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January 7, 2013. The Culbertson Town Council met in regular session with the following present: Gordon Oelkers, Bernie w. Finnicum, W. Bruce Houle, Mark Nelson, Robert Jasper and Raedelle Aspenlieder. Absent: Dallas Dehner and Attorney Greg Hennessy. Planner- Jeremy Fadness, WWC Engineering was on Skype. Guests: Samantha Stanich-The Searchlight, Scott Aspenlieder, WWC Engineering, Todd Fossetta, Mark Mahlen, Mark Colvin, Karen & Daryl Synan, Chuck Swanson-PTI, Rick Knick and Shane Schriener.

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 minutes from regular meeting December 3, 2012 and Treasurer Reports October 31, 2012 and November 30, 2012. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Chuck Swanson-PTI-Culbertson Lodge. Chuck Swanson discussed the proposed concept for road infrastructure. The primary access would be off Highway 2 on 7<sup>th</sup> Ave. East. Seventh Ave. East is a plotted street, but not developed. PTI would curb, gutter and pave at no expense to the town. The south entrance is for emergency and service access. This would be a gravel road. The parking areas are gravel. PTI proposes the extension of 5<sup>th</sup> Street East to be improved gravel.

A site plan review takes approximately 1 1/2 to 2 months due to the Public Comment period.

Planner Jeremy Fadness addressed the east end of 5<sup>th</sup> Street: 1.) emergency vehicle turn around, T-turn around or cul-de-sac; 2) extension of 5<sup>th</sup> Street East needs to be paved and 3) how can you restrict the south access to emergency and service vehicles?

Mayor Oelkers thought 7<sup>th</sup> Ave. East and 5<sup>th</sup> Street East both needed to be paved. Bruce and Mark suggested paving 7<sup>th</sup> Ave. East and extend the pavement on 5<sup>th</sup> Street East to the east side of 7<sup>th</sup> Ave. East. Chuck Swanson thought the extension of 5<sup>th</sup> Street East to the east side of 7<sup>th</sup> Ave. East would encourage traffic in the residential area. Chuck agreed to the gravel turn around at the end of 5<sup>th</sup> Street East.

W. Bruce Houle made a motion to approve conceptual plans of curb, gutter and paving on 7<sup>th</sup> Ave. East and extending paving on 5<sup>th</sup> Street East to the east side of 7<sup>th</sup> Ave. East coming in, gravel the rest of 5<sup>th</sup> Street East and including a gravel turn around. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Wastewater Project. Scott Aspenlieder, WWC Engineering discussed additional options for the wastewater project, since the land owner declined to lease the land for a pivot on the hay ground. If the pivot is on sugar beets, we have to disinfect- cost \$300,000 plus the irrigation. There is liability involved with irrigation on a consumption crop.

Once the disinfection is on, it may be possible to discharge into the river. Discharging to the river is not the best option. Once you are there, you are in and subject to the rules and regulations and changes of the Dept. of Environmental Quality.

Wastewater certification will change from what we currently hold. Scot will get more information before the end of the week. The council may need to post a special meeting for the end of the week.

Airport. Rick Knick, Airport Board Chairman, discussed the need to complete the Airport Affected Area. Moving through this will require some public meeting in the next month or so. The FAA is not comfortable with the numbers associated with the cost of land acquisition. There will be an independent review of any land acquisitions.

Bernie W. Finnicum made a motion to approve the detailed Scope of Services Big Sky field, Project: Environmental Assessment for Land acquisition by Kadrmas, Lee & Jackson, Inc. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Planner Jeremy Fadness said the town may need to add the airport affected to the Development review Ordinance. Jeremy will talk to KLJ about the process.

None of the other guests addressed the council.

Theodore Roosevelt Expressway. W. Bruce Houle made a motion to pay the TRE annual dues. Bernie W. Finnicum seconded the motion all present voted in favor of the motion. MOTION CARRIED.

BNSF. No new news.

Corridor Study. The Town Council will be meeting with Shane Mintz, Montana Dept. of Transportation on Monday, January 14, 2013 at 6:00 p.m. to discuss the Corridor Study and Re-construction of Highway 16 through town. Clerk will put a notice in the Searchlight and send a letter to the business owners on main. W. Bruce Houle is working on Jim Skinner, MT DOT in Helena to fund the application for a Tiger Grant.

DNRC-Water Rights. No new news.

Culbertson Housing Authority. No new news.

Town Wide Street Maintenance Dist. No new news.

Roosevelt Memorial Hospital Property-Proposed Utility Easement. Dead issue.

Sketch Plan Permits. The Montana Dept. of Transportation does not have to go through subdivision review according to the Montana Code Annotated. The annexation is already done.

Roosevelt County Sheriff Dept.-Manufactured home in a residential district. Planner recommends approval of the permit to place a new manufactured home on a permanent foundation and attached addition as shown on the submitted sketch plan and described in the application materials with the following clarifications:

- 1) The required finished floor shall be a minimum of 18" above the exterior finished grade of the lot as required by section 08.060.C.8.
- 2) The required foundation shall meet the requirements of the Housing and Urban development guide for Permanent Foundation for Manufactured Homes.
- 3) The front of the manufactured home shall be placed no closer than 15ft from the front property line.

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Mark Nelson made a motion to approve the Roosevelt County Sheriff Dept. Sketch Plan Permit as recommended by the Planner. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

WWC Engineering new wall sign. Town clerk conducted an office review of the permit. In accordance with Development Review Ordinance Section 07.080 (A) (2). The clerk recommends the permit. W. Bruce Houle made a motion to approve the WWC wall sign permit as recommended by the clerk. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

United Grain Annexation Agreement-Attorney Hennessy will review. Mark Colvin asked if anything had to be paved if annexed into the town? No there are no dedicated streets on their property. Council will wait for comments from Hennessy to Jeremy.

Mark Mahlen Annexation. Town still needs the Certificate of Survey.

Barrett 30 Acre Subdivision. Planner Jeremy Fadness sent a letter to Mike Barrett outlining that the application is considered to be incomplete and a list of required information. Town received information today 1-7-2013 from Attorney Fred Rathert concerning the Maude Nugent Schuetze, Wheatland Hills Subdivision. Clerk will scan and send to Jeremy. Also, engineer's for the Wheatland Hill Subdivision proposed Waterous Pacer Fire Hydrants for the subdivision. Town Council want the fire hydrants in the Wheatland Hills subdivision to be the same as we currently have in town.

Sewer Main Extension-Shane Schriener Extended Stay. Shane submitted to DEQ.

GJV's. Utility billing vouchers #847-#851 were approved and signed.

Geib Development. No new news.

Parking Ordinance. W. Bruce Houle made a motion to approve second and first reading of Ordinance No. 224 An Ordinance Amending 10.16.030 Angle Parking And 10.16.080 No Parking Areas. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED. Town will order signs. Town Council said no diagonal parking on 1<sup>st</sup> street north of the Montana Bar.

CTEP. The Roosevelt County Commissioners will be holding a meeting to discuss Community Transportation Enhancement Program project proposals on

Feb. 11<sup>th</sup> at 1:00 p.m. in the County Building in Culbertson. Town will submit a project proposal for sidewalk construction when MTDOT re-constructs Hwy. 16 through town.

Drug & Alcohol Testing. Council reviewed the information, and requested the town call Checker's in Sidney.

EDU's. Equivalent Dwelling Units-first reading of an amendment to the Ordinance will be ready for Feb. 2013 meeting.

No Overnight Parking. Clerk still needs to gather more information.

The Montana Dept. of Commerce awarded a Community Development Block Grant to the Town of Culbertson for \$20,000, to prepare a Preliminary Architectural Report for the expansion of Roosevelt Medical Center.

Street Sweeper. The town does not have a street sweeper that runs. W. Bruce Houle made a motion to put a sweeper out for bid. Mark Nelson 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:

Finnicum's	55.91
Hometown Market	4.14
Visa	31.28
Lynn Beyer	80.07
State Treasurer	635.00
Penny Hendrickson	293.07
Raedelle Aspenlieder	2526.30
Robert Jasper	354.95
Byerly Computer Services	796.80
The City Line	956.51
Gaffaney's	266.75
Hennessy Law Office	756.25
Hometown Market	68.45
IIMC	145.00
Internal Revenue Service	1202.90
Montana Aeronautics Div.	5739.76
Mt. Dept. of Revenue	189.59
MDU	577.02
Nemont	288.67
PERS	644.34
Roosevelt Co. Sheriff Dept.	1000.00
CNA Surety	100.00
TOTAL	<u>16712.76</u>

Enterprise Funds:

Finnicum's	63.89
Praxair Dist.	15.75
Richland County Landfill	2574.55
Roosevelt Memorial Clinic	119.00
Energy Laboratories	1055.00
Visa	598.06
Williston Landfill	926.20
David Dean	2497.55
Michael Gossage	2571.05
Robert Jasper	2871.90
Shirley Gallegos	2001.16
AT&T	45.02
Agri Industries	1050.65
The City Line	126.10
Energy Laboratories	20.00
Hawkins Inc.	1224.23
Industrial Systems	141.53
Internal Revenue Service	2698.47
JZ Parts & Service	3.98
John Deere Financial	23.60
Larsen Builders	32.02
Miller Oil Co.	2216.93
MT Dept of Revenue	548.41

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Special Funds:

Finnicum's	45.81
Hometown Market	62.14
Visa	236.92
Ross Helmer	637.12
Beth Hekkel	380.66
Border Steel & Recycling	266.91
The City Line	165.87
Country Living	26.97
Curtiss Farm & Auto	495.00
Elk River Printing	448.00
Hennessy Law Office	10259.55
Internal Revenue Service	91.08
John Deere Financial	249.77
Larsen Builders	32.20
Miller Oil Co.	31.31
Mt Dept of Revenue	9.00
MDU	56.81
MDU	1592.76
Nemont	87.90
Oelkers Servicenter	35.00
Sheridan Electric	83.13
WWC Engineering	1442.80
TOTAL	<u>16736.71</u>

Enterprise Funds cont:

MMIA	326.00
MDU	34.86
MDU	42.83
Nemont	91.55
O'Toole Law Firm	262.50
Oelkers Servicenter	295.50
Praxair Dist.	16.55
PEKS	1897.16
Sheridan Electric	15.00
Utilities Underground	27.72
MDU	2449.46
WWC Engineering	<u>16120.84</u>
TOTAL	45005.20

Meeting Adjourned at 9:05 p.m.

  
Clerk

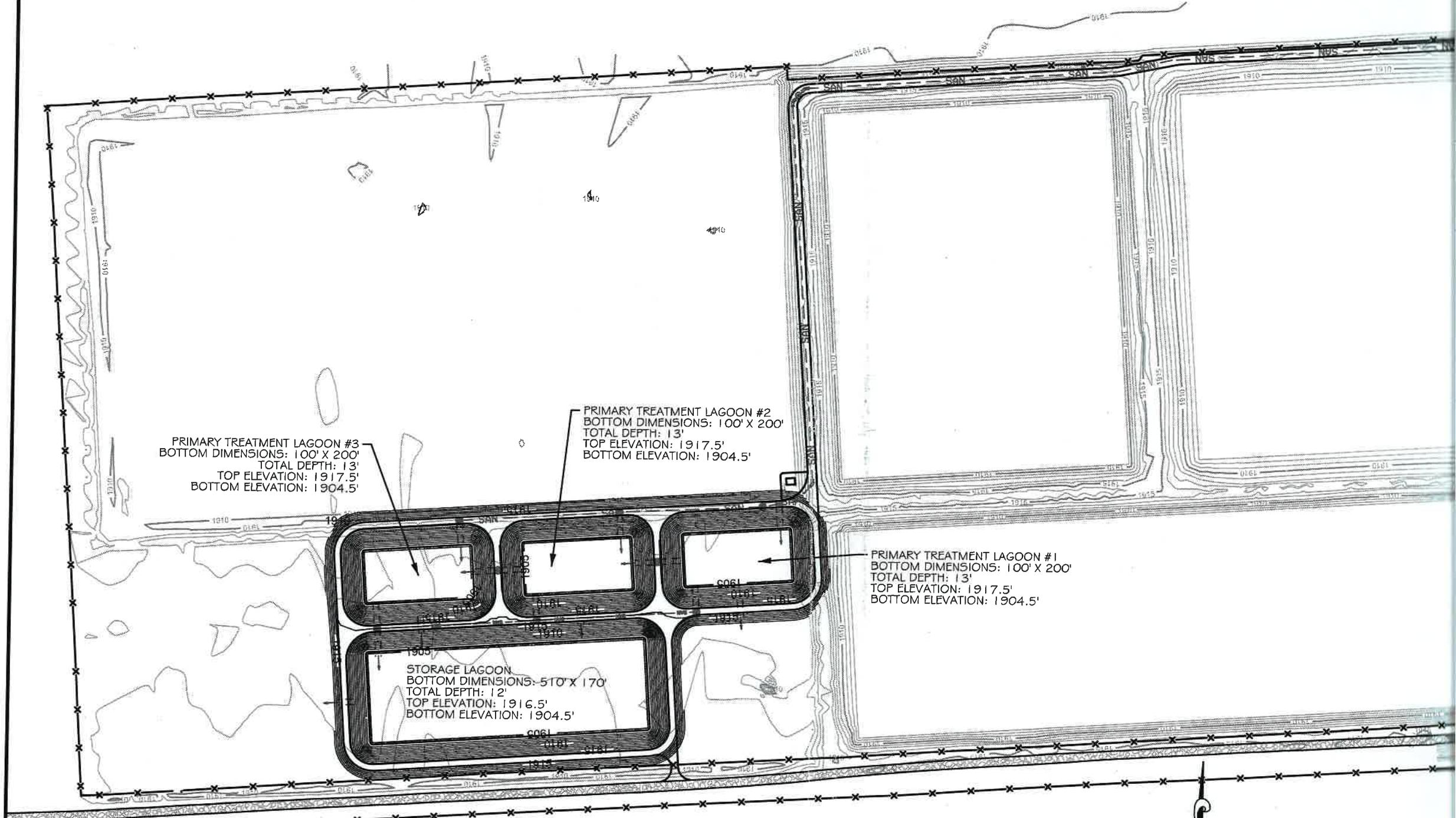
  
Mayor

PRIMARY TREATMENT LAGOON #3  
BOTTOM DIMENSIONS: 100' X 200'  
TOTAL DEPTH: 13'  
TOP ELEVATION: 1917.5'  
BOTTOM ELEVATION: 1904.5'

PRIMARY TREATMENT LAGOON #2  
BOTTOM DIMENSIONS: 100' X 200'  
TOTAL DEPTH: 13'  
TOP ELEVATION: 1917.5'  
BOTTOM ELEVATION: 1904.5'

PRIMARY TREATMENT LAGOON #1  
BOTTOM DIMENSIONS: 100' X 200'  
TOTAL DEPTH: 13'  
TOP ELEVATION: 1917.5'  
BOTTOM ELEVATION: 1904.5'

STORAGE LAGOON  
BOTTOM DIMENSIONS: 510' X 170'  
TOTAL DEPTH: 12'  
TOP ELEVATION: 1916.5'  
BOTTOM ELEVATION: 1904.5'



January 10, 2013 Special Meeting 8:00 a.m. The Culbertson Town Council met in special session for the purpose of the Wastewater Project. The following were present: Mark Nelson, W. Bruce Houle, Bernie w. Finnicum, Gordon Oelkers and Raedelle Aspenlieder. Absent: Dallas Dehner. Guests Mark Mahlen and Scott Aspenlieder – WWC.

Scott Aspenlieder presented a proposed lagoon layout. This is necessary due to the fact that we could not get an irrigation lease anywhere close to the system. The 3 cells are much smaller and are all aeration, a liner costs savings. The big cell is basically a clarifying cell, one month worth of storage, there would be continual discharge. Town would clean on a 10 year rotation. The operation and maintenance cost with this system are higher. There will be sampling requirements as well.

