in 1999. The outside has not been painted since built in 1985. This will be discussed at budget time.

Senior Citizens Dishwasher. The Senior Citizens need a new under the counter dishwasher. Dallas Dehner made a motion that the town pay one half the cost. Total cost is estimated at \$409.00 so half is \$204.50. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Council Positions. Council positions up 1-1-2012 are W. Bruce Houle and Dallas Dehner. Last day for Candidates to file for office is June 30, 2011.

Vacant Buildings. In some communities, when the electricity and water services are off with no intention to inhabit the structure again, a penalty is imposed on the building owner. These vacant buildings may have either a health hazard and/or a fire hazard issue. No interest in action on this issue.

Auxiliary Officer, Town Constable, Reserve Officer. Is the council interested in checking into an Auxiliary Officer, Town Constable, or Reserve Officer? Council was interested in having Attorney Hennessy checking into a Compliance Officer.

The following bills were reviewed by the auditing committee and ordered paid:

<u>General Fund:</u>		<u>Enterprise Fund:</u>	
Hometown Market	196.76	Visa	50.00
Municipal Emergency Service	5,363.11	Postmaster	106.72
Michael Gossage	156.25	Dixie Berwick	2,007.68
Penny Hendrickson	250.35	Michael Gossage	2,447.89
Raedelle Aspenlieder	2,364.03	Odean Kilsdonk	2,234.78
Robert Jasper	136.00	Robert Jasper	3,094.08
Pool Cash Box	50.00	AT&T	15.84
The City Line	212.41	Alltel	28.59
CNA Surety	50.00	The City Line	36.31
Farm Plan	169.17	Colvin Sales & Service	631.45
Finnicum's	103.93	Dept. of Public H&H	21.00
Gaffaney's	39.85	Energy Lab	37.00
Highway 2 Assoc.	100.00	Farm Plan	689.86
Hometown Market	62.01	Finnicum's	86.50
Internal Revenue Service	1,117.84	Hawkins, Inc.	1,280.57
Larsen Builders	145.65	Hometown Market	3.39
Dept. of Revenue	171.88	Industrial Systems	222.69
MDU	341.90	Internal Revenue Service	3,092.73
Nemont	263.71	Miller Oil Co.	575.30
Oelkers Servicenter	25.58	Dept. of Revenue	581.26
Penny Hendrickson	100.00	MDU	972.42
PERS	581.87	MDU	318.43
Raedelle Aspenlieder	10.20	Nemont	86.72
Recreation Supply Co.	2,088.21	Northwest Pipe Fittings	433.44
Roosevelt Co Sheriff Dept.	1,000.00	Oelkers Servicenter	1,272.21
Watco Pools	665.54	Praxair	13.70
Will's Office World	433.68	PERS	1,866.12
Yellowstone Painting, LLC	11,179.65	Sheridan Electric Coop.	15.00
Total	\$27,381.58	Steven Moore	40.00

Special Funds:

Carquest Auto Parts	208.24
Hometown Market	51.68
MDU	1384.41
Visa	610.35
Odean Kilsdonk	194.33
Robert Jasper	170.00
Ross Helmer	476.08
Beth Hekkel	176.74
The City Line	58.36
Consumer Reports	26.00
Farm Plan	452.56
Finnicums	69.39
Hometown Market	17.98
Internal Revenue Service	182.01
Larsen Builders	116.45
McCody Concrete Products	88.69
Miller Oil Co.	290.26
Dept. of Revenue	27.86
Montana Historical Society	35.00
MDU	1400.25

Enterprise Funds cont.

Utilities Underground	23.36
Williston Landfill	2801.95
Total	<u>\$25,086.99</u>

Special Funds cont.

Nemont	86.39
Oelkers Servicenter	318.15
PERS	69.22
Self	17.97
Sheridan Electric Coop	32.33
Will's Office World	121.00
WWC Engineering	10980.34
Total	<u>\$17,662.34</u>

Other Funds:

US Bank CM9705	8906.25
US Bank C M9690	250.00
Total	<u>\$9,156.25</u>

Meeting adjourned at 9:50 p.m.


 Clerk


 Mayor

Tuesday, July 5, 2011. The Culbertson Town Council met in regular session with the following present: W. Bruce Houle, Gordon Oelkers, Bernie W. Finnicum, Mark Nelson, Dallas Dehner, Greg Hennessy, Robert Jasper and Raedelle Aspenlieder. Guests: Pete Olson, Ed Larsen, Craig Brown, Daryl Synan, Deputy Tim Lingle, Kelly Berk - Searchlight Editor, Mark Colvin, Mark Mahlen, Todd Fossetta, Karen Synan, Deputy Joe Moore and Keenan Engelke.

Mark Nelson made a motion to approve the agenda. Dallas Dehner seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Dallas Dehner made a motion to approve the minutes from Special Meeting May 4, 2011, May 13, 2011, May 26, 2011 and regular meeting June 6, 2011. W. Bruce Houle seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Dallas Dehner made a motion to approve the May 13, 2011 Treasurers Report. Mark Nelson seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Pete Olson presented a Retracement Plat for Hauso/Linthicum. W. Bruce Houle made a motion to sign the Retracement Plat. Bernie W. Finnicum seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Craig Brown presented a Retracement Plat for Carlisle. W. Bruce Houle made a motion to sign the Retracement Plat. Bernie W. Finnicum seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Ed Larsen had nothing for the council.

Keenan Engelke questioned why Jim Baldwin hadn't been involved in the Walk Path. Keenan said Jim was appointed by the county commissioners and hasn't been involved. Mayor Oelkers said Jim Baldwin could come in anytime to review the plans.

Sheriff Dept. Deputy Lingle introduced new Deputy Joe Moore. Joe was hired to work the east end. Deputy Cameron is the contract deputy for the east end. Lingle said this is a busy time of the year for the Sheriff Dept.

July 5, 2011 cont.

Airport. Council received an Airport Project Status Memo from Craig Canfield - Kadrmas, Lee & Jackson. Pavement rehabilitation project is complete. There are a few punch list items to be done on the aviation fueling system. Raedelle and Bruce visited with Alan Hulse - MMIA about insurance coverage if the town owned the airport. Alan Hulse will schedule a special meeting so all can receive the information. This will be open to the public and airplane and hanger owners will be notified.

Theodore Roosevelt Expressway. The Montana Dept. of Transportation met on June 22, 2011 in Bainville with affected land owners by adding 2 lanes. This was MT DOT Right-Of-Ways, appraisals and will be let early spring 2012 Bainville to state line.

Growth Policy and Capital Improvement Plan. There will be a Planning Board meeting on Tuesday, July 12, 2012 at 6:00 p.m. to work on the Growth Policy and Capital Improvement Plan. Public is always welcome.

Walk Path. The Community Transportation Enhancement Program has to review and approve the Walk Path plans and specs, then ready to bid.

Growth Policy & CIP. Council members were reminded to fill out the grid/priority they were mailed.

BNSF Railway Co. Clerk was asked to send another letter to BNSF regarding the 1st Ave. W. crossing. Would it be possible to have a controlled crossing just east of CB&F?

5th Street East Extension. Attorney Hennessy is working on a 5th Street East extension dedication with the property owners.

Community Pond Program. Town office will contact Woody Baxter about this program.

Oil and Gas Lease. All has been quiet with the Brigham Oil & Gas Extension and Amendment of Oil and Gas Lease. The Sept. 15, 2011 deadline is coming up.

Truck Traffic 3rd Ave. E. Gordon asked Bob to get a price on a flashing speed limit sign and price from Knife River on cracks and overlay.

Keenan Engelke wanted to go back to the airport issue, and questioned why wouldn't you want the hanger owners to have insurance coverage. Mayor Oelkers said we need 8 hanger owners and base planes to be a viable airport to receive FAA funding at a 95% FAA and 5% airport cost share. Mayor Oelkers said we want to make the airport better. The county is forcing hanger owners to carry \$300,000 liability insurance.

Zoning/Ordinance Permit. A Zoning/Ordinance Permit for Mike Weeks was approved and signed. Mark Nelson said the roof was going to be attached to the current garage so this may not be classified as detached garage.

GJV's. General journal vouchers #554 & #555 and utility billing vouchers #726 - #730 were approved and signed.

Wastewater Collection and Treatment System. Mark Colvin said Chimas, a subsidiary of PTI is treating sewer water that could be sold for frac water. Mark wanted to know if the town is aware of this process. Attorney Hennessy called USDA Rural Development and talked to Gloria Hawkins because they are not satisfied with the towns Articles of Incorporation which is only 4 pages. Attorney Hennessy sent Rural Development a City Attorney Supplemental Opinion.

Centennial Drive SID. Mark Nelson made a motion to approve Bond Resolution No. 379 a Resolution Relating to \$137,200 SID #12; Fixing The Form And Details And Providing For the Execution And Delivery Thereof And Security Therefor. W. Bruce Houle seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Industrial Park Sub-Division. This is moving along.

Landfill Fees. W. Bruce Houle made a motion to approve second and final reading of Ordinance No. 215 Amending the Tire Disposal Rates. Bernie W. Finnicum seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Swimming Pool & Wading Pool. The recirculating pump for the pool is broke. No parts are available, the pump is obsolete.

Zoning/Ordinance. is the town council interested in setting up a standing committee to review all Zoning/Ordinance Permits and then make a recommendation to the town council? This committee would do the compliance checking. Council said to send this to the Planning Board.

Auxiliary Officers, Town Constable, Reserve Officer, Compliance Officer. This idea hit a dead end.

Justice Court. W. Bruce Houle made a motion to approve and sign the Request and Authorization for Records Disposal or Destruction from Justice Court from 7-1-00 to 6-30-03. Dallas Dehner seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Street Dedication Roosevelt Memorial Hospital. The Town has a Certificate of Survey for Street Dedication from Roosevelt Memorial Hospital that is incomplete. Clerk will submit it to the Hospital Board to sign, then Clerk will see that it is recorded and filed.

Preliminary - Proposed Development Permit Application, Flowcharts and Checklist for Culbertson. Council received copies. They would like to review the documents at a Planning Board meeting. Mark Colvin questioned how the town council can deny the man camp sewer. It was explained that WWC Engineering studied the impact of the 100 man camp to the wastewater system. The additional camp wastewater will fill cell #3 to capacity in 1.3 to 1.5 years. The Industrial Park - Maury Johnston project sewer plans will have to approved by DEQ. The town council would like the sewer system re-evaluated again soon due to the construction and improvements going on in town.

Budget Meeting. The first budget meeting is set for 7:00 p.m. July 18th.

The following bills were reviewed by the auditing committee and ordered paid:

General Fund:

Visa	6.20
Bernie W. Finnicum	557.10
Dallas Dehner	557.10
Gordon Oelkers	1171.37
Mark Nelson	557.10
Penny Hendrickson	250.35
W. Bruce Houle	557.10
Raedelle Aspenlieder	2364.03
Allie Crowder	665.41
Ashley Sullivan	326.21
Dylan Bear	418.63
Erica R. Nickoloff	222.66
Jacoby Engelke	468.75
Janae Reynen	577.02
Karli Larsen	649.89
Lauren Hekkel	337.12
Lexi Hair	118.47
Michelle Williams	400.40
Paige Berwick	546.25
Renee Oelkers	311.37
Shelby Weeks	500.66
Tiffany Marchwick	1200.40
Black Mountain Software	1435.00
Byerly Computer Services	60.00
The City Line	3911.66
Culbertson Pharmacy	5.58
Finnicum's	152.21

Enterprise Funds:

Visa	183.10
Postmaster	106.40
Dixie Berwick	2034.75
Michael Gossage	2819.04
Odean Kilsdonk	2301.67
Robert Jasper	3898.22
AT&T	47.62
The City Line	14.18
Colvin Sales & Service	118.28
Dept. of Public HH&S	21.00
Energy Lab	37.00
Finnicum's	382.79
Hawkins Inc.	1457.70
Hometown Market	6.87
Industrial Systems	1480.46
IRS	3652.64
Interstate Power Systems	385.26
John Deere Financial	129.14
Ken's Refrigeration	20.00
Miller Oil Co.	784.82
Modern Machine	170.00
Mt. Dept. of Env. Quality	618.00
Mt. Dept. of Env. Quality	730.00
MDU	37.10
Nemont	91.35
NFB Excavation	4625.00
ND Dept. of Health	25.00

July 5, 2011 cont.

General Fund cont.

Hawkins Inc.	138.65
Hennessy Law Office	970.15
Hometown Market	42.85
IRS	3190.08
John Deere Financial	240.69
Larsen Builders, Inc.	15.49
Miller Oil Co.	176.91
MMCT & FOA	50.00
MT Aeronautics Div.	460.85
Mt Dept. of Revenue	466.00
MT League of Cities & Towns	214.20
MT Tax Foundation Inc.	60.00
MDU	258.97
Nemont	356.03
Neubauer Tree Farm	600.00
Oelkers Servicenter	108.03
PERS	525.80
The Searchlight	60.00
Thompson Pools	146.44
USA Blue Book	600.70
MDU	245.28
MMIA-WC Program	785.49
Unemp.Ins. Contributions	35.44
TOTAL	\$28,076.09

Special Funds:

Sara Thomsen	5000.00
Ross Helmer	476.08
Beth Hekkel	393.11
The City Line	9.85
Finnicum's	23.93
Franz Const. Inc.	247.50
Hometown Market	11.79

Enterprise Funds cont.

Northwest Pipe Fittings	872.40
Oelkers Servicenter	900.23
Praxair Dist.	13.45
Praxair Dist.	14.32
PERS	2140.41
Sheridan Electric	15.00
The Searchlight	288.75
Utilities Underground	16.06
WasteCo Supply	9975.00
Williston Landfill	2917.40
Williston Landfill	291.00
Green Acres Sod Farm	94.80
MDU	2240.70
MMIA-WC Program	2030.14
Unemp. Inc. Contributions	61.71
TOTAL	\$48,048.76

Special Funds cont.

IRS	68.08
Miller Oil Co.	139.69
MT Dept. of Revenue	7.00
Montana Magazine	25.00
MDU	1373.80
Nemont	86.39
Newman Traffic Signs	244.78
Sheridan Electric	52.37
Simple & Delicious	29.98
WWC Engineering	25016.30
MDU	18.13
MMIA-WC Program	89.44
Unemp. Ins. Contributions	4.08
TOTAL	\$33,317.30

Meeting adjourned at 8:30 p.m.

Raedelle Aspenlieder
Clerk

[Signature]
Mayor

Monday, July 18, 2011 7:00 p.m. Town Hall. The Culbertson Town Council met in special session to review the preliminary budget, consider a lease request and sewer main to Industrial Park Subdivision. The following were present: Gordon Oelkers, W. Bruce Houle, Mark Nelson, Robert Jasper and Raedelle Aspenlieder. Bernie W. Finnicum entered the meeting at 7:10 p.m. Absent: Dallas Dehner. Guests: Maury & Julie Johnston, Steven Henry, Ed Larsen, Craig Brown and Deputy Michael Cameron.

Mark Nelson made a motion to approve the agenda. W. Bruce Houle seconded the motion. Those voting in favor of motion: Mark Nelson and W. Bruce Houle. Absent and not voting: Dallas Dehner and Bernie W. Finnicum.
MOTION CARRIED.

Bernie W. Finnicum entered the meeting at 7:10 p.m.

Lot 1 Block 12 Original Townsite. Council received a request from Greg Kamp to lease the corner lot of 1st street and 1st avenue west for a long term lease for \$250.00/month starting Sept. 1, 2011. Mayor Oelkers would like to see a one year lease with 60 day notice of termination of lease after one year. Mark Nelson made a motion to offer a one year lease for #300./month with 60 day notice of termination of lease after one year. They pay all utilities.

W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Industrial Park Subdivision Sewer Main. Town requested and received from Planning staff WWC Engineering, the pros and cons for the sewer main line extension on the west side versus the east side to Industrial Park Subdivision. Council discussed the options with Maury Johnston. Ed Larsen has nearly completed the plan for Johnston to run the main on the west side. Scott Aspenlieder, with the Planning staff at WWC Engineering, joined the meeting by speaker phone to discuss the options. Scott explained the Planning staff made the recommendation to best serve the town for growth and future growth. Council decided to allow the sewer main line extension to proceed as planned on the west side. Scott then recommended at a minimum there needs to be a manhole on the south or north border of Big Sky Fire and an easement to cross to the east side of Industrial Park for future expansion.

Scott reported that WWC received the Rural Development application last week and are currently working on the Environmental portion. Raedelle and Dixie will do the financial section. Ideally the application would be submitted in September, survey and design would be done this winter and putout to bid, possible construction spring and summer 2012.

Council also received from WWC sewer main extension impacts to wastewater system dated July 18, 2011 Keith Fox, PE, Project Manager. Scott discussed this document with the council.

Maury and Julie Johnston, Steven Henry, Ed Larsen and Craig Brown left the meeting at 7:45 p.m.

Deputy Michael Cameron had 2 price quotes that Jason Fredrick had received on vehicles for the east end sheriff vehicle.

Council went over last years budget and expenditures and preliminary budget expenditures for FY 2011-2012.

Robert Jasper expressed an interest in employee health insurance coverage.

Bernie W. Finnicum made a motion to raise the 5 full-time employees wages 3%. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Mark Nelson made a motion to raise the assistant Librarian Ross Helmer, wages 3% plus approve 10 more hours per month. So, 60 hrs. per month for the assistant librarian. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Bernie W. Finnicum made a motion to raise swimming pool personnel wages 3% for FY 2011-2012. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Meeting adjourned at 8:50 p.m.

Aspenlieder
Clerk

Sealle
Mayor

Monday, August 1, 2011. The Culbertson Town Council met in regular session with the following present: Gordon Oelkers, W. Bruce Houle, Mark Nelson, Bernie W. Finnicum, Greg Hennessy, Robert Jasper and Raedelle Aspenlieder. Absent: Dallas Dehner. Guests: Tim Stephan, George Nickoloff, Leona Colvin, Keenan Engelke, Angie Purvis, Kelly Berk and Deputy Michael Cameron.

W. Bruce Houle made a motion to approve the agenda with the addition of a Zoning/Ordinance Permit from David & Linda Geib. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

W. Bruce Houle made a motion to approve the minutes from regular meeting July 5, 2011 and special meeting July 18, 2011 and Treasurer Report June 30, 2011. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

George Nickoloff. George Nickoloff presented a Zoning/Ordinance Permit for a laundromat. Mayor Oelkers said the issue for the Town of Culbertson is the sewer. Mayor Oelkers asked George how much usage the laundromat would generate. George will get that information. Mark Nelson questioned if we could put aeration to the current lagoons.

August 1, 2011 cont.

George Nickoloff cont. Angie Purvis questioned the Census numbers as being correct, due to the people in the RV courts.

George Nickoloff would like to get in the ground this year.

Leona Colvin would like the town to keep them in the loop on the sewer situation.

W. Bruce Houle made a motion to send George Nickoloff's Zoning/Ordinance to the Planning Staff at WWC Engineering. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Issues of Drinking and Driving. Mike Spacht said he has lived here a little over a year. A recent vehicle rollover accident was due to drinking and driving. Mike expressed his concern for safety of children due to the drinking and driving in Culbertson. Mayor Oelkers encouraged Mike or anyone to call 911 and report someone if they are driving under the influence of alcohol. Deputy Cameron said last week 3 DUI's were issued. The Sheriff Contract for Culbertson is for 20 hrs/work coverage. Mayor Oelkers said the town would encourage the Sheriff Department to continue the Underage Drinking Program. Bar walk throughs, and alcohol check points.

Deputy Cameron thinks things are improving, but not where we should be. Deputy Cameron thinks there is training required by Montana Law, that the State would provide, to teach Responsible Sales & Service. Mayor Oelkers said the town would sponsor that.

Keenan Engelke said there is a traffic issue on Raab's corner, a bush obstructs the view of traffic.

Tim Stephan had nothing for the council.

Sheriff Report. Deputy Cameron reported for the Sheriff Dept. Mike reported a young child was lost, but safely returned to its mom. Mike is taser trained. Deputy Cameron has been ^{handing} ~~handling~~ out-of-state vehicles license plates working here.

Mike left the meeting at 8:10 p.m.

Theodore Roosevelt Expressway. The TRE annual board meeting is August 3rd in Williston. Bruce will be attending.

Walk Path. The plans and specs for the Walk Path are at the Montana Dept. of Transportation for approval.

Growth Policy and Capital Improvement Plan. Does the council have any comments on the draft Growth Policy? Bruce gave his comments earlier.

Leona Colvin asked if the town could create a list serve to have all meeting agendas forwarded. Mayor Oelkers said he would check into it.

BNSF. No news.

5th Street East Extension. Attorney Hennessy said all the deeds are out for the street dedication.

Community Pond Program. Have Dixie work on this.

Oil and Gas Lease. No new news.

Traffic on 3rd Ave. E. Bob has the signs, but has not had a chance to put them up.

Keenan wanted to go back to BNSF and the crossing on 1st Ave. W. Keenan asked if the street by the Montana Bar and The Other Place is a truck route? Council said no.

Zoning/Ordinance Permits. Andy Ellerkamp needs more information. Does he have MT DOT permission to enter HWY 2 (approach permit)? Dave and Tara Nickoloff permit - the lot already has water and sewer. Council wants to see how it lines up with other structures on the block. Would like to see how it sits on the lots. Dave Geib permit 4 -4 plex apartments - 2 story - this also should go to the Planning Staff at WWC Engineering. None of the permits were approved - more information is needed.

GJV's. Utility billing vouchers # 731 - # 736 were approved and signed.

Wastewater Collection Treatment System. Rural Development has issued the Town an application. The Council can then see the possibilities with Rural Development Loan/Grant package and costs, rate structure, etc. associated with that approach. Tim Stephan suggested the Town put pressure on the state for grant funds.

Centennial Drive SID. Knife River will start construction on Wednesday, August 3, 2011.

Industrial Park Sub-Division. No news.

Swimming Pool & Wading Pool. Ron Smith, Sanitarian, said to clean, fill and open the wading pool. Bob recently repaired a break under the concrete on a Sunday. Bob also installed a new pool circulating pump and it's working great.

Street Dedication - Hospital. The Street Dedication Roosevelt Memorial Hospital Plat was actually recorded at the courthouse. Thanks to Pete Olson for solving this.

A Special Meeting is scheduled for Tuesday, August 9, 2011 7:00 p.m. to discuss the Preliminary -Proposed Development Permit Application, Flow Charts and Checklists for Culbertson from Shawn - planning staff at WWC. This is very important considering the growth etc. that we are experiencing.

Thompson Property. The Thompson property lot the town purchased is 50'x140'. Council wants to sit on it for now.

Airport. A Special meeting is scheduled for Wednesday, August 24, 2011 at 7:00 p.m. with Alan Hulse - Montana Interlocal Authority and Rusty Wissmiller - Reagal Aviation to answer any questions or concerns the council may have to make an informed decision about the Town owning the airport. Clerk will see if Craig Canfield can attend also. The Airport Board and hanger owners will be notified.

Dan Anderson reported to Mark Nelson that the airport is not secure. The Fair Board had the fence removed. Mayor Oelkers will check into this and let the County Commissioners know about this.

Special Meeting. Due to the Labor Day Holiday, the next regular council meeting will be Tuesday, Sept. 6th at 7:30 p.m.

MT DOT. Clerk called Shane Mintz, MT Dept. of Transportation and scheduled a meeting for Monday, August 15, 2011. Council set the time for 6:00 p.m. United Grain should be contacted also about this meeting.

The following bills ere reviewed by the auditing committee and ordered paid:

General Fund:

Visa	498.48
MMIA	4,618.74
State Treasurer	760.00
MMIA	2,480.00
Agri Industries	356.62
Alan Aspenlieder	500.00
Associated Supply Co.	4,318.90
Finnicum's	105.46
Gaffaney's	49.44
Hawkin's Inc.	853.44
Larry Crowder	200.00
Mike Olson	200.00
Nemont	316.67
Oelkers Serv.	282.38
Robert Jasper	400.00
Roosevelt Co. Sheriff Dept.	1,000.00
Roosevelt County	1,507.00
The Searchlight	115.00

Enterprise Funds:

Roosevelt Medical Center	108.00
MMIA	3,797.35
MMIA	3,108.00
Postmaster	109.04
Agri Industries	3,562.40
Dept. of Public Health	21.00
Energy Lab	349.00
Finnicum's	10.98
Hawkin's Inc.	1,859.27
Industrial Systems, Inc.	808.41
Max Adams	16.17
McCody Concrete	490.20
Modern Machine Works	130.00
Nemont	87.11
Northwest Pipe Fittings	5.58
Oelkers Serv.	1,106.86
Robert Due	23.82
Sidney Red-E-Mix	216.00

General Fund cont.