W. Bruce Houle made a motion to proceed with the new proposed lagoon layout plans, due to the fact that we could not get an irrigation lease anywhere close to the system. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Meeting adjourned at 8:30 a.m.

  
Clerk

  
Mayor

January 14, 2013 6:00 p.m. Special Meeting. The Culbertson Town Council met in special Session for the purpose of discussing the reconstruction of Hwy 16 through town (Broadway Ave.) and the Corridor Study with Shane Mintz and other Montana Dept. of Transportation staff. The following were present: W. Bruce Houle, Mark Nelson, Dallas Dehner, Gordon Oelkers, Robert Jasper and Raedelle Aspenlieder. Bernie W. Finnicum entered the meeting at 7:00 p.m. MTDOT present: Shane Mintz, Jim Frank, Jay Fleming and Kevin Gilbert. Other guests present: Samantha Stanich-The Searchlight. Tony Flagg and Rick Teeters- United Grain Co, Steve Mullinax- Fairmount Minerals, Suzette Houle and Betty Gobbs.

Mayor Oelkers called the meeting to order at 6:05 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.

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Shane Mintz said the bid let date for reconstruction of Hwy 16 through town may be Aug. 2013. MDT will not allow contractor to tear up Broadway Ave. in the Fall. They may overlay the detour 3<sup>rd</sup> Ave. E. in the Fall 2013.

Jim Frank said MDT will have agreement to enter into with the MDT and Town: 1.) Construction Agreement to include sidewalk maintenance language, 2.) Detour Agreement – 3<sup>rd</sup> Ave. E., overlay prior to use and 3.) Agreement for Storm Drainage maintenance over to the town.

It is believed the project will take one construction season to complete April 15 to Nov. 1<sup>st</sup>.

The Town would be required to keep the storm drain clean. Clerk will call other communities to see about maintenance of storm drain – Glasgow, Wolf Point, Glendive and Sidney.

Town will seek an agreement with the County for Community Transportation Enhancement Program funds for sidewalks.

The Town Council is in favor of replacing the Water Main in Broadway Ave. as long as it is tore up. Town needs to have the Engineer draw up the plans and get the design to the MDT before May. MDT prefers the plans be electronically sent. This project can be an additive to the MDT project.

MDT will need a decision on the sidewalks. Town will need a commitment from the County for CTEP funds for sidewalks. Sidewalks cost \$50 - \$60/sq. yd.

Samantha left the meeting at 6:40 p.m.

Town will contact Montana-Dakota Utilities Co. about the project if there are any poles in the project sidewalks.

MDT will need some right-of-way especially on 1st street and the intersection of Hwy 2 & 16. The intersection of Hwy 16 and 4<sup>th</sup> Street by the new county building, MDT will need an answer as to fill in that area.

It is possible the notice to Proceed could be granted Oct. 2013.

Bernie Finnicum entered the meeting at 7:00 p.m.

Shane Mintz	345-8212	- MDT - Glendive
Jim Frank	345-8214	MDT - Glendive
Tony Flagg	360-816-1960	USC
Jay Fleming	345-8209	MDT - Glendive
STEVE MULLINAX	970-261-0723	- FAIRMOUNT MINERALS
Rick Teeters	406-868-3441	UGC
Bob Jasper	787-5791	Town of Culbertson
Mark Nelson	787-6393	Town Council
Dallas Dehn	787-5309	Town Council
Kevin Gilbert	444-6230	MOT - HELENA

W. Bruce Houle made a motion to ask the County for Community Transportation Enhancement Program Funds for the new sidewalks in this project. Mark Nelson seconded the motion. All voted in favor of the motion. MOTION CARRIED.

W. Bruce Houle made a motion to approve a Detour Agreement for 3<sup>rd</sup> Ave. E., with the overlay done before used as the detour. Bernie W. Finnicum seconded the motion. All voted in favor of the motion. MOTION CARRIED.

W. Bruce Houle made a motion to accept the design by the new library at the intersection of Broadway Ave. and 4<sup>th</sup> Street. Dallas Dehner seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Corridor Study. The group discussed a Tiger Grant to construct a truck by pass.

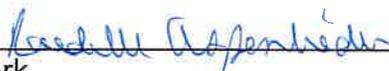
Road improvements Culbertson – North possibly 2015.

Speed study on Hwy. 2 Spring 2013.

Culbertson – East to Bainville, trying to get it in the MDT program.

Tony Flagg with United Grain has a Burlington Northern issue. It is a timing issue with the lights and arms at the crossing. Tony will address BN on this.

Meeting adjourned at 7:35 p.m.

  
Clerk

  
Mayor

February 4, 2013. The Culbertson Town Council met in regular session with the following present: Gordon Oelkers, Mark Nelson, W. Bruce Houle, Bernie W. Finnicum, Greg Hennessy, and Raedelle Aspenlieder. Absent: Dallas Dehner and Robert Jasper. Planner Jeremy Fadness was on Skype. Guests: Samantha Stancich – Searchlight, Rick Knick, Karen & Daryl Synan, Shane Schriener and Deputy First.

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.

Mark Nelson made a motion to approve the December 31, 2012 Treasurer Report. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

February 4, 2013 cont.  
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Airport. Rick Knick reported, as required by the FAA, Stelling Engineers, Inc., completed an Independent Fee Estimate for the Environmental Assessment. Now, the report goes to the FAA, then the Environmental Assessment will be done. Next at the airport will be routing out the cracks and seal.

Deputy First said he will be moving to Culbertson. He currently resides in Fort Kipp.

Theodore Roosevelt Expressway. No new news.

Dept. of Natural Resources & Conservation. No new news.

Culbertson Housing Authority. No new news.

Town Wide Street Maintenance Dist. No new news.

Sketch Plan Permits. None. However, Blair Collins has been working in a project for JNS and he wanted some feedback. Jeremy was relaying Blair Collins information. JNS may be requesting a variance for up to 6 parking spaces. They need 16 parking spaces for the project they are proposing, but can only accommodate 10 parking spaces. There will be 4 apartments and 4 office spaces. Blair wanted to know if the council would look on the variance as favorable or not. Council discussion was that a variance request requires a public comment period, and without a complete permit with the variance request and any possible public input, the council was not in a position to respond one way or the other.

United Grain Corp. United Grain Corp. is working on annexing into town limits.

Fire Hydrant Use. C&H Engineering and Surveying, Inc. requested use of a fire hydrant east of town. They are working on a development east of Culbertson. W. Bruce Houle made a motion to approve the letter dated February 4, 2013 to C&H Engineering. In the letter the town requests that the developer place a 10 feet wide utility easement on the plat for the existing water service line. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion.  
MOTION CARRIED.

W. Bruce Houle made a motion to allow the proposed development East of Culbertson to utilize the nearest city hydrant for fire suppression services. Bernie W. Finnicum seconded the motion. Those voting in favor of the motion: W. Bruce Houle, Bernie W. Finnicum and Mark Nelson. Absent and not voting: Dallas Dehner. Abstaining: Gordon Oelkers.

WWC Planning Assistance Service Agreement. Due to the amount of development activity in the Town of Culbertson, WWC has been performing more planning services per our request than anticipated in the original service agreement for planning services. Planning Assistance, Task 01, has exceeded the budget of \$35,000 due to the level of activity for planning, developing, and annexation has resulted in expenditures of \$35,602 for Planning Assistance, Task 01, to date. With town permission, the overall budget for Task 01 should be raised to \$40,000 to allow for continued review of planning, development, and annexation requests.

Mark Nelson made a motion to approve the change to Service Agreement # 4 to raise Task 01 to \$40,000. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

PTI. PTI Group is working on the application.

Mark Mahlen – Certificate of Survey. Town still needs Mark Mahlen's Certificate of Survey to complete the annexation.

30 Acre Subdivision. Planner deemed the application for 142 lot Major Subdivision "element" complete.

Sewer Main Extension – Extended Stay. Shane Schriener said there is nothing new right now.

GJV's. General journal vouchers #607 & #608 and utility billing vouchers #852 - #858 were approved and signed.

Wastewater Collection & Treatment System. Town Council will hold a Special Meeting on Thursday, Feb. 7<sup>th</sup> @ 8:00 a.m. to meet with WWC Engineering to discuss the alternatives.

MT DOT. Reconstruct Hwy 16 through Town. Town has not received the required agreements from Montana Dept. of Transportation.

Water Main Line Replacement – Broadway Ave. The water main line in Hwy. 16 (Broadway Ave.) will be replaced during the reconstruction. The town will have to hire an engineer. The deadline to get plans to MT DOT is May 2013. Council will talk to WWC Engineering.

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The Old Hospital is being renovated. For the past 20 years or so, the Building has been used for storage. Council asked Clerk to send Mr. Kim Powell a letter letting him know he needs a permit.

CTEP. The Roosevelt County Commissioners will be holding a meeting to discuss CTEP project proposals on February 11<sup>th</sup> at 1:00 p.m. in the County Building in Culbertson. The council will vote on the project amount at the Special Meeting on Thursday.

Drug & Alcohol Testing. Town is set-up now.

EDU-Amendment. Not ready yet.

No Overnight Parking. W. Bruce Houle made a motion to have Attorney Hennessy draft an Ordinance for First Reading March 4, 2013 for No Overnight Parking on Broadway Ave. between 1<sup>st</sup> Street and Railroad Street. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Inland Potable Services Proposal. Council will discuss this in March when Robert Jasper is present.

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

<u>General Fund:</u>		<u>Enterprise Funds:</u>	
Hennessy Law Office	990.00	MMIA	2371.63
MMIA	307.02	Richland Co. Landfill	3263.15
Unemp. Ins. Div.	42.03	Unemp. Ins. Div.	112.20
Visa	47.28	MT. Rural Water	125.00
Lynn Beyer	102.62	Visa	130.56
Penny Hendrickson	286.07	David Dean	2840.93
Raedelle Aspenlieder	2456.15	Michael Gossage	2827.29
Robert Jasper	459.92	Robert Jasper	3372.72
Cheryl Arthur	80.00	Shirley Gallegos	2120.78
Gaffaney's	346.54	AT&T	46.89
Highway 2 Assoc.	100.00	Agri Industries	352.52
John Deere Financial	23.13	APCO International	25.00
MDU	813.61	Chlorinators Inc.	1013.37
Nemont	279.08	Curtiss Farm & Auto	104.00
QBS Safeguard	139.85	Dual Trucking	1496.00
Roosevelt Co. Sheriff	1000.00	Energy Laboratories	571.25
Stelling Engineers, Inc	1100.00	Finnicum's	81.85
Theodore Roosevelt Expressway	1250.00	Hawkins, Inc.	1828.98
The City Line	1066.11	Hose & Rubber Sup.	173.32
Finnicum's	128.32	John Deere Financial	383.40
Hennessy Law Office	1679.50	Larsen Builders	396.41

General Fund cont.

Hometown Market	200.94
IRS	1341.26
MT Dept. of Revenue	200.48
PERS	672.03
<b>TOTAL</b>	<b>15111.94</b>

Special Funds:

Hennessy Law Office	1017.50
MMIA	22.55
Unemp. Ins Div.	5.14
US Bank Spa Lockbox cm9695	4471.92
US Bank Spa lockbox cm9695	437.73
Ross Helmer	623.42
Beth Hekkel	288.87
Curtiss Farm & Auto	323.25
Finnicum's	322.28
Finnicum's	41.43
John Deere Financial	337.61
Miller Oil Co.	426.62
MDU	2215.05
Nemont	87.80
Newman Traffic Signs	1017.25
RPS	59.95
Self	9.97
Sheridan Elec. Coop.	85.20
Will's Office World	650.00
WWC Engineering	1678.83
The City Line	173.16

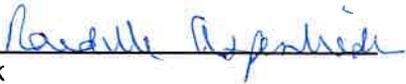
Enterprise Funds cont:

Miller Oil Co.	1443.54
MMIA	3260
MDU	2734.55
Nemont	94.97
Oelkers Servicenter	332.40
Praxair Dist.	16.87
Sheridan Elec. Coop.	15.00
Utilities Underground	9.24
WPCI	175.00
The City Line	96.51
Finnicum's	164.99
First Comm. Bank	600.00
Hometown Market	27.45
IRS	3597.16
MT Dept. of Revenue	669.52
PERS	2217.62
Think Shop	1358.16
<b>TOTAL</b>	<b>40,450.23</b>

Special Funds cont:

Culbertson Pharmacy	55.48
Finnicum's	7.47
IRS	104.78
Hennessy Law Office	660.00
MT Dept. of Revenue	9.00
<b>TOTAL</b>	<b>15,132.26</b>

Meeting Adjourned at 8:30 p.m.

  
Clerk

  
Mayor

February 7, 2013 Special Meeting. Culbertson Town Council met in Special Session at 8:00 a.m. For the purpose of an update on the Wastewater Project, discuss the Water Main Line Replacement in Broadway Ave. and CTEP money for sidewalks. The following were present: Gordon Oelkers, W. Bruce Houle, Mark Nelson and Shirley Gallegos. Bernie W. Finnicum entered at 8:10 a.m. Absent: Dallas Dehner and Raedelle Aspenlieder. Guests: Scott Aspenlieder – WWC Engineering, Mike Barrett and Shane Shriner.

Mayor Oelkers called the meeting to order at 8:05 a.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.

Overnight Parking Ordinance. Greg Hennessy is drafting the Ordinance. It will be ready for first reading at the March meeting.

Scott Aspenlieder – WWC Engineering is continuing to work on the Wastewater Project. He proposed two options:

1.) A Femoral Stream Discharge. Includes 1 mile of pipe to the stream bed to the west which is on state land. Pipe crosses Lonnie Gobbs land, would need an easement. The stream channel would need to be cleaned out. The final discharge would be on treed state land retained by Wayne Grimsrud, which hasn't been used for 30 years.

WWC Engineering has a meeting with DEQ next week and is waiting for DNRC to get back with a meeting date to discuss allowances. Will have an answer next week and a firm plan before next council meeting.

2.) Full Retention. It will double the cost to over 6 ½ million. Would need an additional 60-70 acres of land, possibly a purchase of CRP land from Lonnie Gobbs. This could be done in Two Phases, with room for future expansion.

Scott said everything is designed except the Lagoon. Once a final decision is made DEQ will need 1 month for review.

Gordon does not want to put a band aid on the wastewater project. He wants it done right and to move ahead with one of these options.

Scott – WWC Engineering concerning Mike Barrett, Shane Schriner, PTI and Groble projects; they should be able to hook into existing system until the wastewater project is finished.

Mayor Oelkers addressed the water main replacement on Broadway Ave. WWC Engineering would be retained as engineer for the project.

February 7, 2013 cont.

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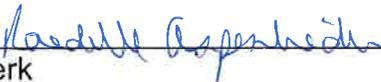
W. Bruce Houle moved to retain WWC Engineering for the Water Main Replacement on Broadway Ave. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

MDOT will replace some sidewalks. The council would like to acquire \$150,000 CTEP money from Roosevelt County Commissioners to pay for additional sidewalks the state is not replacing.

Mark Nelson moved to petition Roosevelt County Commissioners for \$150,000 CTEP money for sidewalks. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Clerk will draft a letter to the Count Commissioners for CTEP money. Scott Aspenlieder will talk to Lonnie Gobbs and Wayne Grimsrud, concerning easements, and land use.

Meeting adjourned at 8:40 a.m.

  
Clerk

  
Mayor

March 11, 2013. The Culbertson Town Council met in regular session with the following present: W. Bruce Houle, Mark Nelson, Gordon Oelkers, Dallas Dehner, Robert Jasper and Raedelle Aspenlieder. Absent: Bernie w. Finnicum and Attorney Greg Hennessy. Guests: Scott Aspenlieder-WWC Engineering, Mike Barrett, Karen Synan, Daryl Synan, Samantha Stancich- Searchlight, Mark Mahlen and Shane Schriener.

Mark Nelson made a motion to approve the agenda with the following additions: 06. Airport-MT Aeronautics Grant/Loan 3/15/13, 34. Committee for purpose of Fire/Community Center, and 35. Dry Redwater Regional Water Authority. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

W. Bruce Houle made a motion to approve regular meeting minutes January 7, 2013, special meetings January 10, 2013 and January 14, 2013, regular meeting February 4, 2013 and special meeting February 7, 2013, and Treasurer Report January 31, 2013. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Chuck Swanson with PTI was not able to be here.

Airport. Mayor Oelkers signed the Montana Aeronautics Division \$3000. Grant/\$3000. Loan. However the Council does not want the \$3000. Loan. Attorney Hennessy will need to sign the document.

Theodore Roosevelt Expressway. No new news.

DNRC-Water Rights. No new news.

Culbertson Housing Authority. No new news.

Town Wide Street Maintenance District. The first step would be to do a Capital Improvement Plan for streets. Town could apply for a Preliminary Engineering Grant to do the CIP.

Community Transportation Enhancement Program (CTEP). Town has not heard back from the County Commissioners on the project.

Sketch Plan Permits. None

PTI Development Review Permit. WWC Engineering is looking at whether the lift station at the rest area can handle PTI flow.

Mark Mahlen Annexation. Town still needs the Certificate of Survey. Raedelle will talk to Pete Olson.

Barrett 30 Acre Subdivision. Planner deemed the application for 142 Lot Major Subdivision "element" complete. A sufficiency review letter was done by WWC. WWC will work with Barrett's engineers on the numbers.

Shane Schriener Extended Stay Sewer Main Extension. Shane Schriener is still working on the sewer issue.

Solid Waste Revenue Bond. Town received the paperwork for the Solid Waste Revenue Bond – Intercap Loan and Bond Resolution. Mayor Gordon Oelkers and Clerk Raedelle Aspenlieder signed. A letter is required from Attorney Hennessy.

CDBG Planning Grant. Town received the CDBG Planning Grant contract to prepare a Preliminary Architectural Report for the expansion of Roosevelt Medical Center. Mayor Oelkers, Clerk and Attorney all need to sign.

Demolition Permits. None.

March 13, 2013 cont.  
797

GJV's. General journal vouchers #609 to #636 and utility billing vouchers #859-#864 were approved and signed.

Wastewater Collection and Treatment System. There will be a conference call with the funding agencies on Wednesday. Mayor Oelkers or W. Bruce Houle will be in on the call.

WWC is working with the Department of Environmental Quality on a direct discharge to the river. The issue is we have to collect water quality samples from the river until October, then submit a permit application to DEQ. Then DEQ has 180 days to review the permit. It is possible that May 2014 is the earliest to begin that part of the project. DEQ needs 12 months baseline data.

From the project standpoint – split into 2 phases -1<sup>st</sup> Phase – Lift Station, replace the targeted transmission and distribution lines, some improvements to the existing lagoons and some collection system upgrades.

The existing lift station is limiting factor for any wastewater permits.

Phase II would be the lagoons, treatment and discharge to the river.

Scott said that the Mayor and Council need to go to Helena to meet with the director of DEQ and a representative from the Governor's office about this project.

W. Bruce Houle made a motion to break the project into two phases. Dallas Dehner seconded the motion all present voted in favor of the motion. MOTION CARRIED.

Scott will set-up the meeting in Helena. WWC will proceed with the project in two phases.

Wastewater Capacity Permit Issues. The Schriener Project could take 6 months. Barrett could contribute to the sewer system in fall of 2013.

Town could condition PTI to a flow monitor on their system to see what they are contributing. If they exceed 9,000 gpd, then they store and haul. If Schriener and Barrett come on line before the lift station, then PTI has to store and haul. WWC will put a letter together for Schriener sewer hook-up.

Schriener Minor Subdivision. Shane Schriener is working on this.

MT Dept. of Transportation Reconstruct Hwy. 16. Find out where the MT DOT agreements are and what sidewalks are in their plans. Town is replacing the water main in Hwy 16. Therefore, service lines, curb stops and boxes, fire hydrants and valves will be replaced. So, the sidewalks will be tore up also. All the sidewalks need to be replaced. Shirley Gallegos is gathering the information needed to replace the street lights with decorative lights.

Broadway Ave. Water Main Line Replacement. Mark Nelson made a motion to accept Service agreement #10 with WWC Engineering to replace water main line in Broadway, Ave. during the re - construction of Hwy 16. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED. The MT DOT wants the plans in April.

Drug and Alcohol Testing. Put in April agenda and have Shirley explain.

EDU's. Not ready yet.

"No Overnight Parking". Mark Nelson made a motion to approve 1<sup>st</sup> Reading of an Ordinance Amending 10.16.030 Angle Parking and 10.16.080 No Parking Areas Create No Overnight Parking Area. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Inland Potable services – Proposal. Town Council will budget in FY 2013-2014 to have the tank inspected. Also, the exterior needs to be painted in FY 2013-2014. Raedelle and Bob will get the cost information.

Local government Elected Officials workshop is May 8-10, 2013 in Billings.

Council received a request from Nicholas Kamp to extend his lot lease for 1 year. W. Bruce Houle made a motion to extend the lease for one year \$300./month with the same provisions as before a 60 day notice of termination of lease. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Street Sweeper Bids. Town received one bid for a Street Sweeper. Titan Machinery Inc., 1728 Old Hardin Rd., Billings, MT 59101 bid \$149,562. Delivery time after receipt of order is 90 -120 days ARO. Dallas Dehner made a motion to accept the street sweeper bid from Titan Machinery, Inc. for \$149,562. and town get an InterCap Loan for the purchase. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Committee for Fire Hall/Community Center. Mayor Oelkers is going to the Fire Dept. meeting to discuss setting up a committee for the purpose of a Fire Hall/Community Center. Mayor has representation from the County Commissioners and Fair Board. Committee needs members from Town Council, Fire Dept. and Weed District.

W. Bruce Houle made a motion to have Mark Nelson as the town council representative. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

#398

RESOLUTION RELATING TO \$42,000.00 SOLID WASTE REVENUE BOND, SERIES 2013; AUTHORIZING THE ISSUANCE, AWARDED THE SALE AND FIXING THE TERMS AND CONDITIONS THEREOF AND CREATING SPECIAL FUNDS AND ACCOUNTS AND PLEDGING CERTAIN REVENUES AS SECURITY THEREFOR

BE IT RESOLVED by the Town Council of the Town of Culbertson, Montana, as follows:

Section 1. Definitions, Authorizations and Findings.

1.01. Definitions. The terms defined in this Section 1.01 shall for all purposes of this Resolution have the meanings herein specified, unless the context clearly otherwise requires:

2013 Project shall mean the improvements to the System described in Section 1.03.

Act shall mean Montana Code Annotated, Title 7, Chapter 7, Parts 44 and 45, as heretofore and hereafter amended or supplemented.

Board of Investments shall mean the Board of Investments of the State of Montana, or any successor to its functions under State law.

Bonds shall mean the Series 2013 Bond and any Additional Bonds.

Bondholder shall mean the Board of Investments.

Bond Register shall mean, with respect to the Series 2013 Bond, the registration books maintained by the Clerk/Treasurer pursuant to Section 4.02.

Business Day shall mean any day other than a Saturday, Sunday or other day on which commercial banks located in the Town in which the principal office of the Registrar are not open for business or are authorized by law to close.

Council shall mean the Town Council of the Town or any successor governing body of the Town.

Debt Service Account shall mean the account created by Section 7.04.

Fiscal Year shall mean the period commencing on the first day of July of any year and ending on the last day of June of the next year, or any other specified twelve-month period, authorized by law and specified by the Council as the fiscal year of the Town.

Holder shall mean a Bondholder.

Interest Payment Date shall mean each February 15 and August 15, or any date specified in the Bond and in this Resolution as a fixed date for payment of an installment of interest on any of the Bonds.

Maturity shall mean, when used with respect to any Bond, the date on which the principal of such Bond becomes due and payable as therein or herein provided, whether at its Stated Maturity or if by early redemption.

Net Revenues shall mean the Revenues for a specified period less the Operating Expenses for the same period.

Operating Expenses shall mean the current expenses, paid or accrued, of operation, maintenance and minor repair of the System, excluding interest on the Bonds and depreciation, as calculated in accordance with

March 13, 2013 cont.

799

Dry-Redwater Regional Water Authority. Dry-Redwater Regional Water Authority is in the process of identifying their options for water sources and would like to meet with the Town Council. W. Bruce Houle made a motion to entertain discussion with Dry-Redwater Regional Water Authority. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED. Clerk will respond.

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

General Fund:

One Stop Business Licensing	31.50
Visa	113.25
Lynn Beyer	155.43
Penny Hendrickson	286.07
Raedelle Aspenlieder	2456.15
Robert Jasper	228.83
City Line	1013.07
Gaffaney's	95.61
Internal Revenue Service	1272.15
MT Dept. of Revenue	185.88
Montana Dakota Utilites	548.09
Nemont	279.98
Oelkers Servicenter	93.75
Oelkers Servicenter	28.00
PERS	635.69
Roosevelt Co. Sheriff Dept.	1000.00
The Searchlight	76.00
Finnicum's	110.43
Hennessy Law Office	1965.25
TOTAL	9575.13

Special Funds:

Ross Helmer	691.69
City Line	149.84
Culbertson Pharmacy	17.00
Hometown Market	64.60
Internal Revenue Service	116.42
John Deere Financial	64.18
Miller Oil Co.	198.63
Mt. Dept of Revenue	11.00
MMIA	750.00
Montana-Dakota Utilities Co.	1398.10
Nemont	87.80
Oelkers Servicenter	47.00
Sheridan Electric Coop	101.31
WWC Engineering	1422.20

Enterprise Funds:

Richland Landfill	3302.75
Visa	390.46
WWC Engineering	34508.69
Michael Gossage	87.00
David Dean	2616.26
Michael Gossage	2843.01
Robert Jasper	3040.30
Shirley Gallegos	1868.11
AT&T	45.05
Agri Industries	12.08
Black Mountain Software	1422.00
City Line	78.05
Debbie Emerich	61.65
Energy Laboratories	81.25
Hach Company	84.80
Hawkins Inc.	1499.96
Internal Revenue Service	3229.65
JZ Parts & Service	182.68
John Deere Financial	55.69
Macon	1075.00
Miller Oil Co.	1862.48
Mt Dept of Revenue	608.12
Montana-Dakota Utilities	19.45
Montana-Dakota Utilities	2318.52
Nemont	89.61
Oelkers Servicenter	620.10
Praxair Dist. Inc.	16.87
PERS	2039.91
Sheridan Electric Coop	15.00
Town of Froid	216.90
USA Blue Book	52.96
WWC Engineering	4138.75
Energy Laboratories	20.00
Finnicum's	67.85
Kois Equipment Co.	130.41
MMIA	3260.00

Special Funds:

Beth Hekkel	326.80
Billings Gazette	225.30
Finnicum's	33.47
Hennessy Law Office	1306.25
Larsen Builders	<u>10.92</u>
TOTAL	<u>7022.51</u>

Other Funds:

Fire Relief Assn.	708.00
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Meeting Adjourned at 9:05 p.m.

*Madeline Apentich*  
Clerk

Enterprise Funds cont:

Sidney Red-E-Mix	390.50
Thinc Shop	948.83
Thinc Shop	560.03
Utilities Underground Locator	<u>10.78</u>
TOTAL	<u>73871.51</u>

*S. Call*  
Mayor

**RE: executive session**

From: **Stacy Ulmen** (sulmen@BOZEMAN.NET)  
Sent: Mon 3/11/13 4:37 PM  
To: mmctfoa@sympa.montana.edu (mmctfoa@sympa.montana.edu)  
1 attachment  
05-07-12 mv.doc (45.5 KB)

Hello Cathy!

I hope all is well in Twin Bridges! Attached is an Agenda that shows how we advertise the Executive Sessions here in Bozeman. Also, I do attend the executive Sessions and have criteria that I must meet when dealing with them. The Criteria is listed in the Commission Rules of Procedure as follows:

**B. Executive Session Minutes**

1. Executive Session minutes shall be recorded by the City Clerk and approved in open

session; provided, however that any discussion concerning the contents of the minutes, prior to approval, shall be conducted in executive session. The City Clerk will distribute the draft Executive Session Minutes to the Commission in a manner that ensures and retains confidentiality.

2. The City Clerk shall forward copies of all executive session minutes still held in confidentiality to the City Attorney. The City Attorney shall review these minutes, determining which, if any can be released to the public in whole or in part without jeopardizing the need for confidentiality, and advise the City Clerk. The City Clerk shall present a resolution to the Commission for adoption releasing the executive session minutes, in whole or in part, as approved for release by the City Attorney. Those executive session minutes to be released shall be designated by subject matter. Upon adoption of the resolution, those minutes or portions of minutes approved for release shall be placed in the minute books of the City Commission and available for public inspection.

3. If a member of the public requests from the City Clerk access to executive session minutes not yet released to the public as set forth above, the requestor shall submit a Public Records Request to the City Clerk. The City Clerk shall consult with the City Attorney on the subject matter as requested. The City Attorney shall advise the City Clerk if the minutes can be released. If approved for release by the City Attorney, a resolution releasing said minutes shall be presented to the City Commission for adoption at their next regularly scheduled meeting. Upon adoption of the resolution by the City Commission, the minutes shall be released to the public.

I hope that this helps!

Stacy

**From:** Town of Twin Bridges [mailto:townoftb@3rivers.net]  
**Sent:** Monday, March 11, 2013 3:39 PM  
**To:** mmctfoa@listserv.montana.edu  
**Subject:** executive session

When you have an executive session do you post an agenda and what do you put on the agenda. As a clerk do I attend this meeting and take minutes?

Thanks, Cathy

All City of Bozeman emails are subject to the Right to Know provisions of Montana's Constitution (Art. II, Sect. 9) and may be considered a "public record" per Sect. 2-6-202 and Sect. 2-6-401, Montana Code Annotated. As such, this email, its sender and receiver, and the contents may be available for public disclosure and will be retained pursuant to the City's record retention policies. Emails that contain confidential information related to individual privacy may be protected from disclosure under law.

April 1, 2013  
801

April 1, 2013. The Culbertson Town Council met in regular session with the following present: W. Bruce Houle, Bernie W. Finnicum, Gordon Oelkers, Dallas Dehner, Attorney Greg Hennessy, Shirley Gallegos, and Raedelle Aspenlieder. Absent: Mark Nelson and Robert Jasper. Guests: Joni Sherman-Dry Prairie Rural Water and from Dry-Red Water - Tom Ruffatto, Kerry Rasmussen, Mike McKeever, Jerry Meissner, Loretta Vitt and Julie Goss. Other guests: Daryl & Karen Synan, Shane Schriener, and Deputies Tim Lingle and Avis Ball. Planner Jeremy Fadness was on Skype.

W. Bruce Houle made a motion to approve the agenda with the addition of a proposal from CHMS for a 2 year audit. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Dallas Dehner made a motion to approve February 28, 2013 Treasurer Report. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Dry Prairie Rural Water. Joni Sherman gave an update on Dry Prairie Rural Water Authority's progress. The regional plant is to Poplar. DPRW express to be to the Reservation Boundary the end of this year. Then DPRW will hook to the regional plant. Late summer DPRW will extend from Medicine Lake to Plentywood. This is a 6 million dollar project. They won't be able to serve Plentywood until DPRW is hooked to the regional plant.