Alene Crowder	589.94
Ashley Sullivan	380.39
Bailey Nickoloff	17.91
Dylan Bear	392.06
Erica Nickoloff	301.78
Janae Reynen	274.63
Karli Larsen	634.54
Lauren Hekkel	50.76
Michelle Williams	517.80
Odean Kilsdonk	311.61
Paige Berwick	318.41
Penny Hendrickson	250.35
Raedelle Aspenlieder	2412.82
Renee Oelkers	380.81
Robert Jasper	87.19
Shelby Weeks	642.65
Tiffany Marchwick	1018.28
City Line	1428.43
Hennessy Law Office	2099.10
James Jasper	75.00
John Deere Financial	122.29
Miller Oil Co.	81.34
MDU	295.03
MDU	220.37
IRS	2534.83
MT. Dept of Revenue	344.22
PERS	617.01
Total	<u>\$ 34,961.68</u>

Special Funds:

Dorsey & Whitney LLP	6000.00
MMIA	2403.27
MMIA	602.00
Finnicum's	17.99
Nemont	86.29
Oelkers Serv.	40.00

Enterprise Funds cont.

The Searchlight	117.50
U.S. Bank-SpALock Box	5568.90
USA Blue Book	143.78
Utilities Underground Location	23.36
Wild West Diner	26.25
WWC Engineering	151.50
Department of Revenue	749.68
Dixie Berwick	1983.04
Michael Gossage	1992.00
Odean Kilsdonk	2285.16
Robert Jasper	4272.04
Byerly Computers	187.65
City Line	9.85
Miller Oil Co.	866.25
MDU	37.03
Sheridan Electric	15.00
Williston Landfill	3241.75
IRS	3535.64
MT Dept. of Revenue	679.78
PERS	2148.86
Total	<u>\$ 43,844.21</u>

Special Funds cont.

Titan Machinery	71.10
Van Diest Supply Co.	6723.50
WWC Engineering	4011.64
Ross Helmer	588.23
City Line	9.85
Culbertson Pharmacy	15.06
John Deere Financial	188.26
MDU	1366.48
MDU	13.18
Sheridan Electric	59.55
IRS	84.20
MT Dept. of Revenue	9.00
Total	<u>\$ 22,289.60</u>

Meeting adjourned at 8:55 p.m.



 Clerk



 Mayor

Tuesday, August 9, 2011 7:00 p.m. The Culbertson Town Council met in Special Session to consider a Zoning/ Ordinance Permit for George Nickoloff and Proposed Development Permit Application, Flow Charts and Checklist. The following were present: Gordon Oelkers, W. Bruce Houle, Mark Nelson and Raedelle Aspenlieder. Absent: Bernie W. Finnicum and Dallas Dehner. Planning Board Members present: Lee Averill, Dixie Berwick, Dale Morey and Scott Aspenlieder - WWC Engineering. Guests: George Nickoloff, Kelly Berk-Searchlight Editor, Tim Stefan, Ed Larsen -Endeavor Engineering. Mark Colvin entered the meeting at 7:20 p.m.

Mark Nelson made a motion to approve the agenda. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

George Nickoloff presented a Zoning/Ordinance Permit for a laundry mat. Sewer lagoon capacity is a concern. According to the Preliminary Engineering Report done by WWC Engineering, the town has already permitted more than the capacity the lagoon was originally designed for. The town has two options: 1.) deny any new hook-ups to the sewer system until a new system is constructed, or 2.) consider Permits on a case by case basis and manage the lagoon

August 9, 2011 cont.

by going into the infiltration cell (cell 4). Discharge can be done in the spring when the water will go into the ground, in mid-summer and in the fall to make room for winter. The town could possibly mitigate the capacity issue by spending \$30,000 - \$40,000 for a temporary solution. The cost for the temporary solution would be a waste when a project is done. The earliest construction could begin is July 2012. W. Bruce Houle made a motion to approve the Zoning/Ordinance Permit for George Nickoloff laundry mat. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Council looked at the Interim Development Review Fee Schedule and discussed it. This will replace the fee schedule in the Sub-Division regulations for Culbertson.

The Sketch Plan checklist could be verified by town staff to see that they are not encroaching on utility easements or public right of way. The actual survey plat should be provided or a retracement survey or survey should be done.

The Development Review Ordinance was discussed. It was suggested that Commercial Buildings require stamped and signed drawings by an architect.

Meeting adjourned at 9:00 p.m.


Clerk


Mayor

Monday, August 15, 2011 6:00 p.m. The Culbertson Town Council met in Special Session with Shane Mintz and staff from the Glendive office of Montana Dept. of Transportation to discuss truck traffic, railroad and planned grain/rail overpass and traffic connection HWY 16 and US 2. The following were present: Gordon Oelkers, W. Bruce Houle, Dallas Dehner and Raedelle Aspenlieder. Bernie W. Finnicum entered the meeting at 6:40 p.m. Absent: Mark Nelson. Guests: Tony Flagg-United Grain Corp., Kelley Berk-Searchlight Editor, Jim Shanks County Commissioner, Kevin H. Gower-MDT Wolf Point, Jim Frank-MDT Glendive, Patrick Bidegaray-Culbertson Shane Mintz - MDT Glendive, Ed Larsen - Endeavor Engineering, Cal Kleuin - TRE Williston, Don Knapp - Culbertson, Mark Colvin - Colvin Sales & Service, Vickie Miller - Miller Oil Co., John Fordyce - Culbertson, Tim Stefan - Culbertson, Eileen Rumsey - Culbertson and Mike Weeks - Culbertson.

W. Bruce Houle made a motion to approve the agenda. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Introductions were done.

Mayor Oelkers wants the Dept. of Transportation to see the heavy traffic in our area. The town would like to mitigate traffic on 3rd Ave. E. Broadway Ave. on Hwy 16 needs to be re-done. The drainage is poor. Highway improvement by the overpass for truck access south of railroad tracks. A possible bypass from Hwy 16 to the scale. Potential for railroad crossing arms and signals east of CB&F to beet dump road.

Jim Frank said there is a project for Hwy 16. They will see what they can do to improve drainage. Patrick Bidegaray said when the water stands in the curb it ends up in the basement of his building.

Tony Flagg said United Grain Corp. is the largest exporter off the west coast. They want to shuttle grain from Culbertson to the west coast. They would like to start construction spring 2012. Current plan is for the trucks to come down Broadway. The volume of the trucks is 10,000 to 12,000/year, 35-45 trucks/day. There is seasonality of course, during harvest 170 trucks/day is possible or more like 140-150 trucks/day.

It was suggested the speed limits be extended. The town can request a speed zone study to move the limits out one increment due to the traffic we are experiencing.

Cal Kleuin with Theodore Roosevelt Expressway asked about the Montana section. Jim Frank said Bainville to the ND line is 90% designed 4 lane, final design, then funding. Culbertson to Bainville is in the 2nd phase of 4 lane project, nothing currently in the program for this section.

W. Bruce Houle asked what the next step and time frame is following this meeting.

Shane Mintz said the Dept. of Transportation is very reliant on Federal Highway funding.

Town would like the projects in the State's 5 year plan.

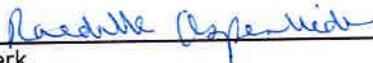
Shane Mintz recommended first that the town put in writing a request for a Corridor Study for our community. List the issues we have now and offer some our ideas. The Corridor Study takes 1 year to complete. The biggest hurdle is money. Strong support for a corridor study is the school crosswalks, oil industry traffic and grain loading facility. The best case scenario is 5-6-7 years for a project to be done. The Corridor Study involves 2 public meetings, then a final meeting.

The town can request a Traffic Speed Zone Study as well. This would be a separate letter.

The town can contact Senator Max Baucus and Congressman Denny Rehberg about the possibility of Federal Earmarks. Impact fees will be in the development process.

W. Bruce Houle made a motion to send 2 letters of request for a Corridor Study and a Traffic Speed Zone Study. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Meeting adjourned at 7:30 p.m.


Clerk


Mayor

Wednesday, August 24, 2011 7:00 p.m. The Culbertson Town Council met in Special Session to discuss Big Sky Field, which is currently a county/town airport and could it be totally a town airport. The following were present: Gordon Oelkers, W. Bruce Houle, Bernie W. Finnicum and Raedelle Aspenlieder. Absent: Mark Nelson and Dallas Dehner. Guests: Craig Canfield - Kadrmas, Lee & Jackson Engineering, Alan Hulse - MT Municipal Interlocal Authority, Rusty Wissmiller - Regal Aviation Insurance, Rick Knick - Culbertson Airport Board, Jim Shanks - County Commissioner, Audrey Stromberg - Roosevelt Medical Center, Duane Rasmussen - hanger owner, Keenan Engelke - public, Murl Williams - hanger owner, Robert Petersen - Culbertson Airport Board and Mike Cassidy - Cassco Insurance.

W. Bruce Houle made a motion to approve the agenda. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Mayor Oelkers explained the purpose of the meeting is currently it is a town/county airport. The town owns the office building and the county owns the grounds and runway, basically all the land. Expenses are 50% county, 50% town. Town is looking at the possibility of the airport being town owned.

Craig Canfield said from the standpoint of the FAA (Federal Aviation Administration) funding, which is 95% FAA and 5% sponsor, the FAA likes to see 10 based airplanes.

Alan Hulse said the MMIA is not an insurance company, a risk retention agency, governed and owned by cities and towns. A member owned program. There are limitations on who's covered-town employees, council members, board members and volunteers. MMIA does provide premise liability. MMIA does not provide any liability coverage for aircraft or navigational equipment.

Rusty Wissmiller with Regal Aviation offer commercial policy liability coverage for premise, operations and bodily and property damage that might come with airports. Hangar owners have the potential to bring liability to the town or the county. If the aircraft is insured, the owner call the agent and insure premise liability and name the city as insured. If no aircraft insurance, can still get premise liability insurance. Brown & Brown Insurance offers hanger insurance for \$100 - \$200/yr. master limit is one million dollar limit. This protects the hanger owner and the city. If someone flies in, there is coverage through the commercial policy. Forty percent of aircraft owners do not insure their aircraft. No state law requires them to carry the insurance.

August 24, 2011 cont.

Mural Williams said he insures his aircraft and hanger at a cost of \$2000/yr.

The insurance requirements are done through a lease agreement with hangar owners.

Rick Knick said the goal of the Culbertson Airport Board was to assist with the Airport Layout Plan and get through construction. This was more of an advisory board, not a regulatory board.

Craig Canfield said there should be maintenance over the next 3-5 years and is 15 year overlay project. FAA Grants are centered around safety.

The fence was discussed. The Fair Board removed the fence on the east, right next to the new restroom building. The fence needs to go back up.

The council will discuss what future funding would be available if the airport were town owned.

Rusty Wissmiller will provide additional information about the National Hangar Owners and lease agreements.

Meeting adjourned at 8:10 p.m.

Raedelle Aspenlieder
Clerk

[Signature]
Mayor

Thursday, August 25, 2011 7:00 p.m. The Culbertson Town Council met in Special Session to discuss Council Revisions to Draft Development Review Ordinance and make final budget preparations for FYE 6-30-12. The following were present: Gordon Oelkers, W. Bruce Houle, Bernie W. Finnicum, Mark Nelson, Robert Jasper and Raedelle Aspenlieder. Absent: Dallas Dehner.

W. Bruce Houle made a motion to approve the agenda. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

W. Bruce Houle made a motion to approve the Development Review Ordinance with the revisions recommended by WWC Engineering. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Mark Nelson made a motion to adjust the health insurance stipend to \$600/month. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

W. Bruce Houle made a motion to allow Robert Jasper to go to local fires and not use his vacation time to do so. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Clerk was asked to review the garbage rates this fall.

The sewer project was discussed and designing the system to meet our current and future needs is a high priority.

Meeting adjourned at 7:30 p.m.

Raedelle Aspenlieder
Clerk

[Signature]
Mayor

Tuesday, September 6, 2011 Final Budget Meeting. The town council met to prepare the final budget at 7:00 p.m. The following were present: Dallas Dehner, Gordon Oelkers, W. Bruce Houle, Mark Nelson, Bernie W. Finnicum, Robert Jasper and Raedelle Aspenlieder. Guests: Julie & Maury Johnston, Steven Henry, Betty Gobbs, Kelly Berk- Searchlight, Keenan Engelke and Richard Holm.

Mayor Oelkers opened the budget hearing at 7:00 p.m. for comments.

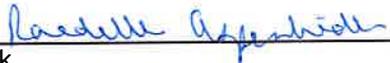
Keenan Engelke asked about the sheriff vehicle cost and budget. Keenan stated that cars get double the gas mileage.