Dry Prairie Rural Water could switch to the regional plant the end of 2013 or spring 2014. Joni provided the Town Council each with a copy of the Municipal Supply agreement signed in June 2001. DPRW Municipal rate is currently \$14.50 base plus \$1.50/1000 gal.

Dry Prairie Rural Water has a surface water treatment certified operator in Glasgow. The town can enter an agreement with Dry Prairie Rural Water to operate under their certification.

Dry-Redwater Regional Water Authority. Representatives from Dry-Redwater said they may do some small projects from Sidney to start. Dry-Redwater is in the process of identifying their options. Dry-Redwater would be very interested in working out an agreement to either lease the water plant or purchase plant water from the Town of Culbertson. Mayor Oelkers said we helped Dry Prairie Rural Water start their project and we would be interested in helping Dry-Redwater.

Dry-Redwater completed the feasibility study with Rural Development loans. Dry-Redwater's engineer would like to take a look at our plant.

W. Bruce Houle made a motion to proceed with Dry-Redwater, to enter into discussions, and to approve of Dry-Redwater Engineer to come, look and evaluate the water treatment plant. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Personnel Policy. Town is set-up for Drug and Alcohol testing due to Commercial Drivers Licenses required. Now, the Personnel Policy Manual needs to reflect the Drug and Alcohol Testing. Shirley Gallegos has been working on this. She is looking for guidance from the council as to how tolerant does the town want to be if a test is positive. After some discussion, a change to the Personnel Policy will be drafted for the council to review. This change will require a Resolution.

Decorative Street Lighting-Broadway Ave. Shirley Gallegos presented information and cost estimates for decorative street lighting from the new library to the Montana Bar. This project would be done in conjunction with Hwy. 16 reconstruction, sidewalks and water main line replacement.

W. Bruce Houle made a motion to apply to Roosevelt County for additional Community Transportation Enhancement Program funds to do the lighting. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Water Meter Radio Reads. Shirley has gathered information and costs associated with water meter radio reads. Approximate cost is \$100,000. Council will discuss this during the budget preparation.

Sheriff Dept. Deputy Tim Lingle requested to wait until the end of the meeting, an Executive session.

Airport. No New News. County waiting on a survey.

TRE. North Dakota will be running a 4 lane from Williston to Watford city.

DNRC. Water Rights. No news.

Culbertson Housing Authority. No news.

Town Wide Street Maint. Dist. No news.

CTEP. Roosevelt County committed \$100,000 to sidewalks. Town will need more for the street lighting.

Sketch Plan Permits. None.

April 1, 2013  
803

PTI Group-Site Plan Review. Chuck Swanson was planning to attend.

Mark Mahlen Annexation. Town still needs the Certificate of Survey.

Wheatland Hills 30 Acre Subdivision. On December 10, 2012 the town of Culbertson Planning office received the application for the above-referenced 142-lot major subdivision and on January 28, 2013 the application was deemed to be element complete and the 15 working day sufficiency review period began. As of March 29, 2013 the application and all additional supplements have been deemed "sufficient" for public review. Therefore, the mandatory sixty (60) working day review "clock" has started and the decision deadline for the Town of Culbertson is Friday, June 21, 2013. Please submit the remaining two binders complete with all updated information to the Town of Culbertson as soon as possible.

The Town of Culbertson will contact you once the Planning Board public hearing has been scheduled. Oral testimony will be accepted and written comment will be presented at the public hearing and will be considered by the Planning Board. The Board will make a recommendation to the Town Council at that time. The Council shall consider the Board's recommendations at a regularly scheduled meeting and shall take one of three actions with regard to this subdivision application: approval, conditional, approval, or denial. You are welcome to attend any of these meetings and will be notified in writing of the action taken by the Town Council.

Council would like the Planning Board hold a Public Hearing on Tuesday, May 14, 2013 at 6:00 p.m.

Clerk will check the date and advertise the meeting in the Searchlight.

Extended Stay Facility. Dallas Dehner made a motion to approve revised site plan to move storage units from the NW Corner to the NE Corner the Shane Schriener permit. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED. Shane Schriener said the sewer main will gravity flow from the Extended State Facility to 7<sup>th</sup> Ave. E.

Schriener Minor Subdivision. No application to planner yet.

United Grain Corp. United Grain had the sale to Fairmount Minerals this week. Attorney Hennessy said passage of a resolution of intent to Annex United Grain would be contingent that Fairmount Minerals sign the application and agreement. W. Bruce Houle made a motion to approve the Resolution of intent to annex United Grain contingent that Fairmount Minerals sign the application and

agreement. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Council discussion was that the street corners should be concrete.

Wastewater Collection & Treatment. The plans and specifications are at DEQ. They have 6 weeks to review. Phase I could go to bid in June with construction to start in July. The State Revolving Fund will fund Phase I, and Rural Development will fund Phase II.

MT. Dept. of Transportation. The town office has been communicating with James Frank, Pre-Construction Engineer with the Dept. of Transportation.

Equivalent Dwelling Units. W. Bruce Houle made a motion to approve First Reading Of An Ordinance To Amend Ordinance No. 221, Setting Connections By Line Or Meter Size 1.00inch and Below Equal To 1 EDU. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

GJV's. General journal vouchers #609 to #636 and utility billing vouchers #859 to #864 were approved and signed.

No Overnight Parking. W. Bruce Houle made a motion to approve Second and Final Reading of Ordinance No.225 An Ordinance Amending 10.16.030 Angle Parking and 10.16.080 No Parking Areas Create No Overnight Parking Area on Broadway Ave. from 1<sup>st</sup> street to Railroad Street. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Swimming Pool. Council received a Pool application from Renee Oelkers for lifeguard and WSI. Dallas Dehner made a motion to hire returning lifeguard and WSI Renee Oelkers. W. Bruce Houle seconded the motion. Those voting in favor of the motion: Dallas Dehner, W. Bruce Houle, and Bernie Finnicum. Abstaining: Gordon Oelkers. Absent and not voting: Mark Nelson. MOTION CARRIED.

Certified Water Operator. Town received a Warning Letter from the Montana Dept. of environmental Quality that our water system does not have a certified 2A, 1B operator. Montana law requires the owner of a community water system to have a certified operator in responsible charge. W. Bruce Houle made a motion to work on a contract with Dry Prairie Rural Water to utilize their certified operator. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

April 1, 2013cont.  
805

Raedelle and Shirley are setting up a study session for Mike with Montana Rural water in Great Falls and a test in Helena. We will start working Dave Dean to get him certified as well.

Floodplain. The Montana Dept. of Transportation will be doing two projects within the town limits. Raedelle Aspenlieder, Flood Plain Administrator concurs a floodplain permit is not warranted for maintenance work that will be occurring within the floodplain of the two projects. Town Council agrees.

Town Clean-Up. Town Clean-Up is scheduled for Saturday, May 11, 2013 from 9:00 a.m. to noon with a BBQ at noon. The school is helping on Friday, May 10<sup>th</sup>.

2 Year Audit. W. Bruce Houle made a motion to accept the proposal from CHMS, PC Glasgow Office for a 2 year audit contract for fiscal years ending June 30, 2011 and 2012, fee to be \$18,500. Year ending June 30, 2011 will be a single audit and year ending June 30, 2012 will not be. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

PTI. Jeremy Fadness, planner went over the final staff report for the PTI Man Camp with recommended conditions of approval for the site plan application that was submitted.

Dallas Dehner made a motion to concur with the Planner and Conditionally approve the PTI requested, development permit for 252 men after making a finding of facts that the requested development permit meets the required criteria for approval. Such findings need to be in writing. 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:

Lynn Beyer	78.21
Penny Hendrickson	286.07
The City Line	857.04
Culbertson Chamber of Comm.	100.00
Gaffaney's	100.05
Hospital Guild Calendar	14.50
MDU	717.59
Nemont	276.67
Oelkers Servicenter	275.00
Roosevelt Co. Sheriff Dept.	1000.00
Sheridan Electric Coop.	46.28
Will's Office World	300.00

Enterprise Funds:

David Dean	2455.99
Michael Gossage	2508.03
Raedelle aspenlieder	2456.15
Shirley Gallegos	1951.67
AT&T	44.89
The City Line	79.68
Energy Laboratory	26.25
Hach Company	251.67
Industrial Systems	3251.34
JZ Parts & Service	49.99
James Edminster	19.88
Kois Equipment Co.	120.50

General Fund cont

Robert Jasper	392.40
Great Northern Dev. Corp.	714.00
Internal Revenue Service	203.88
MT Dept. of Revenue	28.40
PER	137.14
Visa	644.41
<b>TOTAL</b>	<b>6171.64</b>

Special Funds:

Ross Helmer	691.69
The City Line	142.53
Miller Oil Co.	248.92
MDU	1594.66
Nemont	87.80
Oelkers Servicenter	298.00
Sheridan Electric	85.38
WWC Engineering	2547.73
Internal Revenue Service	116.42
John Deere Financial	90.39
MT Dept of Revenue	11.00
<b>TOTAL</b>	<b>5914.52</b>

Enterprise Funds cont

Miller Oil Co.	1144.04
MMIA	3260.00
MDU	2202.43
Nemont	88.96
Northern Prairie Auto	1926.93
Northwest Pipe Fittings	1334.00
Oelkers Servicenter	620.95
Rathert-Fox Ford	1378.41
Richland Co. Landfill	2008.05
Sheridan Electric Coop	15.00
Sheridan Electric Coop	886.34
Thinc Shop	1766.64
Williston Landfill	333.80
Robert Jasper	3531.58
Hawkins Inc.	2919.31
Internal Revenue Service	4387.38
John Deer Financial	179.51
Kois Equip. Co.	94.09
Mt Dept. of Revenue	784.60
PERS	2575.11
Visa	346.86
<b>TOTAL</b>	<b>45000.03</b>

Mayor Oelkers closed the meeting for executive session as requested by Deputy Tim Lingle at 9:25 p.m.

Mayor Oelkers reopened the meeting at 9:33 p.m.

Council meeting adjourned at 9:34 p.m.

*Carol Ann Asperhede*  
Clerk

*[Signature]*  
Mayor

May 6, 2013.  
807

May 6 2013. The Culbertson Town Council met in regular session with the following present: Mark Nelson, W. Bruce Houle, Bernie W. Finnicum, Dallas Dehner, Gordon Oelkers, Attorney Greg Hennessy, Robert Jasper and Raedelle Aspenlieder. Guests: Rick Knick, Steve Baldwin, Scott Aspenlieder and Scott Dunkleberger-WWC Engineering, Karen & Darrell Synan, Ken Forbregd, Mike Machart, Samantha Sanchick - Searchlight and Shane Schriener.

W. Bruce Houle made a motion to approve the agenda with the following additions: 1.) Mark Nelson Sketch Plan Permit, 2.) Old City Pumper, 3.) Montola Plant, and 4.) Bypass. Mark Nelson seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Dallas Dehner made a motion to approve regular meeting minutes March 11, 2013 and April 1, 2013 and Executive Session April 1, 2013 and Treasurer Report March 31, 2013. Mark Nelson seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Alley. Ken Forbregd requested that the asphalt be removed in the alley behind the Other Place. The asphalt has created a flow problem, the water won't drain and flows to Hometown Market. Mark Nelson made a motion to repair the alley behind the Other Place. Dallas Dehner seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Ken said the wrecked cars behind the Other Place will all be gone. Next year, when road construction is going on, customers will need to park in the back of Hometown Market.

Mutual Easement. Steve Baldwin is asking for a Mutual Easement. Mayor Oelkers asked attorney Hennessy if Steve Baldwin's insurance should list the town as a covered party. Council wants the Mutual Easement sent to Montana Municipal Interlocal Authority for coverage approval and written response. W. Bruce Houle made a motion to approve the Mutual Easement contingent on MMIA coverage letter and language approval. Bernie W. Finnicum seconded the motion. All voted in favor of the motion. MOTION CARRIED. Attorney Hennessy will communicate with the MMIA.

Airport. Rick Knick reported there will be a joint public hearing on Monday, June 3, 2013 at 7:00 p.m. to accept public comment on the proposed Airport Area Affected regulations for the Big Sky Field airport. The Environmental Assessment is being done.

No construction at the airport this year.

Raedelle will ask the County Commissioners if they signed the MT Dept. of Aeronautics Grant and mailed it in.

Theodore Roosevelt Expressway. Shane Mintz, Administrator with the MT Dept. of Transportation called W. Bruce Houle and said they are applying for the Tiger Grant for the Bainville East Project.

House Bill 218. House Bill 218 would provide grant funds of 25% of the project costs in impacted areas. This would be administered by the Dept. of Commerce. The water main replacement would qualify.

Street Repairs. Ken Forbregd asked when Dave Geib will pave to repair the street in front of the hospital. The hot plant will start up around the first of June.

DNRC – Water Rights. No new news.

Culbertson Housing Authority. No new news.

Town Wide Street Maint. Dist. No new news.

Roosevelt County – Community Transportation Enhancement Program. The Roosevelt County Commissioners recently approved an additional \$60,000 CTEP funds for street lighting improvements on Broadway Ave. when Hwy 16 is re-constructed. The Commissioners had approved \$100,000 earlier for sidewalks on Broadway Ave.

Personnel Policy. W. Bruce Houle made a motion to accept the “Revised Disciplinary Action – Second Paragraph” Employees testing positive for the first time for controlled substances or for alcohol concentrations greater than .04 may be terminated immediately, subject to state and federal DOT rules and regulations. Employees testing positive for a second time in the previous five years shall be terminated immediately. Terminated employees will be advised of available educational and rehabilitative programs and will be provided information on substance abuse professionals available for counseling. Dallas Dehner seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Sketch Plan Permits. George Jasper Sketch Plan Permit- Planner recommends approval of the permit to construct a new garage addition as shown on the sketch plan.

W. Bruce Houle made a motion to approve George Jasper’s sketch plan permit as recommended by the Planner. Bernie W. Finnicum seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Michael Machart Sketch Plan Permit – Planner recommends approval of the permit to construct a new garage addition and kitchen addition as shown on the

May 6, 2013 cont.  
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sketch plan. Mark Nelson made a motion to approve Michael Machart's sketch plan permit as recommended by the Planner. W. Bruce Houle seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Alan Aspenlieder Sketch Plan Permit – Planner recommends approval of the permit to construct a new garage as shown on the sketch plan. W. Bruce Houle mad a motion to approve Alan Aspenlieder's sketch plan permit as recommended by the Planner. Dallas Dehner seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Mark Nelson Sketch Plan permit – Office review recommends approval to construct a 16' x 16' x 4' concrete slab for picnic table as shown on the sketch plan. W. Bruce Houle made a motion to approve Mark Nelson's sketch plan permit as recommended by office review. Bernie W. Finnicum seconded the motion. Those voting in favor of the motion: W. Bruce Houle, Bernie W. Finnicum and Dallas Dehner. Abstaining: Mark Nelson. MOTION CARRIED.

PTI Group. PTI pulled their project. However, since Council approved the site plan, PTI has one year before the permit expires. Raedelle will check to see if all fees were paid by PTI.

Mark Mahlen Annexation. Still need certificate of survey to file annexation.

Wheatland Hills 30 Acre Subdivision. In 60 day review period. The Planning Board will meet Monday, May 13, 2013 at 6:00 p.m. to review major subdivision application and receive public comment. Planner – Jeremy Fadness will be here for that meeting.

Schriner Minor Subdivision. Jeremy said the pre-application meeting is Wednesday May 8<sup>th</sup>. The four – four plexes and 7<sup>th</sup> Ave. E. road improvements. Schriner borders 80' of 7<sup>th</sup> Ave. E., may be able to do a rebate agreement for the 7<sup>th</sup> Ave. E. improvements.

United Grain. W. Bruce Houle made a motion to approve 1<sup>st</sup> reading of Ordinance No. 227 an ordinance of the Town Council of Culbertson, Montana, amending the Culbertson Land Use Map by designating a development review district on annexed and previously undesignated lands on the area generally located north and south of Burlington Northern Santa Fee Railroad and West of County Road 1022 legally described as Tracts 1 and 2 in Section 31, Tracts 3, 4, 5, 6 and 7 in Section 32, Township 28 North Range 56 East, M.P.M. as described in the certificate of survey filed on September 16, 2010 under document no. 386420, File No. 6190 and Plat Case No. 336 a, records of Roosevelt County, Montana, within the Town of Culbertson Montana. Mark Nelson seconded the motion. All voted in favor of the motion. MOTION CARRIED.

No response back from United Grain on town streets.

W. Bruce Houle made a motion to approve Resolution No. 400 A Resolution To Annex A Parcel Of Land Know As The United Grain Property, Into The Town Of Culbertson, Montana. Bernie W. Finnicum seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Dallas Dehner made a motion to approve and sign the Annexation Agreement with United Grain Corporation of Oregon and Technisand, Inc. W. Bruce Houle seconded the motion. All voted in favor of the motion. MOTION CARRIED.

GJV's. General journal Vouchers #637 to #638 and utility billing vouchers #871-#878 were approved and signed.

Wastewater Collection and Treatment System. The Town will see an Administrative Order of Consent acknowledging we are not meeting DEQ specifications. Clerk will send a copy of the Administrative Order of Consent to all council members. Town will inform Senator Rosendale and Representative Knudsen of the impact HB218 has on the wastewater Project 1.7 to 1.8 million. W. Bruce Houle made a motion to accept the Administrative Order of Consent. Bernie W. Finnicum seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Current Engineer's estimates for Phase 1 &2 were received. Discharge to the river would be during the months that irrigation and recreation are not going on. Mayor Oelkers reported that the meeting in Helena with DEQ, Representative Knudsen and Senator Rosendale went well. The meeting was productive and favorable for the Town.

Mayor Oelkers wanted to talk to Shawn Higley, WWC Engineering before signing Amendment To Owner – Engineer Agreement Amendment No. 2.

Town received the Final Finding of No Significant Impact and the Environmental Assessment from DEQ.

Montana Dept. of Transportation. W. Bruce Houle made a motion to sign the Construction Agreement with the Montana Dept. of Transportation. Mark Nelson seconded the motion. All voted in favor of the motion. MOTION CARRIED. Gordon, Bob, Raedelle, and WWC Engineering have a meeting with Ronald Maynard at 9:30 a.m. Tuesday, May 7<sup>th</sup> to discuss utilities portion and cost share.

May 6, 2013 cont.  
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Equivalent Dwelling Units. Mark Nelson made a motion to approve second and final reading of Ordinance No. 226 the First Amendment to Ordinance No. 221 Water And Sewer Rate Structures For The Town Of Culbertson. W. Bruce Houle seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Swimming Pool. Dallas Dehner made a motion to hire Tiffany Marchwick as Manager and Ashley Sullivan as Assistant Manager for the 2013 Pool Season. Bernie W. Finnicum seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Mark Nelson made a motion to accept lifeguards Madalynn Raab and Chelsey Ligon pending proper certifications. Dallas Dehner seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Town Clean - Up Day. Town clean-up day is Saturday, May 11, 2013. Mark and Bruce will barbecue. The school is helping on Friday, May 10<sup>th</sup>. They will all get ice cream bars.

Nemont. W. Bruce Houle made a motion to approve the Nemont Telephone Cooperative, Inc. Easement. Mark Nelson seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Water Plant Controls. Town received a quote from In Control for Water Plant system. \$78,240.

Election Calendar. Offices for filing 2013 – 4 year terms- Mayor Gordon Oelkers, Councilman, Ward 1 – Bernie W. “Butch” Finnicum, Councilman, Ward 2 – Mark T. Nelson. June 27, 2013 5:00 p.m. Deadline for candidates to file for office. W. Bruce Houle made a motion to approve of having a mail ballot election. Bernie w. Finnicum seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Street Sweeper. The new street sweeper should be arriving the first part of June. Mayor Oelkers suggested an Intericap loan for \$40,000 of the cost. Also, check into HB218 funds.

Old City Pumper. What do you want to do with old city pumper? Council will discuss it in June.

Montola Plant. There may be some activity at the plant. If they request city services, they will be asked to annex into town limits.

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

General Fund:

Hometown Market	98.69
Larsen Builders	1400.00
MMIA	322.74
Unemp. Ins. Div.	25.84
Kim Knick	48.14
The Searchlight	44.00
Visa	68.97
Lynn Beyer	78.21
Penny Hendrickson	286.07
Robert Jasper	73.33
City Line	635.69
Chamber of Commerce	300.00
Finnicum's	45.45
Gaffaney's	41.00
Hometown Market	10.99
IRS	100.68
Kadmas, Lee & Jackson	4295.30
MT Dept. of Revenue	8.28
MDU	571.87
Nemont	274.17
One Stop Business License	21.00
Penny Hendrickson	100.00
PERS	75.80
Red Hot Fire	194.00
Roos. Co. Sheriff Dept.	1000.00
Sheridan Electric	160.30
Hennessy Law Office	2343.10
TOTAL	<u>12623.62</u>

Special Funds:

Larsen Builders	1420.19
MMIA	24.22
Unemp. Ins. Div.	5.52
The Searchlight	126.00
Ross Helmer	691.69
Beth Hekkel	413.84
City Line	128.98
Country Gardens	19.97
Culbertson Pharmacy	23.88
Finnicum's	3.99
IRS	116.42
Miller Oil Co.	102.46

Enterprise Funds:

Border Steel	638.40
Larsen Builders	1044.78
MT DEQ	70.00
MMIA	2341.94
Unemp. Ins. Div.	118.87
Richland Co. Landfill	3077.80
WWC Engineering	9399.59
Visa	133.98
Xitwest	4244.00
Raedelle Aspenlieder	525.45
Michael Gossage	589.45
David Dean	2618.26
Michael Gossage	2915.34
Raedelle Aspenlieder	2456.15
Robert Jasper	3593.48
Shirley Gallegos	2031.22
AT&T	38.20
City Line	55.40
Energy Lab	280.00
Excell Industries	34.82
Finnicum's	17.78
Hach Company	192.95
Hawkins Inc.	1813.43
Industrial Systems	743.86
IRS	4665.04
John Deere Financial	30.98
Kois Bros. Equip.	7340.74
Miller Oil Co.	1182.52
MT DEQ	40.00
MT Dept. of Revenue	829.72
MMIA	3260.00
MT Rural Water	200.00
MDU	35.95
MDU	2778.04
MSE Tetragenics	180.00
Nemont	223.32
Oelkers Servicenter	2668.93
Praxair	15.91
Praxair	16.87
PERS	2722.78
Safeguard Business	493.35
Sheridan Electric	15.00

May 6, 2013 cont.

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Special Funds cont.

Mt. Dept. of Revenue	11.00
MDU	1678.82
Nemont	87.67
Roos. Co.	299.62
Sheridan Electric	92.22
WWC Engineering	2656.39
Hennessy Law Office	<u>2576.25</u>
TOTAL	10479.13

Enterprise Funds cont.

USA Blue Book	49.23
Utilites Underground	3.08
WWC Engineering	<u>4435.00</u>
TOTAL	70161.61

Meeting adjourned at 9:30 p.m.

\_\_\_\_\_  
Clerk

  
\_\_\_\_\_  
Mayor

June 3, 2013 Special Meeting. The Culbertson Town Council and the Airport Board met in Special Session and Public Hearing and at 7:00 p.m. to accept public comment on the proposed Airport Affected Area (AAA) regulations for Big Sky Field Airport. Present: Bernie W. Finnicum, W. Bruce Houle, Mark Nelson, Gordon Oelkers, Shirley Gallegos, Raedelle Aspenlieder, Greg Hennessy – Attorney (entered at 7:15) Airport Board Present: Rick Knick, Jim Shanks – County Commissioner, Neil Turnbull, Bob Peterson, Audrey Stromberg. Guests: Peter Olson, Craig Canfield – KLJ Engineer, Gene Marchwick, Mike Barrett, Steve Kilbreath – DEQ, Tim Lingle, (entered at 7:20). Absent: Dallas Dehner, Bob Jasper.

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

Craig Canfield – KLJ Engineer stated the purpose of the Airport Affected Area is to protect Airspace and the Aeronautical environment around the Culbertson Airport, for aeronautical uses.

2005 Airport Compatibility Act (MCA 67-7) sets the Montana Code for restrictions and permits. Enforcement Officer will be contract Planner Jeremy Fadness - WWC Engineering.

Less than 35' tall does not need a permit. The approach zone will always require a permit.

There is already nonconforming land use around the airport and this is grandfathered in.

At the end of this process, Town Council and County Commissioners will adopt the regulations – by resolution.

There is an appeal process. Written comments will be received until June 21, 2013.

Meeting Adjourned at 7:50 p.m.

  
Clerk

  
Mayor

June 3, 2013. The Culbertson Town Council met in regular session with the following present: Gordon Oelkers, Mark Nelson, Raedelle Aspenlieder, Shirley Gallegos, W. Bruce Houle, Bernie W. Finnicum, Greg Hennessy – Attorney. Absent: Dallas Dehner, Bob Jasper. Guests: Peter Olson, Tim Lingle, Gene Marchwick, Mike Barrett, Rick Knick, Audrey Stromberg and Craig Canfield.

June 3, 2013 cont.  
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W. Bruce Houle made a motion to accept the agenda with the addition of #25 The First Reading of an Ordinance, The Ordinance Relating to the Town of Culbertson, Montana, Amending the Existing Sewer Ordinance to Increase the Rates and Charges for the Municipal Sewer System. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

W. Bruce Houle made a motion to accept the minutes from regular meeting May 6, 2013 and the Treasurer Report – April 30, 2013. Bernie W. Finnicum seconded the motion. MOTION CARRIED.

Pete Olson has two certificates of survey for the JNS property – aggregating 3 lots to one. Mark Nelson made a motion to accept the two amended plats for the JNS property, aggregation of three lots to one. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Steve Kilbreath - MT DEQ , With a follow up of Mayor Oelkers meeting in Helena. June 10, 2013 is the deadline in the veto override. The EA is posted in a 30 day comment period.

The Town of Culbertson needs an Administrative Order of Consent with DEQ to continue SRF funding for the Culbertson Sewer Project. The contract dates will be flexible.

W. Bruce Houle made a motion to accept the Administrative Order of Consent with the DEQ allowing funding and permits to move forward for the Culbertson Wastewater Project. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Gene Marchwick – not on the agenda. He has a proposal to trade property with the town. His adjacent lot, for lots 1 & 2. He wants to build a duplex. No Action.

Tim Lingle reported on gun shots fired at Mt. Bar @ 1:00 a.m. Deputy First resigned. Deputies Avis and Lingle on east end. Deputy Patrick O Conner to move a trailer to Bob Jasper lot.

Public Hearing for Wheatland Hills Subdivision. W. Bruce Houle made a motion to waive second reading of WWC Engineering staff report. Mark Nelson seconded the motion. All present voted in favor of the motion. Motion Carried.

Mike Barrett stated the resolution sent by Jeremy Fadness – WWC Engineering was fine. # 17 dedicated open space lot /shall satisfy park.

Planning Board Meeting Public Comments, were positive.

Second and Final Public Hearing for the Wheatland Hills subdivision. W. Bruce Houle made a motion to accept the Planning Boards Preliminary plat and recommendation to annex with conditions. Mark Nelson seconded the motion. All present voted in favor. MOTION CARRIED.

Utility Easement for Wheatland Hills from Roosevelt Medical Center – Greg Hennessy will draft the easement.

Airport. Jim Shanks – County Commissioner states that the County is waiting for the survey to be done, in order to proceed. He will set up a Special Meeting to discuss City/County Airport.

Theodore Roosevelt Expressway. There were several letters of support sent for MDOT to receive a Tiger Grant for Bainville to Stateline funding for construction.

Department of Natural Resources and Conservation- Water Rights Information 4-23-2012. No new news.

Culbertson Housing Authority. No new news.

Town Wide Street Maintenance District. No news.

Community Transportation Enhancement Program-CTEP Project. Waiting.

Election Calendar – Offices for filing 2013. Mark Nelson filed. Bernie W. Finnicum will not run again.

Sketch Plan Permit. Doug McCormick sketch plan permit- Pool House and Fence meet requirements, Planner recommends approval. W. Bruce Houle made a motions to accept Doug McCormick sketch plan permit for Pool House and Fence as approved by Planner. Mark Nelson seconded the motion. All present voted in favor. MOTION CARRIED.

Joe Fiedler Sketch Plan Permit- White picket fence on corner lot, front 4' and 6' sides – approved by Planner. W. Bruce Houle made a motion to accept Joe Fiedler sketch plan permit as approved by Planner. Mark Nelson seconded the motion. All present voted in favor. MOTION CARRIED.

Tommee Lambert sketch plan permit. Fence and retaining wall. Hold until next month.

Dave and Tara Nickoloff sketch plan permit. Shop, garage and raised flower box, meets requirements. Planner recommends. Mark Nelson motioned to accept recommended shop, garage and raised flower bed approved by Planner.

June 3, 2013 cont.  
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W. Bruce Houle seconded the motion. All present voted in favor. MOTION CARRIED.

Mark Mahlen Annexation. Annexation already complete. W. Bruce Houle made a motion to sign recertification – COS for Mark Mahlen lots. Mark Nelson seconded the motion. All present voted in favor. MOTION CARRIED.

Wheatland Hills 30 Acre Subdivision. This is a Resolution Of Intent To Annex Wheatland Hills Subdivision. Will need final plat to finish. W. Bruce Houle made a motion to Annex Wheatland Hills 30 Acre Subdivision. Bernie W. Finnicum seconded the motion. All present voted in favor. MOTION CARRIED.

Schriner Minor Subdivision. Not officially submitted yet. There is a question on drainage. There is a dike on the south side of the four-plex.

Second and Final Reading Of Ordinance 227. An Ordinance Of The Town Of Culbertson, Montana, Amending the Land Use Map By Designating A Development Review District On Annexed And Previously Undesignated Lands On The Area Generally Located North And South Of Burlington Northern Santa Fee Railroad And West Of County Road 1022 legally Described As Tracts 1 And 2 In Section 31, Tracts 3, 4, 5, 6, and 7 in Section 32, Township 28 16, 2010 Under Document No. 386420, File No. 16190 And Plat Case No. 336A, Records Of Roosevelt County, Montana, Within The Town Of Culbertson, Montana. Changes Land Use Map to Industrial use. W. Bruce Houle motioned to accept the 2<sup>nd</sup> and final reading of Ordinance 227. Mark Nelson seconded the motion. All present voted in favor. MOTION CARRIED.

United Grain – Improvements to Town Streets. No new news.

Demolition Permits. No.

GJV's. #639 and UB #880-#885. Approved and signed.

Wastewater Collection and Treatment System- Project Update. Scott Aspenlieder- WWC Engineering will be here Friday for the Bid opening. There will be six contractors attending.

MDOT Hwy 16 Reconstruct. Broadway Ave. is falling apart, needs to be repaired. Bruce Houle will contact Shane Mintz.

Swimming Pool Applications. WSI/Lifeguard –Shelby Weeks, Erica Nickoloff, Alene Crowder, Sabrina Montoya. Lifeguard – Tori Kirkaldie. Mark Nelson made a motion to hire WSI/Lifeguards – Shelby Weeks, Erica Nickoloff, Alene

Crowder and Sabrina Montoya. Lifeguard – Tori Kirkaldie. Bernie W. Finnicum seconded the motion. All present voted in favor. MOTION CARRIED.