Raedelle read the total expenditure amounts for each fund.

There were no objections to the FY 2011-2012 Budget.

Mark Nelson made a motion to approve the budget. W. Bruce Houle seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Final Budget meeting adjourned at 7:15 p.m.


Clerk


Mayor

September 6, 2011. The Culbertson Town Council met in regular session with the following present: Gordon Oelkers, Dallas Dehner, Mark Nelson, W. Bruce Houle, Bernie W. Finnicum, Greg Hennessy, Robert Jasper and Raedelle Aspenlieder. Guests: Julie & Maury Johnston, Steven Henry, Betty Gobbs, Keenan Engelke, Pete Olson, Kelly Berk-Searchlight, Richard Holm, Mark Colvin, Robert Nick, Charlie Cannaliato, Daryl & Karen Synan, Ed Larsen-Endeavor Engineering and Deputy Michael Cameron. Keith Fox with WWC Engineering on speaker phone.

Mark Nelson made a motion to approve the agenda. Dallas Dehner seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Dallas Dehner made a motion to approve minutes from regular meeting August 1, 2011 and Treasurers Report July 31, 2011. Bernie W Finnicum seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Pete Olson presented an Amended Subdivision Plat for Robert & Lois Olson. Dallas Dehner made a motion to accept the Amended Subdivision Plat for Robert & Lois Olson. Mark Nelson seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Channel 34 to Digital. Charlie Cannaliato explained his TV Engineer background. According to the latest FCC rules, all TV translators must convert to digital by Sept. 1 2015 or cease operations. There is federal grant money to help with the conversion. This is a reimbursement only grant. The NTIA will pay up to \$20,000 per channel towards the cost of digital conversion. The grant expires on July 2, 2012. Mr. Cannaliato will make the application to the FCC for authority to broadcast in digital, purchase and install the equipment and then apply for the grant. A new program by Larcan, the leading manufacturer on TV Translators, allows Districts to make the conversion without laying out the money up front. W. Bruce Houle made a motion to accept Mr. Cannaliato's proposal to upgrade our analog channel 24 to digital. Dallas Dehner seconded the motion. All voted in favor of the motion. MOTION CARRIED. Charlie left the meeting at 7:50 p.m.

Sheriff Dept. Deputy Michael Cameron said he had 8 calls in Culbertson last month, but has had more calls than that already this month. Deputy Cameron has a new radar. Trucks on 3rd Ave. E. are being given citations now. He will be scheduling Responsible Sales & Service For Alcohol Workshops now. The Sheriff's Dept. received a nasty letter from a "concerned citizen" in Culbertson. Therefore, Undersheriff Jason Fredrick's is setting up a public meeting in Culbertson.

Pete Olson asked about the list of dead vehicles that Raedelle gave to the Sheriff Dept. Raedelle will give Deputy Cameron a copy of the list.

Apparently now there is not animal patrol officer in the county. Deputy Cameron will check this out. Keenan commented that he has seen coverage - good job.

Airport. Mayor Oelkers gave a brief update from special meeting on the airport. Rusty Wissmiller emailed the town information on 2011 Hangar Program - Brown & Brown of Co, Inc. along with sample lease agreements.

Sept. 6, 2011 cont.

Council asked clerk to mail the hangar owners that information. Clerk will schedule a meeting with the county commissioners on the airport.

TRE. W. Bruce Houle gave an update on the Theodore Roosevelt Expressway. The North Dakota Dept. of Transportation Administrator said they are working on reliever routes - Williston, Watford City and Alexander. North Dakota responded that there are no North Dakota funds available for a TRE Study. If Williston could find the million dollars, then they would still be 2-3 years out. Three hundred eighty-two million dollars is needed to revive roads in North Dakota due to floods.

Walk Path. This project could be ready to bid in the next 2 weeks. Town has to detail the match amounts. Council said this should be a spring 2012 project.

Growth Policy and Capital Improvement Plan. Public Meetings will be coming up, date and time to be announced. Council has the task to determine what year each project is likely to be needed or even possible. Council members were asked to complete the CIP Sheets and turn them in.

5th Street East Extension. Property owners have the deeds. No response yet.

Community Pond Program. No new information.

Brigham Oil. Brigham Oil & Gas met with Mayor Oelkers and agreed to \$1500/acre, 20 % royalty, 3 year lease for the town.

Truck Traffic on 3rd Ave. E. Consensus is to leave 3rd Ave E. closed to truck traffic.

Centennial Drive SID. The vertical curb at Centennial Drive is rejected. The company did follow the specs. Keith Fox with WWC will deal with this.

MT DOT. Town requested a Corridor Study. The letter was mailed to Shane Mintz, District Administrator, Glendive office.

Zoning/Ordinance Permits. Bernie W. Finnicum made a motion to approve the following permits that were previously reviewed: Gladys Tietz/Larry Bergum (2), Richard & Constance Iverson, Ron Larsen, Mathew & Dixie Berwick, Gordon Miller, Greg Kamp, David & Tara Nickoloff and Dale Wolff. Mark Nelson seconded the motion. All voted in favor of the motion. MOTION CARRIED. W. Bruce Houle made a motion to approve a Zoning/Ordinance for Gordon Oelkers. Dallas Dehner seconded the motion. All voted in favor of the motion. MOTION CARRIED. A permit for Elisabeth Sundheim was reviewed. Council asked clerk to send this to WWC for review. She may need to do an Amended Subdivision Plat.

Interim Development Review Ordinance & Fee Schedule. W. Bruce Houle made a motion to pass by Emergency Interim Development Review Ordinance No. 216 and Interim Development Review Fee Schedule. Mark Nelson seconded the motion.

Keenan asked if the public should have had a chance to study this ordinance. Gordon explained that this has been discussed and worked in the Growth Policy and Capital Improvement Program meetings, there has been many opportunities for the public.

All voted in favor of the motion. MOTION CARRIED.

GJV's. General journal vouchers #555-#572 and utility billing vouchers #737-#743 were approved and signed.

Wastewater Collection & Treatment System. Rural Development has issued the Town an application. WWC is working on the RD Application and on comparison financing between Rural Development and State Revolving Fund. Keith Fox is waiting to hear from SRF on the numbers. To be eligible for grant dollars from Rural Development, it has 40 year loan/grant package. InterCap will work as pre-construction loan. Rural Development helps with impact fees for the system and rates. There will be meetings for the project and process so town residents will be able to discuss the project.

Industrial Park Subdivision. Edward Larsen, Endeavor Engineering, said Resolution No. 376 is a partnership between Maury Johnston and the Town of Culbertson. Resolution No. 376 mentions only a 36 unit motel for Lots 3 & 4. Edward Larsen presented proposed changes to Resolution No. 376. The proposed Resolution would convey title to Lot 4 of Industrial Park Subdivision to Maury Johnston in exchange for the development of a combination short term stay/RV Park.

Keith Fox - WWC Engineering said the RV Park has to go through full subdivision review.

Attorney Hennessy stated that it is a gross misrepresentation that Edward Larsen stated Resolution No. 376 is a partnership between the town and Maury Johnston and no p/s exists. Attorney Hennessy recited the calls from WWC and the 3 page denial letter from Montana Department of Environmental Quality in response to the application Edward Larsen, Endeavor Engineering submitted for Johnston Corner RV Park. The Planner recommendation is to issue a Stop Work Order. Attorney Hennessy stated the intent of Resolution No. 376 was Lots 3 & 4 of Industrial Park Subdivision to Maury Johnston in exchange for a 36 unit motel complex at turn key stage and fully operational on or before March 1, 2012 and it remains so.

Edward Larsen said that a subdivision pre-application will be submitted to town Planner next week. Mr. Larsen was instructed to get the pre-application from Keith Fox, Town Planner - WWC Engineering.

Attorney Hennessy does not recommend further action on Resolution No. 376, because Maury Johnston can still meet the deadline for the motel. The legal status is the project is out of compliance and the Town needs to issue a Stop Work Order. Maury Johnston needs to show that all the DEQ, County & City Planning & Zoning paperwork is in order and in compliance.

Maury Johnston said repeatedly he is not out of compliance, contrary to the DEQ non-compliance letter, because he is learning the ropes.

Pete Olson asked if it was possible for Maury Johnston to present a schedule with hard fast timelines.

Attorney Hennessy read verbatim from the DEQ letter to Edward Larsen, PE all of page 2 od 3. A complete copy of the letter dated August 17, 2011 is attached to these minutes. Attorney Hennessy said for the record this project is not in compliance now.

Edward Larsen wants in the record that the non-compliance bullet points on the bottom of page 2 and top of page 3 are either done or are being worked on.

Keith Fox, PE and Planner noted that the Sanitation in Subdivisions Act and the Public Water Supply Laws are not new. They have been around for over 20 years. Maury Johnston must stop development until he is in compliance.

The subdivision review process builds in public comment period. The development review ordinance will have to be followed. A sketch of a Zoning/Ordinance Permit was approved in March 2011.

Maury Johnston does not think the town needs to issue a Stop Work Order.

Mark Colvin asked if in the RV Park Rules it would prevent Maury from bringing in skid units.

W. Bruce Houle made a motion to issue a "Stop Work Order" until all Department of Environmental Quality, Department of Public Health & Human Services and required paperwork for the subdivision is complete to the Town's satisfaction. Mark Nelson seconded the motion. Keith Fox recommended it state to the Town's satisfaction, because the developer does not own the land. All voted in favor of the motion. MOTION CARRIED.

Thomsen Property. Council reviewed a proposal from Tim Stefan for the Thomsen Property. No action taken.

Proposed changes to Resolution 376

- 1) Remove LOT 4 from the 1st line
- 2) Change date to October 2012 in Resolved line 1.

Resolution _____

A RESOLUTION OF INTENT TO CONVEY TITLE TO LOT 4 OF INDUSTRIAL PARK SUBDIVISION TO MAURY JOHNSTON IN EXCHANGE FOR THE DEVELOPMENT OF A COMBINATION SHORT TERM STAY/RV PARK.

WHEREAS: Maury Johnston has proceeded with the design of a short term stay/RV park on LOT 3 of INDUSTRIAL PARK SUBDIVISION, and

WHEREAS: The Town of Culbertson has previously been presented the concept without opposition, and

WHEREAS: The Town of Culbertson has not approved or denied the proposal by resolution, and

WHEREAS: The short term stay/RV park plans, financing and schedule are being completed, and

WHEREAS: The project is subject to Subdivision Review, therefore

BE IT RESOLVED that the Town of Culbertson present and vote on a motion to convey LOT 4 of INDUSTRIAL PARK SUBDIVISION upon the completion of design, funding approval and completion of construction according to the intent of the plans submitted this date, and

FUTHERMORE BE IT RESOLVED that the development have covenants as approved by the Town of Culbertson, be approved through the subdivision review process of the Town of Culbertson and Montana Department of Environmental Quality and subject to licensing by the Montana Department of Health and Human Services, and requirements of traffic flow and approaches approved by the Montana Department of Transportation, and

FUTHERMORE BE IT RESOLVED that the development is subject to any and all of the foregoing conditions, covenants and requirements, subsequent mutually agreed amendments, the Town shall convey fee simple title to Maury Johnston at the time the project is turnkey and operational.

Dated this _____ day of _____ 2011

Town of Culbertson

By: _____
Raedelle Aspehlieder, Town Clerk

On vote for the Town Council for the first and only reading it was PASSED, APPROVED, AND ADOPTED this _____ day of _____ 2011.

AYES:

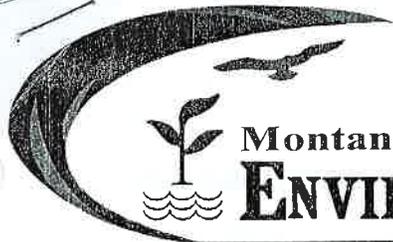
NAYS:

ABSENT:

Town of Culbertson

By: _____
Gordon Oelkers, Mayor

ATTEST: _____
Raedelle Aspehlieder, Town Clerk



Montana Department of
ENVIRONMENTAL QUALITY

RECEIVED
8-19-11
JCS

Brian Schweitzer, Governor

Airport Business Park • 1371 Rimtop Dr. • Billings, MT 59105-9702 • Website: www.deq.mt.gov

Edward Larson, PE
Endeavor Engineering, LLC
P.O. Box 205
Culbertson, Montana 59218

August 17, 2011

Re: Johnston Corner RV Park, Culbertson

EQ# Pending

Dear Mr. Larson:

The application for the above referenced project was received by this office on August 16, 2011 and evaluated in accordance with ARM Title 17, Chapter 36 and ARM Title 17, Chapter 38. This is to inform you that the application cannot be approved at this time. The Department is requesting additional information to demonstrate compliance with the Sanitation in Subdivisions Act (76-4-101, MCA) and associated regulations (ARM Title 17, Chapter 36) and with the Public Water Supply Laws (75-6-101, MCA) and associated regulations (ARM Title 17, Chapter 38). The deficiencies of the application, which were identified during performance of the review, are listed by administrative rule or design standard section on the pages following this letter.