Sewer Rates. Resolution of Intention to Modify The Basis On Which Sewer Rates Are Charged. Hereby Increasing Rates For Users Of The Municipal Sewer System. There will be a Public Hearing on June 25, 2013. W. Bruce Houle made a motion to accept the Resolution of Intent to Modify the Town of Culbertson Sewer Rates. Bernie W. Finnicum seconded the motion. All present voted in favor. MOTION CARRIED.

First Reading of Ordinance # 228. An Ordinance Relating To The Town Of Culbertson, Montana, Amending The Existing Sewer Ordinance To Increase The Rates And Charges For The Municipal Sewer System. Mark Nelson motioned to accept the first reading of Ordinance #228. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Montana Bar – Street Dance. A Special Event Permit for Montana Bar's street dance on Saturday June 15, 2013. Mark Nelson made the motion to grant a Special Event Permit for Montana Bar's Street Dance. Bernie W. Finnicum seconded the motion. All present voted in favor. MOTION CARRIED.

Frontier Day Parade Special Event Permit for June 15, 2013. Bruce W. Houle made a motion to grant a special Event Permit for the Frontier Day Parade. Bernie w. Finnicum seconded the motion. All present voted in favor. MOTION CARRIED.

Bike Path from Highway 16 north to the Park in Wheatland Hills Subdivision. Looking into other alternatives. Jeremy Fadness will check into CTEP money being used for exercise equipment for Lambert/Eagle Scout Project.

Montana Domestic Brewery License. Richard Iverson requests a Brewery License in Richland County. No objections by Council.

WWC Service Agreement #4. Development Review Task 02, now at \$20,000, needs to increase to \$25,000. W. Bruce Houle made a motion to increase WWC Engineering Development Review Task 02 to \$25,000. Bernie W. Finnicum seconded the motion. All present voted in favor. MOTION CARRIED.

Ordinance Prohibiting Overnight Parking of Vehicles on any Town Street designed for Commercial use. Already done. Signs need to be placed.

Professional Service Contract. A professional services contract between the Town of Culbertson and Great Northern Development Corp. for CDBG Program

June 3, 2013 cont.  
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for Roosevelt Medical Center. Cost - \$1050.00 management fee. Mark Nelson made a motion to accept a Professional Services Contract between Great Northern Development Corp. and the Town. W. Bruce Houle seconded the motion. All present voted in favor. MOTION CARRIED.

Possible Amtrak Stop in Culbertson. Study being done, will know in 90 days.

Montana Department of Transportation. Need to alert property owners by letter of pending project Hwy 16 reconstruction.

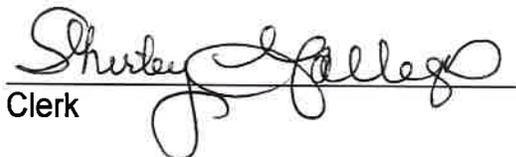
Old City Pumper. No new news.

Raedelle's Resignation. Mark Nelson made a motion to accept Raedelle Aspenlieders resignation as Clerk/Treasurer of 25 years for the Town of Culbertson. Bernie W. Finnicum seconded the motion. W. Bruce Houle, voted no. Remaining voted in favor. MOTION CARRIED.

The following bills were ordered paid by the Finance Committee.

See 3 page insert - check register.

Meeting adjourned at 9:40 p.m.

  
Clerk

  
Mayor

June 13, 2013 Special Meeting. Culbertson Town Council met in special session At 5:00 p.m. for the purpose of the Bid Award for Wastewater Facility Rehabilitation – Phase 1. and a Sketch Plan Permit for Gene Marchwick. The following were present: Gordon Oelkers, W. Bruce Houle, Mark Nelson, Raedelle Aspenlieder, Tamara Fossetta. Absent: Dallas Dehner and Bernie W. Finnicum. Guests: Don Davis – WWC Engineering, Michael Vinson –Edstrom Construction,

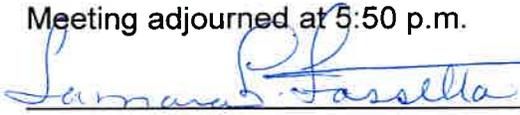
Bruce W. Houle made a motion to approve the agenda. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

W. Bruce Houle made a motion to proceed with a conditional Bid Award Pending Authorization of DEQ. Bid for the Wastewater Facility Rehabilitation – Phase 1 is awarded to Edstrom Construction of Rexburg Idaho, For the amount of \$2,101,977.25. Mark Nelson seconded the motion. All present voted in favor of the motion.

W. Bruce Houle made a motion to hold a public forum to address citizen concerns. Don Davis – WWC Engineering and Michael Vinson – Edstrom Construction agreed to be present and field questions. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Sketch Plan Permit. Gene Marchwick sketch plan permit meets the fence requirements and is approved by Planner. Mark Nelson made a motion to accept Gene Marchwick sketch plan permit as approved by Planner. W. Bruce Houle seconded the motion. All present voted in favor. MOTION CARRIED.

Meeting adjourned at 5:50 p.m.

  
Clerk

  
Mayor

June 25, 2013 Special Meeting. The Town of Culbertson met in special session to adopt a Resolution of Intention to Increase the Town of Culbertson Sewer Rates, Second Reading of an Ordinance Amending the Town of Culbertson Existing Sewer Ordinance to Increase the Rates and Charges for the Municipal Sewer System and a Public Hearing for the increase. Present: Gordon Oelkers, Mark Nelson, Bernie W. Finnicum, W. Bruce Houle, Tamara Fossetta and Shirley Gallegos. Absent: Dallas Dehner, Bob Jasper and Greg Hennessy. Guests: Allen H. Peterson, Ken Forbregd, Darrell Synan, Scott Aspenlieder – WWC Engineering.

Raedelle Aspenlieder

P.O. Box 261

Culbertson, MT 59218

May 13, 2013

Mayor and Town Council

Town of Culbertson

P.O. Box 351

Culbertson, MT 59218

Dear Mayor Oelkers and Town Council:

Please accept my resignation and Town Clerk/Treasurer. My last full-time day will be June 14, 2013. I begin working at United Grain Corp. June 17, 2013. I will be available to train, assist, complete the duties of the position, until a replacement is comfortable in the position. I would prefer to finish the accounting through this fiscal year ending June 30, 2013. That will be better for auditing purposes.

This was a very difficult decision for me. I would like to thank you and past councilmen and one other Mayor Jim Baldwin for being wonderful employers to me. I have taken great pride in serving the residents of Culbertson for the last 25+ years.

Sincerely,



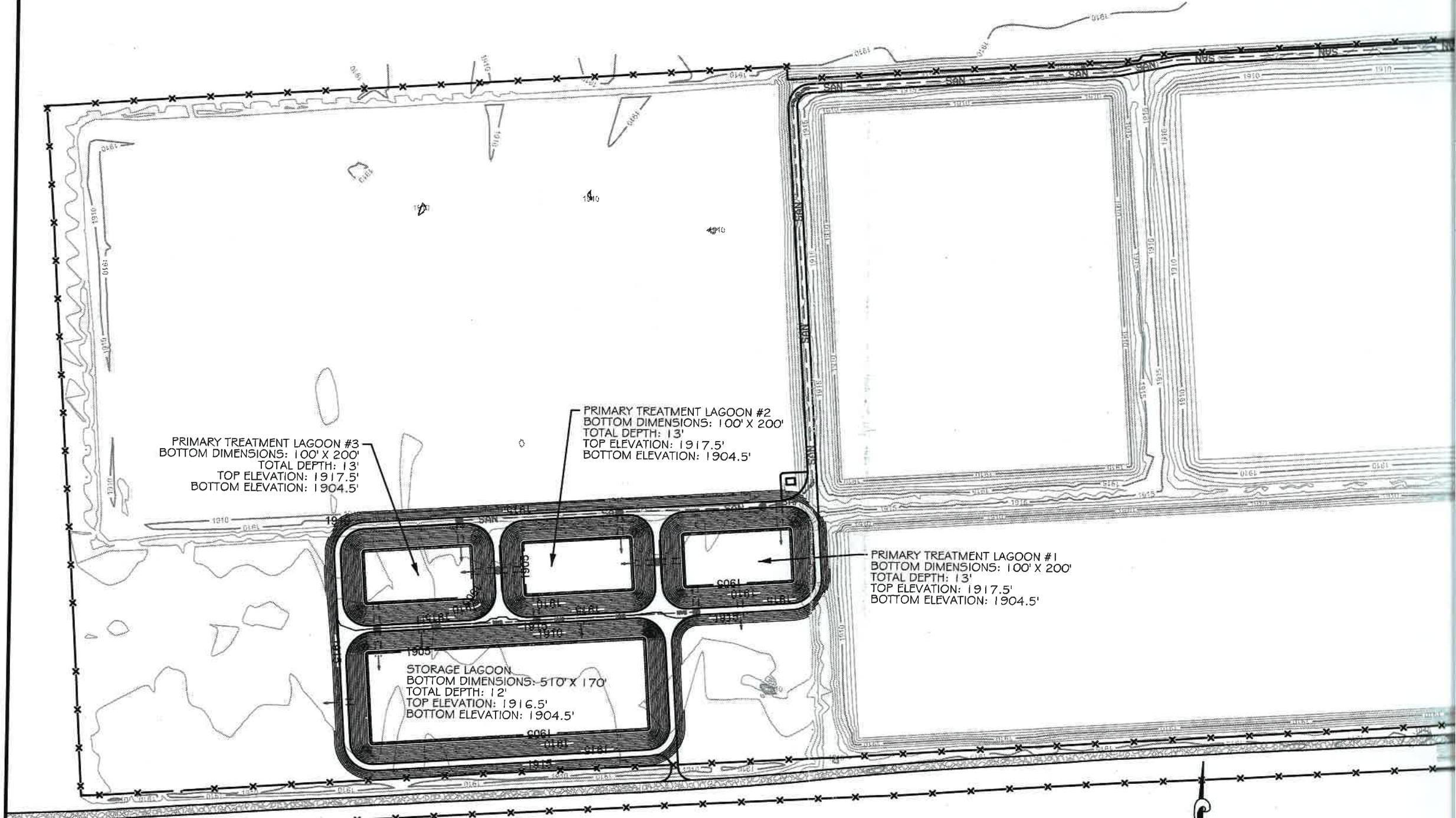
Raedelle Aspenlieder

PRIMARY TREATMENT LAGOON #3  
BOTTOM DIMENSIONS: 100' X 200'  
TOTAL DEPTH: 13'  
TOP ELEVATION: 1917.5'  
BOTTOM ELEVATION: 1904.5'

PRIMARY TREATMENT LAGOON #2  
BOTTOM DIMENSIONS: 100' X 200'  
TOTAL DEPTH: 13'  
TOP ELEVATION: 1917.5'  
BOTTOM ELEVATION: 1904.5'

PRIMARY TREATMENT LAGOON #1  
BOTTOM DIMENSIONS: 100' X 200'  
TOTAL DEPTH: 13'  
TOP ELEVATION: 1917.5'  
BOTTOM ELEVATION: 1904.5'

STORAGE LAGOON  
BOTTOM DIMENSIONS: 510' X 170'  
TOTAL DEPTH: 12'  
TOP ELEVATION: 1916.5'  
BOTTOM ELEVATION: 1904.5'



January 10, 2013 Special Meeting 8:00 a.m. The Culbertson Town Council met in special session for the purpose of the Wastewater Project. The following were present: Mark Nelson, W. Bruce Houle, Bernie w. Finnicum, Gordon Oelkers and Raedelle Aspenlieder. Absent: Dallas Dehner. Guests Mark Mahlen and Scott Aspenlieder – WWC.

Scott Aspenlieder presented a proposed lagoon layout. This is necessary due to the fact that we could not get an irrigation lease anywhere close to the system. The 3 cells are much smaller and are all aeration, a liner costs savings. The big cell is basically a clarifying cell, one month worth of storage, there would be continual discharge. Town would clean on a 10 year rotation. The operation and maintenance cost with this system are higher. There will be sampling requirements as well.

W. Bruce Houle made a motion to proceed with the new proposed lagoon layout plans, due to the fact that we could not get an irrigation lease anywhere close to the system. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Meeting adjourned at 8:30 a.m.

  
Clerk

  
Mayor

January 14, 2013 6:00 p.m. Special Meeting. The Culbertson Town Council met in special Session for the purpose of discussing the reconstruction of Hwy 16 through town (Broadway Ave.) and the Corridor Study with Shane Mintz and other Montana Dept. of Transportation staff. The following were present: W. Bruce Houle, Mark Nelson, Dallas Dehner, Gordon Oelkers, Robert Jasper and Raedelle Aspenlieder. Bernie W. Finnicum entered the meeting at 7:00 p.m. MTDOT present: Shane Mintz, Jim Frank, Jay Fleming and Kevin Gilbert. Other guests present: Samantha Stanich-The Searchlight. Tony Flagg and Rick Teeters- United Grain Co, Steve Mullinax- Fairmount Minerals, Suzette Houle and Betty Gobbs.

Mayor Oelkers called the meeting to order at 6:05 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.

January 14, 2013 cont.  
788

Shane Mintz said the bid let date for reconstruction of Hwy 16 through town may be Aug. 2013. MDT will not allow contractor to tear up Broadway Ave. in the Fall. They may overlay the detour 3<sup>rd</sup> Ave. E. in the Fall 2013.

Jim Frank said MDT will have agreement to enter into with the MDT and Town: 1.) Construction Agreement to include sidewalk maintenance language, 2.) Detour Agreement – 3<sup>rd</sup> Ave. E., overlay prior to use and 3.) Agreement for Storm Drainage maintenance over to the town.

It is believed the project will take one construction season to complete April 15 to Nov. 1<sup>st</sup>.

The Town would be required to keep the storm drain clean. Clerk will call other communities to see about maintenance of storm drain – Glasgow, Wolf Point, Glendive and Sidney.

Town will seek an agreement with the County for Community Transportation Enhancement Program funds for sidewalks.

The Town Council is in favor of replacing the Water Main in Broadway Ave. as long as it is tore up. Town needs to have the Engineer draw up the plans and get the design to the MDT before May. MDT prefers the plans be electronically sent. This project can be an additive to the MDT project.

MDT will need a decision on the sidewalks. Town will need a commitment from the County for CTEP funds for sidewalks. Sidewalks cost \$50 - \$60/sq. yd.

Samantha left the meeting at 6:40 p.m.

Town will contact Montana-Dakota Utilities Co. about the project if there are any poles in the project sidewalks.

MDT will need some right-of-way especially on 1st street and the intersection of Hwy 2 & 16. The intersection of Hwy 16 and 4<sup>th</sup> Street by the new county building, MDT will need an answer as to fill in that area.

It is possible the notice to Proceed could be granted Oct. 2013.

Bernie Finnicum entered the meeting at 7:00 p.m.

Shane Mintz	345-8212	- MDT - Glendive
Jim Frank	345-8214	MDT - Glendive
Tony Flagg	360-816-1960	USC
Jay Fleming	345-8209	MDT - Glendive
STEVE MULLINAX	970-261-0723	- FAIRMOUNT MINERALS
Rick Teeters	406-868-3441	UGC
Bob Jasper	787-5791	Town of Culbertson
Mark Nelson	787-6393	Town Council
Dallas Dehn	787-5309	Town Council
Kevin Gilbert	444-6230	MOT - HELENA

W. Bruce Houle made a motion to ask the County for Community Transportation Enhancement Program Funds for the new sidewalks in this project. Mark Nelson seconded the motion. All voted in favor of the motion. MOTION CARRIED.

W. Bruce Houle made a motion to approve a Detour Agreement for 3<sup>rd</sup> Ave. E., with the overlay done before used as the detour. Bernie W. Finnicum seconded the motion. All voted in favor of the motion. MOTION CARRIED.

W. Bruce Houle made a motion to accept the design by the new library at the intersection of Broadway Ave. and 4<sup>th</sup> Street. Dallas Dehner seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Corridor Study. The group discussed a Tiger Grant to construct a truck by pass.

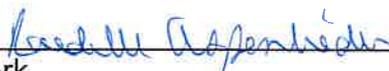
Road improvements Culbertson – North possibly 2015.

Speed study on Hwy. 2 Spring 2013.

Culbertson – East to Bainville, trying to get it in the MDT program.

Tony Flagg with United Grain has a Burlington Northern issue. It is a timing issue with the lights and arms at the crossing. Tony will address BN on this.

Meeting adjourned at 7:35 p.m.

  
Clerk

  
Mayor

February 4, 2013. The Culbertson Town Council met in regular session with the following present: Gordon Oelkers, Mark Nelson, W. Bruce Houle, Bernie W. Finnicum, Greg Hennessy, and Raedelle Aspenlieder. Absent: Dallas Dehner and Robert Jasper. Planner Jeremy Fadness was on Skype. Guests: Samantha Stancich – Searchlight, Rick Knick, Karen & Daryl Synan, Shane Schriener and Deputy First.

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.

Mark Nelson made a motion to approve the December 31, 2012 Treasurer Report. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

February 4, 2013 cont.  
790

Airport. Rick Knick reported, as required by the FAA, Stelling Engineers, Inc., completed an Independent Fee Estimate for the Environmental Assessment. Now, the report goes to the FAA, then the Environmental Assessment will be done. Next at the airport will be routing out the cracks and seal.

Deputy First said he will be moving to Culbertson. He currently resides in Fort Kipp.

Theodore Roosevelt Expressway. No new news.

Dept. of Natural Resources & Conservation. No new news.

Culbertson Housing Authority. No new news.

Town Wide Street Maintenance Dist. No new news.

Sketch Plan Permits. None. However, Blair Collins has been working in a project for JNS and he wanted some feedback. Jeremy was relaying Blair Collins information. JNS may be requesting a variance for up to 6 parking spaces. They need 16 parking spaces for the project they are proposing, but can only accommodate 10 parking spaces. There will be 4 apartments and 4 office spaces. Blair wanted to know if the council would look on the variance as favorable or not. Council discussion was that a variance request requires a public comment period, and without a complete permit with the variance request and any possible public input, the council was not in a position to respond one way or the other.

United Grain Corp. United Grain Corp. is working on annexing into town limits.

Fire Hydrant Use. C&H Engineering and Surveying, Inc. requested use of a fire hydrant east of town. They are working on a development east of Culbertson. W. Bruce Houle made a motion to approve the letter dated February 4, 2013 to C&H Engineering. In the letter the town requests that the developer place a 10 feet wide utility easement on the plat for the existing water service line. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion.  
MOTION CARRIED.

W. Bruce Houle made a motion to allow the proposed development East of Culbertson to utilize the nearest city hydrant for fire suppression services. Bernie W. Finnicum seconded the motion. Those voting in favor of the motion: W. Bruce Houle, Bernie W. Finnicum and Mark Nelson. Absent and not voting: Dallas Dehner. Abstaining: Gordon Oelkers.

WWC Planning Assistance Service Agreement. Due to the amount of development activity in the Town of Culbertson, WWC has been performing more planning services per our request than anticipated in the original service agreement for planning services. Planning Assistance, Task 01, has exceeded the budget of \$35,000 due to the level of activity for planning, developing, and annexation has resulted in expenditures of \$35,602 for Planning Assistance, Task 01, to date. With town permission, the overall budget for Task 01 should be raised to \$40,000 to allow for continued review of planning, development, and annexation requests.

Mark Nelson made a motion to approve the change to Service Agreement # 4 to raise Task 01 to \$40,000. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

PTI. PTI Group is working on the application.

Mark Mahlen – Certificate of Survey. Town still needs Mark Mahlen's Certificate of Survey to complete the annexation.

30 Acre Subdivision. Planner deemed the application for 142 lot Major Subdivision "element" complete.

Sewer Main Extension – Extended Stay. Shane Schriener said there is nothing new right now.

GJV's. General journal vouchers #607 & #608 and utility billing vouchers #852 - #858 were approved and signed.

Wastewater Collection & Treatment System. Town Council will hold a Special Meeting on Thursday, Feb. 7<sup>th</sup> @ 8:00 a.m. to meet with WWC Engineering to discuss the alternatives.

MT DOT. Reconstruct Hwy 16 through Town. Town has not received the required agreements from Montana Dept. of Transportation.

Water Main Line Replacement – Broadway Ave. The water main line in Hwy. 16 (Broadway Ave.) will be replaced during the reconstruction. The town will have to hire an engineer. The deadline to get plans to MT DOT is May 2013. Council will talk to WWC Engineering.

February 4, 2013 cont.  
792

The Old Hospital is being renovated. For the past 20 years or so, the Building has been used for storage. Council asked Clerk to send Mr. Kim Powell a letter letting him know he needs a permit.

CTEP. The Roosevelt County Commissioners will be holding a meeting to discuss CTEP project proposals on February 11<sup>th</sup> at 1:00 p.m. in the County Building in Culbertson. The council will vote on the project amount at the Special Meeting on Thursday.

Drug & Alcohol Testing. Town is set-up now.

EDU-Amendment. Not ready yet.

No Overnight Parking. W. Bruce Houle made a motion to have Attorney Hennessy draft an Ordinance for First Reading March 4, 2013 for No Overnight Parking on Broadway Ave. between 1<sup>st</sup> Street and Railroad Street. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Inland Potable Services Proposal. Council will discuss this in March when Robert Jasper is present.

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

<u>General Fund:</u>		<u>Enterprise Funds:</u>	
Hennessy Law Office	990.00	MMIA	2371.63
MMIA	307.02	Richland Co. Landfill	3263.15
Unemp. Ins. Div.	42.03	Unemp. Ins. Div.	112.20
Visa	47.28	MT. Rural Water	125.00
Lynn Beyer	102.62	Visa	130.56
Penny Hendrickson	286.07	David Dean	2840.93
Raedelle Aspenlieder	2456.15	Michael Gossage	2827.29
Robert Jasper	459.92	Robert Jasper	3372.72
Cheryl Arthur	80.00	Shirley Gallegos	2120.78
Gaffaney's	346.54	AT&T	46.89
Highway 2 Assoc.	100.00	Agri Industries	352.52
John Deere Financial	23.13	APCO International	25.00
MDU	813.61	Chlorinators Inc.	1013.37
Nemont	279.08	Curtiss Farm & Auto	104.00
QBS Safeguard	139.85	Dual Trucking	1496.00
Roosevelt Co. Sheriff	1000.00	Energy Laboratories	571.25
Stelling Engineers, Inc	1100.00	Finnicum's	81.85
Theodore Roosevelt Expressway	1250.00	Hawkins, Inc.	1828.98
The City Line	1066.11	Hose & Rubber Sup.	173.32
Finnicum's	128.32	John Deere Financial	383.40
Hennessy Law Office	1679.50	Larsen Builders	396.41

General Fund cont.

Hometown Market	200.94
IRS	1341.26
MT Dept. of Revenue	200.48
PERS	672.03
<b>TOTAL</b>	<b>15111.94</b>

Special Funds:

Hennessy Law Office	1017.50
MMIA	22.55
Unemp. Ins Div.	5.14
US Bank Spa Lockbox cm9695	4471.92
US Bank Spa lockbox cm9695	437.73
Ross Helmer	623.42
Beth Hekkel	288.87
Curtiss Farm & Auto	323.25
Finnicum's	322.28
Finnicum's	41.43
John Deere Financial	337.61
Miller Oil Co.	426.62
MDU	2215.05
Nemont	87.80
Newman Traffic Signs	1017.25
RPS	59.95
Self	9.97
Sheridan Elec. Coop.	85.20
Will's Office World	650.00
WWC Engineering	1678.83
The City Line	173.16

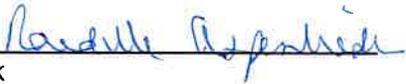
Enterprise Funds cont:

Miller Oil Co.	1443.54
MMIA	3260
MDU	2734.55
Nemont	94.97
Oelkers Servicenter	332.40
Praxair Dist.	16.87
Sheridan Elec. Coop.	15.00
Utilities Underground	9.24
WPCI	175.00
The City Line	96.51
Finnicum's	164.99
First Comm. Bank	600.00
Hometown Market	27.45
IRS	3597.16
MT Dept. of Revenue	669.52
PERS	2217.62
Think Shop	1358.16
<b>TOTAL</b>	<b>40,450.23</b>

Special Funds cont:

Culbertson Pharmacy	55.48
Finnicum's	7.47
IRS	104.78
Hennessy Law Office	660.00
MT Dept. of Revenue	9.00
<b>TOTAL</b>	<b>15,132.26</b>

Meeting Adjourned at 8:30 p.m.

  
Clerk

  
Mayor

February 7, 2013 Special Meeting. Culbertson Town Council met in Special Session at 8:00 a.m. For the purpose of an update on the Wastewater Project, discuss the Water Main Line Replacement in Broadway Ave. and CTEP money for sidewalks. The following were present: Gordon Oelkers, W. Bruce Houle, Mark Nelson and Shirley Gallegos. Bernie W. Finnicum entered at 8:10 a.m. Absent: Dallas Dehner and Raedelle Aspenlieder. Guests: Scott Aspenlieder – WWC Engineering, Mike Barrett and Shane Shriner.

Mayor Oelkers called the meeting to order at 8:05 a.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.

Overnight Parking Ordinance. Greg Hennessy is drafting the Ordinance. It will be ready for first reading at the March meeting.

Scott Aspenlieder – WWC Engineering is continuing to work on the Wastewater Project. He proposed two options:

1.) A Femoral Stream Discharge. Includes 1 mile of pipe to the stream bed to the west which is on state land. Pipe crosses Lonnie Gobbs land, would need an easement. The stream channel would need to be cleaned out. The final discharge would be on treed state land retained by Wayne Grimsrud, which hasn't been used for 30 years.

WWC Engineering has a meeting with DEQ next week and is waiting for DNRC to get back with a meeting date to discuss allowances. Will have an answer next week and a firm plan before next council meeting.

2.) Full Retention. It will double the cost to over 6 ½ million. Would need an additional 60-70 acres of land, possibly a purchase of CRP land from Lonnie Gobbs. This could be done in Two Phases, with room for future expansion.

Scott said everything is designed except the Lagoon. Once a final decision is made DEQ will need 1 month for review.

Gordon does not want to put a band aid on the wastewater project. He wants it done right and to move ahead with one of these options.

Scott – WWC Engineering concerning Mike Barrett, Shane Schriner, PTI and Groble projects; they should be able to hook into existing system until the wastewater project is finished.

Mayor Oelkers addressed the water main replacement on Broadway Ave. WWC Engineering would be retained as engineer for the project.

February 7, 2013 cont.

795

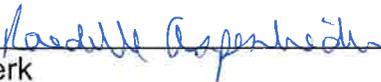
W. Bruce Houle moved to retain WWC Engineering for the Water Main Replacement on Broadway Ave. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

MDOT will replace some sidewalks. The council would like to acquire \$150,000 CTEP money from Roosevelt County Commissioners to pay for additional sidewalks the state is not replacing.

Mark Nelson moved to petition Roosevelt County Commissioners for \$150,000 CTEP money for sidewalks. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Clerk will draft a letter to the Count Commissioners for CTEP money. Scott Aspenlieder will talk to Lonnie Gobbs and Wayne Grimsrud, concerning easements, and land use.

Meeting adjourned at 8:40 a.m.

  
Clerk

  
Mayor

March 11, 2013. The Culbertson Town Council met in regular session with the following present: W. Bruce Houle, Mark Nelson, Gordon Oelkers, Dallas Dehner, Robert Jasper and Raedelle Aspenlieder. Absent: Bernie w. Finnicum and Attorney Greg Hennessy. Guests: Scott Aspenlieder-WWC Engineering, Mike Barrett, Karen Synan, Daryl Synan, Samantha Stancich- Searchlight, Mark Mahlen and Shane Schriener.

Mark Nelson made a motion to approve the agenda with the following additions: 06. Airport-MT Aeronautics Grant/Loan 3/15/13, 34. Committee for purpose of Fire/Community Center, and 35. Dry Redwater Regional Water Authority. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

W. Bruce Houle made a motion to approve regular meeting minutes January 7, 2013, special meetings January 10, 2013 and January 14, 2013, regular meeting February 4, 2013 and special meeting February 7, 2013, and Treasurer Report January 31, 2013. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Chuck Swanson with PTI was not able to be here.

Airport. Mayor Oelkers signed the Montana Aeronautics Division \$3000.Grant/\$3000. Loan. However the Council does not want the \$3000. Loan. Attorney Hennessy will need to sign the document.

Theodore Roosevelt Expressway. No new news.

DNRC-Water Rights. No new news.

Culbertson Housing Authority. No new news.

Town Wide Street Maintenance District. The first step would be to do a Capital Improvement Plan for streets. Town could apply for a Preliminary Engineering Grant to do the CIP.

Community Transportation Enhancement Program (CTEP). Town has not heard back from the County Commissioners on the project.

Sketch Plan Permits. None

PTI Development Review Permit. WWC Engineering is looking at whether the lift station at the rest area can handle PTI flow.

Mark Mahlen Annexation. Town still needs the Certificate of Survey. Raedelle will talk to Pete Olson.

Barrett 30 Acre Subdivision. Planner deemed the application for 142 Lot Major Subdivision "element" complete. A sufficiency review letter was done by WWC. WWC will work with Barrett's engineers on the numbers.

Shane Schriener Extended Stay Sewer Main Extension. Shane Schriener is still working on the sewer issue.

Solid Waste Revenue Bond. Town received the paperwork for the Solid Waste Revenue Bond – Intercap Loan and Bond Resolution. Mayor Gordon Oelkers and Clerk Raedelle Aspenlieder signed. A letter is required from Attorney Hennessy.

CDBG Planning Grant. Town received the CDBG Planning Grant contract to prepare a Preliminary Architectural Report for the expansion of Roosevelt Medical Center. Mayor Oelkers, Clerk and Attorney all need to sign.

Demolition Permits. None.

March 13, 2013 cont.  
797

GJV's. General journal vouchers #609 to #636 and utility billing vouchers #859-#864 were approved and signed.

Wastewater Collection and Treatment System. There will be a conference call with the funding agencies on Wednesday. Mayor Oelkers or W. Bruce Houle will be in on the call.

WWC is working with the Department of Environmental Quality on a direct discharge to the river. The issue is we have to collect water quality samples from the river until October, then submit a permit application to DEQ. Then DEQ has 180 days to review the permit. It is possible that May 2014 is the earliest to begin that part of the project. DEQ needs 12 months baseline data.

From the project standpoint – split into 2 phases -1<sup>st</sup> Phase – Lift Station, replace the targeted transmission and distribution lines, some improvements to the existing lagoons and some collection system upgrades.

The existing lift station is limiting factor for any wastewater permits.

Phase II would be the lagoons, treatment and discharge to the river.

Scott said that the Mayor and Council need to go to Helena to meet with the director of DEQ and a representative from the Governor's office about this project.

W. Bruce Houle made a motion to break the project into two phases. Dallas Dehner seconded the motion all present voted in favor of the motion. MOTION CARRIED.

Scott will set-up the meeting in Helena. WWC will proceed with the project in two phases.

Wastewater Capacity Permit Issues. The Schriener Project could take 6 months. Barrett could contribute to the sewer system in fall of 2013.