Further review of this application can proceed when written responses, revised plans or other necessary planning document changes are submitted for the Department's consideration. Until the information required by law and regulation as specified in this letter is submitted to this office and found to be adequate, we cannot produce a statement that the subdivision is free of sanitary restriction. Because the Department must make a decision to deny or approve your application within statutory deadlines, the Department hereby denies the application until the required information is submitted for review.

If you wish to appeal the Department's denial of certification, you may request a hearing before the Board of Environmental Review, pursuant to Section 76-4-126, MCA and the Montana Administrative Procedures Act.

When you submit the additional information for our review, please use the submittal title and E.Q. # noted above to ensure that the information is placed with your particular proposal.

Thank you for your efforts to meet our requirements. If there is anything I can do to answer questions or assist, please do not hesitate to call me at 247-4455.

Sincerely,

Matthew Waite, PE
Public Water and Subdivision Section
Billings Regional Office

CC: Roosevelt County Sanitarian
Town of Culbertson
Maury Johnston, Owner
File

Additional Information:

In general, not enough information was provided regarding the project to perform a complete review. Based on the information provided, it appears that the proposed development is subject to review under both the Sanitation in Subdivisions Act (MCA Title 76, Chapter 4 and ARM Title 17, Chapter 36) and the Public Water Supply Laws (MCA Title 75, Chapter 6 and ARM Title 17, Chapter 38). Below are comments regarding the review and approval steps necessary for the proposed development.

Note that the Sanitation in Subdivision Act (MCA 76-4-102) defines a Subdivision as follows (emphasis added):

"Subdivision" means a division of land or land so divided that creates one or more parcels containing less than 20 acres, exclusive of public roadways, in order that the title to or possession of the parcels may be sold, rented, leased, or otherwise conveyed and includes any resubdivision and any condominium **or area, regardless of size, that provides permanent multiple space for recreational camping vehicles** or mobile homes.

Since the proposed development includes the creation of 18 new RV spaces, the Department's review must be performed in accordance with the requirements of the Sanitation in Subdivisions Act and the associated Administrative Rules of Montana (ARM Title 17, Chapter 36). Information regarding the subdivision application and review process can be found on the Department's website (<http://deq.mt.gov/wqinfo/Sub/default.mcp>). If an existing Certificate of Subdivision Approval has been issued for the parcel for the planned use (including the RV spaces), the review under the Sanitation in Subdivisions Act may not be required. Note also that the Montana Department of Public Health and Human Services licenses RV parks and will require review of the development.

The Subdivision ARMs outline the necessary information required for submittal under the Sanitation in Subdivision Act. Note also that the Public Water Supply ARMs require the submittal of three sets of plans and specifications for public water supply projects, including main extensions.

In addition, since the RV park has more than 15 service connections, it will become a consecutive connection public water supply system as defined in the Public Water Supply ARMs (Title 17, Chapter 38). As such, the water main located inside the RV park must be reviewed under the PWS rules and design circulars; plan and profile sheets are required for all new or extended water mains, including the small-diameter mains located inside the RV park. Backflow prevention, metering, and ownership/maintenance requirements must be addressed (e.g. who will own and maintain the RV park water system?). Technical, managerial, and financial capacity, per circular DEQ-1, Appendix A, must be provided regarding the system ownership.

In addition to the permitting process comments above, I performed a cursory review of the submitted plans for conformance with our design standards as outlined in circulars DEQ-1 and DEQ-2.

- Where are the planned locations of the restaurant and motel?
- Where will water service from Dry Prairie Rural Water be obtained? Please provide a letter of approval from Dry Prairie regarding the proposed connection.
- Please provide letters of approval from the Town of Culbertson for connection to the wastewater system and from the local (county) health department regarding the RV park.
- A more detailed analysis of the Town's wastewater system will be required in order to review the proposed connection. Does the Town have sufficient excess capacity to treat an additional 10,000 gallons per day of wastewater? If available, a recent Preliminary Engineering Report prepared for the Town may assist in determining existing and excess capacity.
- Provide a letter from the owner/developer indicating their commitment to retain a qualified professional for construction certification and preparation of as-built drawings for the public portions of the project.

- As defined in the Public Water Supply ARMs, a sewer main is any line providing sewer to multiple service connections; therefore, the interior lines serving the individual RV spaces are defined as mains and are subject to review vs. our design standards. In addition, portions of the lines serving the three apartment buildings meet the definition of a main and must also be reviewed (alternatively, the lines serving the apartments can be reconfigured as service connections and are then not subject to our design criteria).

Attached are our current fee schedules for review under both the Sanitation in Subdivision Act and the Public Water Supply Laws. Our review cannot begin until the review fees have been paid.

Due to the complexity of this project and the several different sets of rules applicable, I am happy to meet with you in person to discuss the project and to go over the different regulations with you. Please contact me at 247-4455 or mwaite@mt.gov if you would like to meet in person.

Sept. 6, 2011 cont.

Mill Levy Fy 2011-2012. W. Bruce Houle made a motion to approved Resolution No. 380 setting the All-Purpose levy of 137.91 mills and Library 35.77 mills, a total of 173.68 mills for fiscal year ending 6-30-2012. A levy of 36.08 mills for the General Obligation Debt for fiscal year ending 6-30-2012. Bernie W. Finnicum seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Capital Improvement Program Fund. Mark Nelson made a motion to approve Resolution No. 381 designating the Capital Improvement Program Fund for the following: fire hall/community center, sheriff vehicle, sprinklers-new library, street sweeper and dump truck. Dallas Dehner seconded the motion. All voted in favor of the motion. MOTON CARRIED.

Personnel Wages. W. Bruce Houle made a motion to approve Resolution No. 382 establishing personnel wages effective July 1, 2011. Mark Nelson seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Airport. W. Bruce Houle made a motion to approve Amendment No. 1 To The Agreement for Professional Services for Big Sky Field. Bernie W. Finnicum seconded the motion. All voted in favor of the motion. MOTION CARRIED. Mayor Oelkers signed the amendment.

Haugen RV/Mobile Home Park. Haugen RV/Mobile Home Park has a concept drawing for a pre-application meeting on Thursday, Sept. 8, 2011 2:00 p.m. conference call with WWC Planning Staff.

WWC Engineering Service Agreement. Dallas Dehner made a motion to approve Service Agreement #5 with WWC Engineering. W. Bruce Houle seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Elm Trees. A recent Diagnostic Report submitted by Ann Ronning confirmed the European Flea Weevil. W. Bruce Houle made a motion to contract with Scott Morton to identify diseased trees again for the town. Mark Nelson seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Sheriff Vehicle. Gordon asked Michael Cameron to come up with specs so the town can get bids on a Sheriff Vehicle.

Town Lot. Town received a proposal from Greg Kamp to rent Lot 2 Blk 12 Original Townsite. W. Bruce Houle made a motion to rent Lot 2 Blk 12 under the same dollar amount and provisions as Lot 1 Blk 12 Original Townsite. Dallas Dehner seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Election. Council received a Mail Ballot written Plan. Timetake and Sample Instructions from Cheryl Hansen, Election Administrator. Council agreed mail ballot is okay.

3rd Ave. E. Mark Nelson requested that 3rd Ave. E. be put on the October meeting agenda as a reminder to extend the motion to not allow truck traffic.

The following bills were reviewed by the auditing committee and ordered paid:

General Fund:

Dept. of Revenue	88.13
Kadrmass, Lee & Jackson	11694.00
Kadrmass, Lee & Jackson	25522.75
O'Day Equipment LLC	8725.12
Postmaster	44.00
Odean Kilsdonk	265.58
Alene Crowder	380.08
Alene Crowder	502.78
Ashley Sullivan	524.17
Ashley Sullivan	31.51
Dylan Bear	95.50

Enterprise Funds:

AT&T	46.85
MDU	2820.61
Postmaster	111.07
Odean Kilsdonk	2685.31
Dept. of Revenue	810.14
Dixie Berwick	2190.60
Michael Gossage	2131.26
Robert Jasper	3702.53
AT&T	34.56
Agri Industries	502.99
Byerly Computer Serv.	840.00

General Fund:

Erica Nickoloff	269.80
Janae Reynen	473.58
Karli Larsen	471.51
Karli Larsen	162.84
Michelle Williams	491.71
Paige Berwick	493.49
Paige Berwick	635.72
Penny Hendrickson	250.35
Raedelle Aspenlieder	2488.27
Renee Oelkers	363.76
Robert Jasper	114.50
Shelby Weeks	502.97
Shelby Weeks	12.28
Tiffany Marchwick	633.33
Tiffany Marchwick	841.14
Alene Crowder	407.30
American Legion Post 81	75.00
Ashley Sullivan	92.15
Bailey Nickoloff	137.47
Byerly Computer Serv.	385.00
City Line	1199.16
CNA Surety	100.00
Dept. of Revenue	429.50
Dixie Berwick	92.82
Dylan Bear	69.00
Erica Nickoloff	58.09
Finnicum's	554.89
Gaffney's	173.47
Hawkins's, Inc.	503.92
Herman Oil Co.	12296.00
Hometown Market	361.39
IRS	3571.87
Janae Reynen	429.01
John Deere Financial	1100.64
Karli Larsen	266.24
Kohler Communication	70.75
Lauren Hekkel	3.82
Michelle Williams	104.27
Miller Oil Co.	101.63
MDU	566.97
Nemont	296.91
Oelkers Serv.	69.30
P.J. Auto Glass & Radiator	100.00
Paige Berwick	373.07
Paula Schledewitz	150.00
PERS	627.91
Qually's Auto Glass	210.30
Renee Oelkers	79.01
Roos. Co. Sheriff Dept.	1000.00
Shelby Weeks	232.38
The Searchlight	130.00
Tiffany Marchwick	1549.50
Visa	572.62
W. Bruce Houle	166.26
Total	<u>\$84,786.49</u>

Enterprise Funds:

Christoffersen, Knierim Law	11.93
City Line	9.85
Colvin Sales & Service	133.69
Dept. of Revenue	734.50
Dept. of Public H&H	21.00
Energy Lab, Inc.	37.00
Finnicum's	160.80
Gaffney's	162.18
Hach Company	308.57
Hawkin's Inc.	4496.75
Industrial Systems	699.44
IRS	3999.19
Jessica Martin	18.65
Ken's Refrigeration	103.50
Larsen Builders	80.39
Miller Oil Co.	1060.81
Milo Mattelin	100.00
MDU	2199.20
Nemont	93.81
Normont Equip. Co.	3134.00
Northwest Pipe Fittings	2007.35
Oelkers Serv.	565.56
Praxair	14.05
PERS	2253.72
QBS	489.69
Qually's Auto Glass	542.23
Sheridan Electric Coop.	15.00
USA Blue Book	542.71
Utilities Underground Location	23.36
Visa	22.56
Williston Landfill	2747.10
WWC Engineering	2068.00
Total	<u>\$44,732.51</u>

Special Funds:

Ross Helmer	588.23
Beth Hekkel	347.12
City Line	9.85
Culbertson Pharmacy	2.79
Dept. of Revenue	9.00
Family Circle	19.98
Finnicum's	42.96
Hometown Market	23.69
Horizon Resources	226.09
IRS	84.20
Larsen Builders	1.75
McCody Concrete Products	264.19
Miller Oil Co.	89.38
MDU	1386.57
Nemont	86.29
Normont Equip. Co.	319.21
Oelkers Servicerter	200.73
Redbook	21.97
RPS	59.95
Sheridan Elec. Coop.	79.19

Preliminary plat application review fee:	
Major (more than 5 lots)	\$2,000.00
Minor (2 to 5 lots)	\$1,500.00
Plus additional fee per lot/unit	\$100.00
One Lot Minor	\$850.00
Exemption review fee	
Exemption review fee	\$200.00
Environmental Health review fee	
Environmental Health review fee (per each lot over 20 acres)	\$100.00

Final plat approval fee:	
Major (more than 5 lots)	\$1,000.00
Minor (2 to 5 lots)	\$500.00
Plus additional fee per lot/unit	\$50.00
One Lot Minor	\$150.00
Weed inspection fee	
Weed inspection fee	\$100.00
Plus additional fee per lot/unit	\$5.00
Fire Department inspection fee (Major only)	
Fire Department inspection fee (Major only)	\$100.00
Plus additional fee per lot/unit	\$5.00
Road Department inspection fee *** (Major only)	
Road Department inspection fee *** (Major only)	\$100.00
Plus additional fee per lot/unit	\$5.00

***Plus actual contract engineering consultant expenses
(for detailed review if necessary)

The Applicant is financially responsible for actual outside engineering, consulting, professional and/or contracted service fees, etc. at the sole discretion of the Town for additional review and/or final plat approval of the proposed subdivision.

Knife River bid:

Curb and gutter = 690ft @ \$35.00/ft = \$24,150.00

75% Reduction 690ft @ \$26.25/ft = \$18,112.50
Difference = \$6,037.50

Revision to Curb and gutter and Valley gutter @ intersection:

				<u>Knife River bid</u>
Curb and gutter Removal	= 35.6 ft	@ \$10.00	= \$ 356.00	
New Concrete curb and gutter	= 26.7 ft	@ \$35.00/ft	= \$934.50	
Add. Valley gutter 6ft	= 5.5 ft	@ \$12.00/ft	= \$ 66.00	
Add. Valley gutter 12ft	= 10.9 ft	@ \$12.00/ft	= \$130.80	
Add. Pavement (Asphalt)	= 9 sq. yds.	@ \$18.00/sq. yds.	= \$162.00	
Add. Crushed base course	= 1.2 Cu. yds.	@ \$41.00/Cu. yds.	= \$ 49.20	
				<u>\$1,698.50 total</u>

Special Funds Cont.

Titan Machinery	548.50
Traveler	17.95
WWC Engineering	11366.06
Total	<u>\$15,795.65</u>

Meeting adjourned at 10:00 p.m.

Raedelle Aspenlieder
Clerk

[Signature]
Mayor

Wednesday, September 14, 2011 2:00 p.m. The Culbertson Town Council met in Special Session to discuss the curb and gutter on Centennial Drive and to adopt the Sub Division Review Fee Schedule. The following were present: W. Bruce Houle, Gordon Oelkers, Mark Nelson, Robert Jasper and Dixie Berwick. Absent: Bernie W. Finnicum, Dallas Dehner and Raedelle Aspenlieder. Guests: Lee & Laurie Averill, Ron Larsen, Brue Fellman, Lary Pearson, Mike Weeks and Rob & Shanonne Oelkers. Julie Johnston entered the meeting at 2:25 p.m.

W. Bruce Houle made a motion to approve the agenda. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Gordon Oelkers listed the 3 options for the curb and gutter:

- 1.) Remove the square curbing to match the round curbing
- 2.) Remove the round curbing to match the square curbing
- 3.) Leave as is and reduce the total cost of project.

Mark Nelson made a motion to remove the square curbing, replace it with round curb and gutter. To fix the corner by Maury Johnston's, with a 30 day extension to the original contract. Gordon Oelkers seconded the motion. Knife River would reduce the price of the curb and gutter by 75% if the square curbing was used. A price quote was given to fix the corner by Maury Johnston's of \$1698.50.

The property owners would like the curb and gutter to be uniform, but don't want changing the curb and gutter to round, to delay the paving of Centennial Drive.

All present voted in favor of the motion. MOTION CARRIED.

Julie Johnston entered the meeting at 2:25 p.m.

W. Bruce Houle made a motion to adopt the Sub Division Review Fee Schedule provided by WWC Engineering. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Meeting adjourned at 2:30 p.m.

Dixie Berwick
Utility Clerk

[Signature]
Mayor

October 3, 2011. The Culbertson Town Council met in regular session with the following present: Gordon Oelkers, W. Bruce Houle, Bernie W. Finnicum, Mark Nelson, Greg Hennessy and Raedelle Aspenlieder. Absent: Dallas Dehner and Robert Jasper. Guests: Robert Nick, Daryl Synan, Maurice Gonitzke, Mark Colvin, Kelly Berk, Diane Hampton and Julie Johnston. Scott Aspenlieder, WWC Engineering, joined by telephone for the Wastewater Collection and Treatment System portion. Ed Larsen Endeavor Engineering entered the meeting at 8:38 p.m.

Mark Nelson made a motion to approve the agenda. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

W. Bruce Houle made a motion to approve regular meeting minutes September 6, 2011 and special meeting minutes August 9th, 15th, 24th, 25th September 6th and 14th, 2011, and Treasurers Report August 31, 2011. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Oct. 3, 2011 cont.

Mayor Oelkers recognized the visitors. Maurice Gonitzke has a complaint about dogs in his neighborhood. The dogs bark and howl continually. Maurice has called 911. The deputies have been there and know and still nothing is being done. Maurice said the next step is for the Mayor/Council to talk to the sheriff about all the complaints we are getting.

Diane Hampton complained about the dogs and vehicles parked on the streets much longer than the 30 day limit. She wants to know when the town is going to do something about it, like issue tickets. Diane said the council will have to tell the sheriff Dept. They have to issue tickets.

W. Bruce Houle made a motion to ask our Sheriff to hold a special meeting in Culbertson to discuss 2 issues - dogs and vehicles. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED. Attorney Hennessy has heard nothing about dogs from the Sheriffs Department. Maybe the fine amount needs to be raised.

Airport. Raedelle will set-up a meeting with the county commissioners to discuss the airport and fence issues.

TRE. Funding is not available for Theodore Roosevelt Expressway from Bainville to the State Line. TRE is approved from Culbertson to the State Line, but no funding available. States from Montana to Texas support the Keystone XL Pipeline.

Planning Board. No news.

Walk Path. Project will be out to bid this winter with work to be done Spring 2012.

Growth Policy and Capital Improvement Plan. Council reviewed the most recent Growth Policy changes: 1.) Development Review Ordinance. The Town has adopted an Interim Development Review Ordinance to help control growth and land use within the Planning Area, and 2.) Mixed Use. Culbertson has designated areas adjacent to the Town limits and suitable for future development and annexation as appropriate for mixed use. The Mixed Use designation will promote maximum flexibility and innovation in the development of land and the design of development projects within the area surrounding Culbertson. The draft will be ready this week. There will be a special meeting so the Town Council and Planning Board can review the documents. Public input meetings will begin.

BNSF. No new news.

5th Street East Extension. Mark Mahlen and Paul Finnicum have the street dedication information from attorney Hennessy. They have not returned the paperwork. Raedelle will call them.

Community Pond Project. No new news.

Brigham Oil & Gas. Town received copies of 2 spacing's of drilling applications.

Truck Traffic - 3rd Ave. E. Mark Nelson made a motion to extend no truck traffic on 3rd Ave E. 6 more months. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Centennial Drive. The contractor will be blading Tuesday, Oct. 4th, then paving.

Corridor Study. The Town requested a Corridor Study. A letter of request was mailed to Shane Mintz, MT DOT Glendive office and he forwarded it to Helena with his support.

Sketch Plan Permits. Council discussed the Development Review and Approval Process. There needs to be a submittal cut-off date like one week prior to meetings. There needs to be time to do this right. All permits need to be run by the Planner. Time needs to be allowed for Planner review when necessary on when there are questions. The Council will give final approval of permits.

Council reviewed the following permits:

Elizabeth Sundheim - 2 permits - she needs a certificate of survey or retracement survey. Permits not approved.

Paul Finnicum - trailer on Lots 5 & 6 Blk. 5 John Nugent's Addn. Permit approved.

Neal Stromberg - no permit required

Dale Wolff - trailer on Lots 14,15,16 & 17 Blk 2 Cushing's Third Addn - Permit approved.

Dallas Dehner - concrete driveway - Lots 1 & 4 Blk 1 John Nugent's Addn. - Permit approved.

Dave & Linda Geib - project is included in planning the sewer system.

GJV's. General journal voucher #573 and utility billing vouchers # 744 - # 749 were approved and signed.

Wastewater Collection and Treatment System. Scott Aspenlieder WWC Engineering was on the telephone for this portion of the meeting. Council received a copy of the spread sheet showing possible funding scenarios using Rural Development, Intercap and State Revolving Fund loans and possible RD Grant.

Scott said to keep in mind when we look at this spreadsheet that the project is based on 295 households with planned development 3.4 million being financed and spread out over those 295 households. These numbers are conservative and high. The 3.4 cost is probably low, may be more like 4 million and 350 - 400 households is potential. EDU stands for Equivalent Dwelling Unit. Projections for Culbertson's population is 1200. It was suggested that the lagoons system be built 1½ times bigger. The end of October or first of November we will invite the public to a meeting to discuss the Growth Policy, Capital Improvement Plan and Sewer System.

Ed Larsen, Endeavor Engineering entered the meeting at 8:38 p.m.

Mayor Oelkers suggested we pursue financing with Rural Development, but it needs to be specified the loan can be paid off early.

The life expectancy of a RD Loan is longer than the expected design life. Our current sewer system is at capacity and already past its expected original design life.

W. Bruce Houle made a motion to proceed with Rural Development for a 40 year loan. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Scott Aspenlieder said he and the Planning Staff at WWC are asked by developers about the '66 wide streets with curb, gutter and asphalt. They either comply or apply for a variance. However, the Town already has that set-up of 66' wide streets with curb, gutter and asphalt. WWC would recommend that the town does not grant a variance for gravel streets.

Mark Colvin asked about open space. Typically 1.10th of an acre is kept for open space, or cash in lieu of a park.

Industrial Park Sub-division. A stop work order was issued. Julie Johnston said nothing new.

Clerk reported there is a party interested in Lot 1 of Industrial Park for Commercial Development and will have plans by mid-October. Council said Lot 1 cannot be developed.

Thomsen Property. There is another party interested in the Thomsen Property.

Haugen RV/Mobile Home Park. A Concept drawing was presented, but they are making revisions. Here again, the streets need to be like the rest of town.

Trees. Scott Morton has moved. Clerk will ask county Extension Agent Ann Ronning if she can identify diseased trees. In Culbertson so the owners can cut down the diseased trees.

Sheriff Vehicle. Mark Colvin looked at auctions for a sheriff vehicle. He said he could get a vehicle for \$5000 less, but the warranty would not be as it would on a new vehicle. So, he recommended the town go with the quote we had. Maybe we can get in on a state bid price for a SUV. Town needs to contact the Sheriff Dept. again.

Maurice Gonitzke asked if the water is safe to drink. Yes, it is safe to drink.

Oct. 3, 2011 cont.

Mark Colvin talked to PTI about the man camp. It is on hold at the moment.

The following bills were reviewed by the auditing committee and ordered paid:

General Funds:

Penny Hendrickson	250.35
Postmaster	44.00
Raedelle Aspenlieder	2450.54
Robert Jasper	39.02
City Line	84.82
Dept. of Revenue	171.29
Farm Equipment Sales	2000.00
Finnicum's	96.85
Gaffney's	437.90
Helena Stamp Works	26.50
Hennessy Law Office	2545.80
Hennessy Law Office	1371.30
IRS	1070.89
John Deere Financial	377.45
Miller Oil Co.	62.93
Modern Machine Works	171.25
MDU	281.52
MDU	16.09
MDU	46.88
Nemont	285.47
Oelkers Servicenter	200.75
PERS	552.16
Raedelle Aspenlieder	5.15
Roosevelt Co. Sheriff Dept.	1000.00
Visa	60.20
Total	<u>\$ 13,649.11</u>

Special Funds:

Ross Helmer	588.23
Beth Hekkel	271.53
Beth Hekkel	87.21
City Line	9.85
Culbertson Pharmacy	7.08
Dept. of Revenue	9.00
Farm Equipment Sales	1500.00
Finnicum's	10.99
IRS	84.20
John Deere Financial	39.40
McCody Concrete Products	124.11
Miller Oil Co.	107.40
MDU	1418.80
Nemont	86.29
Normont Equipment Co.	87.00
O The Oprah Magazine	28.00

Enterprise Funds:

Dept. of Revenue	833.83
Dixie Berwick	2078.82
Michael Gossage	2193.22
Odean Kilsdonk	2302.70
Postmaster	111.07
Robert Jasper	3862.72
AT&T	45.99
City Line	9.85
Dept. of Revenue	712.71
Dual Trucking, Inc.	4241.50
Dept. of Public H&H	21.00
Energy Lab	785.00
Energy Lab	99.00
Farm Equipment Dales	12500.00
Finnicum's	64.28
Hach	521.46
Hawkin's, Inc.	4104.16
IRS	3772.84
John Deere Financial	77.37
Miller Oil Co.	818.12
MT DEQ	758.00
MDU	37.31
MDU	1037.21
Nemont	89.65
Normont Equipment Co.	225.00
Northwest Pipe Fittings	219.26
Northwest Pipe Fittings	227.19
Oelkers Servicemen	1298.91
Praxair Dist. Inc.	14.32
PERS	2184.83
Sheridan Electric Coop.	15.00
USA Blue Book	213.98
Utilities Underground Location	18.98
Visa	128.71
Wild West Diner	61.25
Williston Landfill	2896.71
WWC Engineering	94.00
Total	<u>\$ 48,675.95</u>

Special Funds cont.

Oelkers Servicenter	20.00
Sheridan Electric Coop.	97.50
WWC Engineering	12253.98
Total	<u>\$ 16,830.57</u>

Meeting adjourned at 9:05 p.m.


Clerk


Mayor

Wastewater System Improvements

November 1, 2011 7:00 p.m.

Name

Alan Aspinhede

John Kelley

Mike Berwick

Ronald Aspinhede

Robert Jensen

~~_____~~

Mike Macko

W. B. Saul

Keely Beck

Rich Knick

Karen Synan

William Synan

Tom Hawsey

Nancy Hansen

Del Gray

Butch Jennison

Glenn

October 25, 2011 7:00 p.m. Special Meeting. The Culbertson Town Council met in special session with the Planning Board to review the Growth Policy and Capital Improvement Pan and make any corrections or revisions. The following were present: Gordon Oelkers, W. Bruce Houle, Mark Nelson, Robert Jasper, Dixie Berwick, Raedelle Aspenlieder, Lee Averill and Dale Morey. Absent: Bernie W. Finnicum and Dallas Dehner from Town Council. Absent from Planning Board: Mike Olson and Ross Buxbaum.

The next meeting will be on Tuesday, November 1, 2011.

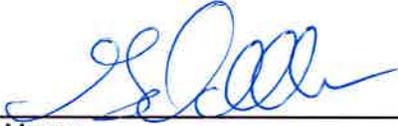
W. Bruce Houle noted the public comments, after Appendix A Public Input. The group suggested copies of this section be available at the Post Office, First Community Bank, Richland Federal Credit Union, Wild West Diner, Me Too Pizza and the Town Office.

The Growth Policy and Capital Improvement Plan draft copies looked good and there were only a few typographical and other minor corrections made.

Meeting adjourned at 7:30 p.m.



Clerk



Mayor

Tuesday, November 1, 2011 7:00 p.m. Town Hall Special Meeting on Wastewater System Improvements. The following were present: Gordon Oelkers, W Bruce Houle, Bernie W. Finnicum, Robert Jasper, Dixie Berwick and Raedelle Aspenlieder. Absent: Dallas Dehner and Mark Nelson. Guests: Alan Aspenlieder, Mike Machart, Kelly Berk, Rick Knick, Karen Synan, William Synan, Tom Hansen, Nancy Hansen, Dale Morey and Scott Aspenlieder with WWC Engineering.

Mayor Oelkers called the meeting to order at 7:00 p.m.

Scott Aspenlieder, WWC Engineering discussed the Wastewater System Improvements. The Preliminary Engineering Report was done in 2009-2010. WWC Submitted applications for grant funds, that Culbertson was eligible to apply for, to DNRC and Treasure State Endowment Program. Culbertson did receive a grant from DNRC for \$100,000., but did not make the list for TSEP.

Scott presented the problems and solutions for the wastewater system improvements. The current system is long past its design life, there is no capacity left in the lagoon, no room for expansion and the lift station has deteriorated and unsafe for operators.

Questions from those in attendance were about the system replacement, an aeration system or mechanical treatment. Scott presented 4 scenarios for funding a Wastewater Improvement project. The preferred alternative budget was reviewed.

W. Bruce Houle made a motion to adopt the Preliminary Engineering and Environmental Reports as prepared by WWC Engineering, and adopt the Resolution to submit Rural Development Funding Application. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Meeting adjourned at 8:15 p.m.



Clerk



Mayor

Tuesday, November 1, 2011 8:25 p.m. Town Hall Special Meeting for Public Input on the Growth Policy and Capital Improvement Plan. The following were present: Gordon Oelkers, W. Bruce Houle, Bernie W. Finnicum, Robert Jasper, Dixie Berwick and Raedelle Aspenlieder. Absent: Dallas Dehner and Mark Nelson. Guests: Mike Machart, Kelly Berk, Rick Knick, Karen Synan, William Synan, Tom Hansen, Nancy Hansen, Dale Morey and Scott Aspenlieder with WWC Engineering.

November 1, 2011 cont.

Mayor Oelkers called the meeting to order at 8:25 p.m.

Scott Aspenlieder explained the process to develop the Growth Policy and Capital Improvement Plan. Many individuals, civic organizations, businesses and a working group were all involved in the process.

Scott reviewed the Land Use Map and Annexation Areas of Interest Map that are in the Growth Policy.

The Capital Improvement Plan 2011-2021 was given to all in attendance and reviewed. Scott explained that the Growth Policy and Capital Improvement Plan are guidance documents and to be used as a tool for the town.

Comments and concerns of those in attendance were about airport project funding, and future annexation and growth of the town.

Meeting adjourned at 9:20 p.m.


Clerk


Mayor

November 7, 2011. The Culbertson Town Council met in regular session with the following present: W. Bruce Houle, Mark Nelson, Gordon Oelkers, Bernie W. Finnicum, Greg Hennessy, Robert Jasper and Raedelle Aspenlieder. Absent: Dallas Dehner. Guests: Pete Olson, Pat Handy, Erv Seizer, Daryl and Karen Synan, Keenan Enjelke, Greg Kamp, Kelly Berk-Searchlight, Mark Colvin, undersheriff Jason Fredericks, Deputy Dan McKee, Maury and Julie Johnston, Steven and Hallie (2 children) Henry, and Lee Averill. Mark Mahlen entered the meeting at 7:45 pm.

Mark Nelson made a motion to approve the agenda. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

W. Bruce Houle made a motion to approve regular meeting minutes October 3, 2011 and special meeting minutes October 25, and November 1, (2 meetings) 2011, and Treasurer Report September 30, 2011. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Sheriff Department. Undersheriff Jason Fredricks wants to know where the town plans to purchase the sheriff vehicle for the east end. W. Bruce Houle made a motion to purchase the Ford Expedition from Rathert Fox Ford in Wolf Point at state bid pricing. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Industrial Park Subdivision. Maury Johnston said he is dead in the water because of the stop work order. He said 2 meetings ago he requested a letter from the town to hook-up to city sewer. Maury said his banker needs title to the land to give a loan. Maury stated again that he needs a letter from the town giving permission to hook-up to sewer so he can send the information to the Department of Environmental Quality for review and approval. Maury said he needs an extension on the time frame, he needs title to the land and he needs to be able to go out there to cover up his buildings. Mayor Oelkers said, first is the letter from DEQ which has a list of items. Mayor Oelkers said, "you, Maury, as the developer have to get it done. The conditions on the Resolution need to be met." Keenan Enjelke recalled Maury to say the sewer main extension wasn't a problem. Julie Johnston noted in the March 2010 minutes and motioned by Mark Nelson to move forward to allow attorney Hennessy to draw up the deed necessary with the lender similar to Rob Oelkers deal. Maury again stated he needs the letter from the town saying he can hook onto city sewer per DEQ letter. Maury said he will be back next meeting with an answer on what he is going to do.

Dixie Berwick
Box 502
Culbertson, MT 59218

November 1, 2011

Gordon Oelkers, Mayor
Town of Culbertson
Box 351
Culbertson, MT 59218

Dear Mayor Oelkers,

Please consider this my letter of resignation as of November 30, 2011 as the utility billing clerk for the Town of Culbertson.

Thank you for the opportunities for professional and personal development that you have provided during the 12 years I have been employed by the Town of Culbertson. I have enjoyed working with you, the council and my fellow employees.

Sincerely,



Dixie Berwick

Bernie W. Finnicum made a motion to do a letter stating Maury can hook-on to city sewer contingent upon proper DEQ approval and all state regulations. Motion died for lack of a second.

Keenan Enjelke asked if something got changed from Resolution No. 376 from being a 36 unit motel to include the extended stay and recreational vehicles? Keenan asked haven't they been out of compliance?

Maury and Julie Johnston, Steven and Hallie (2 children) Henry, left the meeting.

Retracement Survey. Pete Olson presented a Retracement Survey on Patrick Bidegaray property. Mark Nelson made a motion to approve the Retracement Surveys presented. W. Bruce Houle re seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Old Library Building. Greg Kamp said he ran into a snag on the old library building. Dean Armbrister wanted out. Attorney Hennessy will take Greg Kamp's original documents and get it cleaned up.

Airport. Raedelle is to set-up a meeting with the county commissioners on the airport. Pete Olson suggested the town annex in the airport and county road as well. Pete also suggested the alley to the south of the county road be vacated and given back to the property owners.

Theodore Roosevelt Expressway. No new news.

Planning Board. No new news.

Walk Path. Project is out to bid. Bids are due by 5:00 p.m. Wednesday, November 30, 2011.

Growth Policy and Capital Improvement Plan. Cannot adopt yet. Needs to be reviewed by CDBG.

BNSF Railway Co. No new news.

5th Street East Extension. Mark Mahlen said once the approach to 7th Ave. E. is permitted, the established trail will be abandoned. Mark would lose man camp parking on the north. Mark Mahlen has the documents for the 5th street E.

Community Pond Program. No new news.

Centennial Drive SID. Paving project is complete. Chip sealing will be done spring 2012.

Corridor Study. MDT has scheduled a scoping meeting for the Culbertson Corridor Study, November 22, at 10 am in Helena. The purpose of this meeting will be to review roles and responsibilities; discuss data needs, what's available and who will provide; timelines; team members; and any other items CDM needs to order to kick this study off. Carol Strizich will provide meeting materials in advance of the meeting. They will be using gotomeeting for the District and City/County staff and Carol will email out the conference call number and link to the web meeting.

Haugen RV/Mobil Home Park. Concept drawings were presented, revisions are being made. Keith Fox, WWC Engineering provided comments in writing on October 13, 2011.

Sketch Plan Permits. All plans will be submitted to the Planning staff at WWC for review and comments. Planning staff makes a recommendation to the Town Council for final approval/denial at the next regular scheduled meeting. Raedelle will ask the Planning staff if it is required that utility locations be on the permits.

GJV'S. General journal voucher #574 and utility billing vouchers #750- #756 were approved and signed.

Wastewater Collection and Treatment System. Service agreement #6 was approved and signed for WWC for survey work for the wastewater system project so the project can go to design this winter. There may be another

public meeting required due to Rural Development guidelines.

Thomsen Property. No action taken.

Resignation. Council accepted the resignation of Dixie Berwick Utility Clerk. Town will continue to advertise the position. Council would like a representative of the MMIA to meet with the council and employees to come up with a health insurance plan for the group.

Cleaning Senior Citizen Center. W. Bruce Houle made a motion to hire someone to clean the senior citizen center. 2 hours/week at \$12.00/hr and be on the town payroll. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Town Code Chapter 110 General Penalty. Town code is set according to state law. No action taken.

Channel 34. Channel 34 - news from Charlie - The FCC has granted Special Temporary Authority for K34GY to convert to digital. He requested the STA because the actual application has to be approved by Canada which will take about a year. The STA qualifies us to go forward with the change over to digital and for us to apply for the federal grant money.

The following bills were reviewed by the auditing committee and ordered paid:

<u>General Fund:</u>		<u>Enterprise Funds:</u>	
MMIA	1325.37	MMIA	2254.91
Unemp. Ins. Div.	47.56	MDU	1840.49
Postmaster	64.00	Unemp. Ins. Div.	70.74
Visa	48.15	Visa	27.29
Michael Gossage	105.18	Postmaster	109.91
Raedelle Aspenlieder	2450.54	Dept. of Revenue	723.12
Penny Hendrickson	250.35	Dixie Berwick	2061.77
Robert Jasper	33.52	Michael Gossage	1801.45
The City Line	128.98	Odean Kilsdonk	2544.20
CNA Surety	100.00	Robert Jasper	3318.98
Dept. of Revenue	178.12	AT&T	44.72
Finnicum's	186.13	Angelina & Sterling Anderson	32.24
Gaffaney's	191.54	The City Line	19.32
Great Northern Dev. Corp.	714.00	Dept. of Revenue	635.88
Hometown Market	58.27	Dept. of Public Health	21.00
Internal Revenue Service	1109.00	Energy Laboratories	37.00
John Deere Financial	182.79	Dustin Hofman	31.30
Larsen Builders	15.35	Finnicum's	156.93
Miller Oil	55.92	Franz Construction	9858.50
Nemont	260.75	GA Industries Inc.	1005.33
MDU	240.18	Hawkins Inc.	2459.20
Niehenke Welding Inc.	225.00	Hometown Market	121.34
Oelkers Service Center	37.10	Industrial Systems	1775.40
One Stop Business Licensing	21.00	Internal Revenue Service	3244.45
Penny Hendrickson	100.00	Larsen Builders	4.98
PERS	572.22	Kohler Comm.	48.00
Roos. Co. Sheriff Dept.	1000.00	McCody Concrete	216.74
Roos. Co Treasurer	55.19	Miller Oil Co.	1126.09
Sheridan County News	40.50	Nemont	87.70

General Fund cont:

Sheridan Electric Coop	193.00
The Searchlight	22.00
TOTAL	<u>\$10,011.71</u>

Special Funds:

MMIA	19.74
Unemp. Ins. Div.	2.85
Ross Helmer	588.23
Beth Hekkel	415.72
The City Line	47.72
Dept. of Revenue	9.00
Culbertson Pharmacy	5.99
Finnicum's	9.87
Hometown Market	26.28
Internal Revenue Service	84.20
Knife River Corp.	89638.20
Miller Oil Co.	170.58
Nemont	86.48
MDU	1430.45
Oelkers Servicenter	116.04
Sidney Re-E-Mix	360.00
Sheridan Electric Coop.	69.70
WWC Engineering	7629.92
TOTAL	<u>\$100,710.97</u>

Enterprise Funds cont.

MDU	2263.98
Northwest Pipe Fit.	1131.45
Oelkers Servicenter	557.52
Praxair Dist. Inc.	15.32
Praxair Dist. Inc.	15.05
PERS	1986.95
Sheridan Electric Coop	15.00
Sheridan Electric Coop	3209.85
USA Blue Book	123.40
Utilities Underground Loc.	18.98
Williston Landfill	2403.55
WWC Engineering	94.00
TOTAL	<u>\$47,514.03</u>

Meeting Adjourned at 9:55 p.m.


 Clerk


 Mayor

November 30, 2011. Bid Opening. Centennial Path Bids were opened Wednesday, November 30, 2011 at 5:00 p.m. The following were present: Gordon Oelkers, W. Bruce Houle, Robert Jasper, and Raedelle Aspenlider. Guests: Garrett Workman, and Brian Rauser from Century Companies and Kevin Stump from Harddrivers.

Centennial Path Bids were opened. Bids were as follows:

Century Companies	\$339,635.00
Harddrivers	\$309,561.00
Knife River	\$499,840.00
AGC, Inc.	\$257,211.00

All bids will be forwarded to WWC Engineering for review and compliance.

Adjourned at 5:20 p.m.


 Clerk


 Mayor

December 5, 2011

December 5, 2011. The Culbertson Town Council met in regular session with the following present: Mark Nelson, Gordon Oelkers, W. Bruce Houle, Bernie W. Finnicum, Greg Hennessy and Raedelle Aspenlieder. Absent: Dallas Dehner. Guests: Kelly Berk-Searchlight, Daryl and Karen Synan, Laura Christoffersen, Dan Lyttle- PTI, and Mark and Leona Colvin.

Mark Nelson made a motion to approve the agenda. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Mark Nelson made a motion to approve the C October 31, 2011 Treasurer Report. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Mark Colvin and PTI Group. Dan Lyttle, PTI, said they were kind of stalled due to equipment. Now in the last 3 weeks there are 3 new proto types coming to the United States. There will be brand new builds between Montana and North Dakota by the end of the first quarter 2012. PTI wanted to address the cold winters here. Everything is enclosed. Once you step inside, you can access all areas from the inside. The corridors will run in the back. The kitchen/dinning are 16 units. PTI will scrape and gravel the ground for a hard surface. KML, a Butte company that PTI is working with will bring the project to code and deal with the Department of Enviromental Quality and the town.

Mark Colvin put in a change of use permit for the approval with Montana Department of Transportation.

Dan Lyttle said the value of the equipment is approximatley 4 million dollars. That's not counting the cost to set-up the units. PTI is the largest company in this business.

This works like a hotel, it's open to anyone. The facility is open 24 hours 7 days a week. They will work with local law enforcement for security. They will also coordinate with the local fire department. PTI has talked to Hurley and Pearson, they are licensed to pump and have the wastewater until they can hook up to the town main. KML will set-up to use locals if possible for ground work. This is a 100 man facility with the possibility to expand. Attorney Hennessy said the town council can give the green light once the interim development review process is complete and the planning staff at WWC gives their recommendation to approve.

Darryl and Karen Synan had nothing for the council.

Airport. Clerk will set-up a meeting with the C County Commissioners in January 2012.

Theodore Roosevelt Expressway. No new news.

Planning Board. The next quarterly meeting will be in January 2012.

Walk Path. Four bids were recieved for the v Walk Path All bids were higher then the engineers estimated. Council would like more detailed information on the bids and the timeline of the CTEP and Fish Wildlife and Parks Grants.

Growth Policy and Capital Improvement Plan. W. Bruce Houle made a motion to approve Resolution No. 384, a Resolution of the Town Council of the Town of Culbertson to approve the Growth Policy and Capital Improvement Plan effective December 5, 2011. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

BNSF Railway Co. The crossing on 1st ave. W. should be included in any discussion with MT Dot and the Corridor Study.

5th Street East Extension. Presently on hold.

Community Pond Program. Maybe Shirley Gallegos can look at this once she is trained in.

Centennial Drive SID. Paving project is complete. Chip seal to be done in the spring 2012.

Corridor Study. There was a scoping meeting on Nov. 22, 2011 at 10:00 a.m. It was a 2 hour phone conference. Public meetings will be coming up. It is estimated to take one year to complete the Corridor Study and cost approximately \$200,000. The meeting was on logistics and discussed some of the projects.

Hangen RV/Mobile Home Park. No new news.

Sheriff Vehicle. The sheriff vehicle has been ordered and will be here in January or so.

Sketch Plan Permits. None.

Demolition Permits. Council reviewed a Demolition Permit Submitted by Jack Scotson. Clerk will send to the County Assessor Office.

GJV's: Utility billing vouchers #757 - #761 were approved and signed.

Wastewater Collection and Treatment System. The Rural Development Application has been submitted. The last 2 documents needed for the RD application are forms RD 442-21 Right - of - Way Certificate and RD 442 - 22 Opinion of Counsel Relative to Rights - Of - Way. Attorney Hennessy signed RD 442 - 22.

Thomsen Property. More interest in this property. No action taken.

Town Code Chapter 1.10 General Penalty. The Town Code Chapter 1.10 General Penalty meets state law, just need to have tickets written.

Channel 34. Town received Larcan Program Documents. Mayor Oelkers signed and they are being forwarded.

United Grain. United Grain requested sewer system connection. Clerk will give the United Grain information to WWC to contact them and encourage them to annex into town limits and hook to town services.

State of MT Debarred Vendors. See your copy of this list.

General Election 11-8-11 Results. Elected W. Bruce Houle, ward 1 and Dallas Dehner, ward 2. Swear in next regular meeting January 2012.

Next Regular Meeting. Due to the New Years Holiday the next regular meeting will be Tuesday, January 3, 2012

Library. Council received a letter from the Library about the test run in extended summer library hours. It appeared that it was not feasible to continue offering hours open after 5:00 p.m. The library also requested assistance with the sagging shelves.

Health Insurance. Employees are in the process of completing the necessary forms for Health Insurance through the MMIA Employee Benefits Program. The Council wants a representative from MMIA to come to discuss the options and costs with the employees and Council.

Stop Work Orders. Bring this up to the Planning Board and Planning Staff at WWC. May also need legal counsel.

Lot 2 Blk. 12 Original Townsite. Scott Aspenlieder requested to rent Lot 2 Blk. 12 Original Townsite. W. Bruce Houle made a motion to rent Lot 2 Blk. 12 Original Townsite to Scott Aspenlieder for 1 yr. guaranteed lease going to a monthly with a 60 day lease termination notice required from the Town should they chose to terminate the lease, lease rate \$300/month and lease start date of January 1, 2012. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

The following bills were reviewed by the auditing committee and ordered paid:

General Fund:

Visa	16.47
Bernie W. Finnicum	557.10
Dallas Dehner	557.1
Gordon Oelkers	1,171.37
Mark Nelson	557.10
Penny Hendrickson	250.35
Raedelle Aspenlieder	2,450.54
W. Bruce Houle	557.10
Robert Jasper	139.45
The City Line	1,112.90
Dept. of Revenue	220.96
DPHHS	275.00
Finnicum's	15.67
Gaffaney's	19.29
Hennessy Law Office	1,271.70
Internal Revenue Service	1,583.18
J.P. Cooke	51.50
Jack Scotson	30.00
Me Too Pizza	55.60
MDU	440.72
MDU	37.70
Nemont	264.18
PERS	570.60
Roos. Co. Sheriff Dept.	1,000.00
The Searchlight	248.75
Hennessy Law Office	1,972.70
TOTAL	15,427.03

Other Funds:

US Bank CM - 9705	3831.25
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Special Funds:

Bobcat of Williston	3050.00
Ross Helmer	588.23
Billings Gazette	1386.84
The City Line	234.78
Dept. of Revenue	9.00
Display Sales	248.00
Finnicum's	49.62
Internal Revenue	84.20
Miller Oil Co.	157.94
MDU	1440.32
Nemont	86.48

Enterprise Funds:

Visa	81.60
Postmaster	108.17
Dixie Berwick	2078.82
Odean Kilsdonk	2,612.47
Robert Jasper	3,347.04
Internal Revenue Service	350.00
Michael Gossage	2,462.33
AT&T	46.72
Byerly Computer	202.65
The City Line	55.75
Colvin Sales & Service	9.10
Dept. of Revenue	653.04
Energy Laboratories	37.00
Finnicum's	53.22
Gaffaney's	146.65
Hach	441.20
Hawkins Inc.	743.52
Internal Revenue Service	3,313.54
Miller Oil Co.	541.35
MDU	38.20
Nemont	92.89
Oelkers Servicenter	649.76
Praxair Dist.	29.64
PERS	2,054.55
Sheridan Elec. Coop.	15.00
Todd Purvis	22.81
USA Blue Book	821.46
Utilities Underground Location	33.58
Williston Landfill	2,711.31
WWC Engineering	3,107.50
Dept. of Public Health	21.00
Larsen Builders	36.26
MDU	2,634.23
Northwest Pipe Fittings	129.51
TOTAL	29,681.87

Special Funds cont.

Normont Equip. Co.	572.00
Oelkers Servicenter	210.31
Sheridan Elec. Coop.	230.64
Sidney Red-E-Mix	84.00
WWC Engineering	1,684.70
Great Falls Tribune	1,267.63
WWC Engineering	1,171.68
TOTAL	12556.37

Meeting Adjourned at 8:55 p.m.

Raedelle Aspenlieder
Clerk

[Signature]
Mayor

Scott Aspenlieder
1618 Karmen Rd.
Helena, MT 59602
December 4, 2011

Town of Culbertson
Town Council
P.O. Box 351
Culbertson, MT 59218

Dear Council Members:

I would like to express interest in leasing the City's open lot, Lot 2 Block 12 Original Townsite. I intend to use the lot to place a trailer for residential housing. I'm proposing the following terms for the lease:

- 1 year guaranteed lease going to a monthly lease after 12 months with a 6 month lease termination notice required from the Town should they chose to terminate the lease.
- Lot lease rate of \$300 per month.
- Lease start date of January 1, 2012.

60 days

I understand that a new sewer service line will need to be run to provide service to the lot. I will also be removing the large tree located in the middle of the lot to accommodate placement of a trailer. Because I will incur these costs to increase the value and functionality of the lot I'm requesting a 1 year guaranteed lease with a 6 month lease termination notice. If these terms are acceptable I will have an attorney draft up an official lease agreement to be signed by both parties. Please let me know of your decision following your December 5, 2011 meeting so I can start the process if approved by the Council. If you have any questions, concerns, or requests I can be contacted by phone at 406-461-8392. I look forward to your decision.

Sincerely,



Scott Aspenlieder