Town could condition PTI to a flow monitor on their system to see what they are contributing. If they exceed 9,000 gpd, then they store and haul. If Schriener and Barrett come on line before the lift station, then PTI has to store and haul. WWC will put a letter together for Schriener sewer hook-up.

Schriener Minor Subdivision. Shane Schriener is working on this.

MT Dept. of Transportation Reconstruct Hwy. 16. Find out where the MT DOT agreements are and what sidewalks are in their plans. Town is replacing the water main in Hwy 16. Therefore, service lines, curb stops and boxes, fire hydrants and valves will be replaced. So, the sidewalks will be tore up also. All the sidewalks need to be replaced. Shirley Gallegos is gathering the information needed to replace the street lights with decorative lights.

Broadway Ave. Water Main Line Replacement. Mark Nelson made a motion to accept Service agreement #10 with WWC Engineering to replace water main line in Broadway, Ave. during the re - construction of Hwy 16. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED. The MT DOT wants the plans in April.

Drug and Alcohol Testing. Put in April agenda and have Shirley explain.

EDU's. Not ready yet.

"No Overnight Parking". Mark Nelson made a motion to approve 1<sup>st</sup> Reading of an Ordinance Amending 10.16.030 Angle Parking and 10.16.080 No Parking Areas Create No Overnight Parking Area. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Inland Potable services – Proposal. Town Council will budget in FY 2013-2014 to have the tank inspected. Also, the exterior needs to be painted in FY 2013-2014. Raedelle and Bob will get the cost information.

Local government Elected Officials workshop is May 8-10, 2013 in Billings.

Council received a request from Nicholas Kamp to extend his lot lease for 1 year. W. Bruce Houle made a motion to extend the lease for one year \$300./month with the same provisions as before a 60 day notice of termination of lease. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Street Sweeper Bids. Town received one bid for a Street Sweeper. Titan Machinery Inc., 1728 Old Hardin Rd., Billings, MT 59101 bid \$149,562. Delivery time after receipt of order is 90 -120 days ARO. Dallas Dehner made a motion to accept the street sweeper bid from Titan Machinery, Inc. for \$149,562. and town get an Intercap Loan for the purchase. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Committee for Fire Hall/Community Center. Mayor Oelkers is going to the Fire Dept. meeting to discuss setting up a committee for the purpose of a Fire Hall/Community Center. Mayor has representation from the County Commissioners and Fair Board. Committee needs members from Town Council, Fire Dept. and Weed District.

W. Bruce Houle made a motion to have Mark Nelson as the town council representative. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

#398

RESOLUTION RELATING TO \$42,000.00 SOLID WASTE REVENUE BOND, SERIES 2013; AUTHORIZING THE ISSUANCE, AWARDED THE SALE AND FIXING THE TERMS AND CONDITIONS THEREOF AND CREATING SPECIAL FUNDS AND ACCOUNTS AND PLEDGING CERTAIN REVENUES AS SECURITY THEREFOR

BE IT RESOLVED by the Town Council of the Town of Culbertson, Montana, as follows:

Section 1. Definitions, Authorizations and Findings.

1.01. Definitions. The terms defined in this Section 1.01 shall for all purposes of this Resolution have the meanings herein specified, unless the context clearly otherwise requires:

2013 Project shall mean the improvements to the System described in Section 1.03.

Act shall mean Montana Code Annotated, Title 7, Chapter 7, Parts 44 and 45, as heretofore and hereafter amended or supplemented.

Board of Investments shall mean the Board of Investments of the State of Montana, or any successor to its functions under State law.

Bonds shall mean the Series 2013 Bond and any Additional Bonds.

Bondholder shall mean the Board of Investments.

Bond Register shall mean, with respect to the Series 2013 Bond, the registration books maintained by the Clerk/Treasurer pursuant to Section 4.02.

Business Day shall mean any day other than a Saturday, Sunday or other day on which commercial banks located in the Town in which the principal office of the Registrar are not open for business or are authorized by law to close.

Council shall mean the Town Council of the Town or any successor governing body of the Town.

Debt Service Account shall mean the account created by Section 7.04.

Fiscal Year shall mean the period commencing on the first day of July of any year and ending on the last day of June of the next year, or any other specified twelve-month period, authorized by law and specified by the Council as the fiscal year of the Town.

Holder shall mean a Bondholder.

Interest Payment Date shall mean each February 15 and August 15, or any date specified in the Bond and in this Resolution as a fixed date for payment of an installment of interest on any of the Bonds.

Maturity shall mean, when used with respect to any Bond, the date on which the principal of such Bond becomes due and payable as therein or herein provided, whether at its Stated Maturity or if by early redemption.

Net Revenues shall mean the Revenues for a specified period less the Operating Expenses for the same period.

Operating Expenses shall mean the current expenses, paid or accrued, of operation, maintenance and minor repair of the System, excluding interest on the Bonds and depreciation, as calculated in accordance with

March 13, 2013 cont.

799

Dry-Redwater Regional Water Authority. Dry-Redwater Regional Water Authority is in the process of identifying their options for water sources and would like to meet with the Town Council. W. Bruce Houle made a motion to entertain discussion with Dry-Redwater Regional Water Authority. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED. Clerk will respond.

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

General Fund:

One Stop Business Licensing	31.50
Visa	113.25
Lynn Beyer	155.43
Penny Hendrickson	286.07
Raedelle Aspenlieder	2456.15
Robert Jasper	228.83
City Line	1013.07
Gaffaney's	95.61
Internal Revenue Service	1272.15
MT Dept. of Revenue	185.88
Montana Dakota Utilites	548.09
Nemont	279.98
Oelkers Servicenter	93.75
Oelkers Servicenter	28.00
PERS	635.69
Roosevelt Co. Sheriff Dept.	1000.00
The Searchlight	76.00
Finnicum's	110.43
Hennessy Law Office	1965.25
TOTAL	9575.13

Special Funds:

Ross Helmer	691.69
City Line	149.84
Culbertson Pharmacy	17.00
Hometown Market	64.60
Internal Revenue Service	116.42
John Deere Financial	64.18
Miller Oil Co.	198.63
Mt. Dept of Revenue	11.00
MMIA	750.00
Montana-Dakota Utilities Co.	1398.10
Nemont	87.80
Oelkers Servicenter	47.00
Sheridan Electric Coop	101.31
WWC Engineering	1422.20

Enterprise Funds:

Richland Landfill	3302.75
Visa	390.46
WWC Engineering	34508.69
Michael Gossage	87.00
David Dean	2616.26
Michael Gossage	2843.01
Robert Jasper	3040.30
Shirley Gallegos	1868.11
AT&T	45.05
Agri Industries	12.08
Black Mountain Software	1422.00
City Line	78.05
Debbie Emerich	61.65
Energy Laboratories	81.25
Hach Company	84.80
Hawkins Inc.	1499.96
Internal Revenue Service	3229.65
JZ Parts & Service	182.68
John Deere Financial	55.69
Macon	1075.00
Miller Oil Co.	1862.48
Mt Dept of Revenue	608.12
Montana-Dakota Utilities	19.45
Montana-Dakota Utilities	2318.52
Nemont	89.61
Oelkers Servicenter	620.10
Praxair Dist. Inc.	16.87
PERS	2039.91
Sheridan Electric Coop	15.00
Town of Froid	216.90
USA Blue Book	52.96
WWC Engineering	4138.75
Energy Laboratories	20.00
Finnicum's	67.85
Kois Equipment Co.	130.41
MMIA	3260.00

Special Funds:

Beth Hekkel	326.80
Billings Gazette	225.30
Finnicum's	33.47
Hennessy Law Office	1306.25
Larsen Builders	<u>10.92</u>
TOTAL	<u>7022.51</u>

Other Funds:

Fire Relief Assn.	708.00
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Meeting Adjourned at 9:05 p.m.

*Madeline Apentich*  
Clerk

Enterprise Funds cont:

Sidney Red-E-Mix	390.50
Thinc Shop	948.83
Thinc Shop	560.03
Utilities Underground Locator	<u>10.78</u>
TOTAL	<u>73871.51</u>

*S. Call*  
Mayor

**RE: executive session**

From: **Stacy Ulmen** (sulmen@BOZEMAN.NET)  
Sent: Mon 3/11/13 4:37 PM  
To: mmctfoa@sympa.montana.edu (mmctfoa@sympa.montana.edu)  
1 attachment  
05-07-12 mv.doc (45.5 KB)

Hello Cathy!

I hope all is well in Twin Bridges! Attached is an Agenda that shows how we advertise the Executive Sessions here in Bozeman. Also, I do attend the executive Sessions and have criteria that I must meet when dealing with them. The Criteria is listed in the Commission Rules of Procedure as follows:

**B. Executive Session Minutes**

1. Executive Session minutes shall be recorded by the City Clerk and approved in open

session; provided, however that any discussion concerning the contents of the minutes, prior to approval, shall be conducted in executive session. The City Clerk will distribute the draft Executive Session Minutes to the Commission in a manner that ensures and retains confidentiality.

2. The City Clerk shall forward copies of all executive session minutes still held in confidentiality to the City Attorney. The City Attorney shall review these minutes, determining which, if any can be released to the public in whole or in part without jeopardizing the need for confidentiality, and advise the City Clerk. The City Clerk shall present a resolution to the Commission for adoption releasing the executive session minutes, in whole or in part, as approved for release by the City Attorney. Those executive session minutes to be released shall be designated by subject matter. Upon adoption of the resolution, those minutes or portions of minutes approved for release shall be placed in the minute books of the City Commission and available for public inspection.

3. If a member of the public requests from the City Clerk access to executive session minutes not yet released to the public as set forth above, the requestor shall submit a Public Records Request to the City Clerk. The City Clerk shall consult with the City Attorney on the subject matter as requested. The City Attorney shall advise the City Clerk if the minutes can be released. If approved for release by the City Attorney, a resolution releasing said minutes shall be presented to the City Commission for adoption at their next regularly scheduled meeting. Upon adoption of the resolution by the City Commission, the minutes shall be released to the public.

I hope that this helps!

Stacy

**From:** Town of Twin Bridges [mailto:townoftb@3rivers.net]  
**Sent:** Monday, March 11, 2013 3:39 PM  
**To:** mmctfoa@listserv.montana.edu  
**Subject:** executive session

When you have an executive session do you post an agenda and what do you put on the agenda. As a clerk do I attend this meeting and take minutes?

Thanks, Cathy

All City of Bozeman emails are subject to the Right to Know provisions of Montana's Constitution (Art. II, Sect. 9) and may be considered a "public record" per Sect. 2-6-202 and Sect. 2-6-401, Montana Code Annotated. As such, this email, its sender and receiver, and the contents may be available for public disclosure and will be retained pursuant to the City's record retention policies. Emails that contain confidential information related to individual privacy may be protected from disclosure under law.

April 1, 2013  
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April 1, 2013. The Culbertson Town Council met in regular session with the following present: W. Bruce Houle, Bernie W. Finnicum, Gordon Oelkers, Dallas Dehner, Attorney Greg Hennessy, Shirley Gallegos, and Raedelle Aspenlieder. Absent: Mark Nelson and Robert Jasper. Guests: Joni Sherman-Dry Prairie Rural Water and from Dry-Red Water - Tom Ruffatto, Kerry Rasmussen, Mike McKeever, Jerry Meissner, Loretta Vitt and Julie Goss. Other guests: Daryl & Karen Synan, Shane Schriener, and Deputies Tim Lingle and Avis Ball. Planner Jeremy Fadness was on Skype.

W. Bruce Houle made a motion to approve the agenda with the addition of a proposal from CHMS for a 2 year audit. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Dallas Dehner made a motion to approve February 28, 2013 Treasurer Report. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Dry Prairie Rural Water. Joni Sherman gave an update on Dry Prairie Rural Water Authority's progress. The regional plant is to Poplar. DPRW express to be to the Reservation Boundary the end of this year. Then DPRW will hook to the regional plant. Late summer DPRW will extend from Medicine Lake to Plentywood. This is a 6 million dollar project. They won't be able to serve Plentywood until DPRW is hooked to the regional plant.

Dry Prairie Rural Water could switch to the regional plant the end of 2013 or spring 2014. Joni provided the Town Council each with a copy of the Municipal Supply agreement signed in June 2001. DPRW Municipal rate is currently \$14.50 base plus \$1.50/1000 gal.

Dry Prairie Rural Water has a surface water treatment certified operator in Glasgow. The town can enter an agreement with Dry Prairie Rural Water to operate under their certification.

Dry-Redwater Regional Water Authority. Representatives from Dry-Redwater said they may do some small projects from Sidney to start. Dry-Redwater is in the process of identifying their options. Dry-Redwater would be very interested in working out an agreement to either lease the water plant or purchase plant water from the Town of Culbertson. Mayor Oelkers said we helped Dry Prairie Rural Water start their project and we would be interested in helping Dry-Redwater.

Dry-Redwater completed the feasibility study with Rural Development loans. Dry-Redwater's engineer would like to take a look at our plant.

W. Bruce Houle made a motion to proceed with Dry-Redwater, to enter into discussions, and to approve of Dry-Redwater Engineer to come, look and evaluate the water treatment plant. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Personnel Policy. Town is set-up for Drug and Alcohol testing due to Commercial Drivers Licenses required. Now, the Personnel Policy Manual needs to reflect the Drug and Alcohol Testing. Shirley Gallegos has been working on this. She is looking for guidance from the council as to how tolerant does the town want to be if a test is positive. After some discussion, a change to the Personnel Policy will be drafted for the council to review. This change will require a Resolution.

Decorative Street Lighting-Broadway Ave. Shirley Gallegos presented information and cost estimates for decorative street lighting from the new library to the Montana Bar. This project would be done in conjunction with Hwy. 16 reconstruction, sidewalks and water main line replacement.

W. Bruce Houle made a motion to apply to Roosevelt County for additional Community Transportation Enhancement Program funds to do the lighting. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Water Meter Radio Reads. Shirley has gathered information and costs associated with water meter radio reads. Approximate cost is \$100,000. Council will discuss this during the budget preparation.

Sheriff Dept. Deputy Tim Lingle requested to wait until the end of the meeting, an Executive session.

Airport. No New News. County waiting on a survey.

TRE. North Dakota will be running a 4 lane from Williston to Watford city.

DNRC. Water Rights. No news.

Culbertson Housing Authority. No news.

Town Wide Street Maint. Dist. No news.

CTEP. Roosevelt County committed \$100,000 to sidewalks. Town will need more for the street lighting.

Sketch Plan Permits. None.

April 1, 2013  
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PTI Group-Site Plan Review. Chuck Swanson was planning to attend.

Mark Mahlen Annexation. Town still needs the Certificate of Survey.

Wheatland Hills 30 Acre Subdivision. On December 10, 2012 the town of Culbertson Planning office received the application for the above-referenced 142-lot major subdivision and on January 28, 2013 the application was deemed to be element complete and the 15 working day sufficiency review period began. As of March 29, 2013 the application and all additional supplements have been deemed "sufficient" for public review. Therefore, the mandatory sixty (60) working day review "clock" has started and the decision deadline for the Town of Culbertson is Friday, June 21, 2013. Please submit the remaining two binders complete with all updated information to the Town of Culbertson as soon as possible.

The Town of Culbertson will contact you once the Planning Board public hearing has been scheduled. Oral testimony will be accepted and written comment will be presented at the public hearing and will be considered by the Planning Board. The Board will make a recommendation to the Town Council at that time. The Council shall consider the Board's recommendations at a regularly scheduled meeting and shall take one of three actions with regard to this subdivision application: approval, conditional, approval, or denial. You are welcome to attend any of these meetings and will be notified in writing of the action taken by the Town Council.

Council would like the Planning Board hold a Public Hearing on Tuesday, May 14, 2013 at 6:00 p.m.

Clerk will check the date and advertise the meeting in the Searchlight.

Extended Stay Facility. Dallas Dehner made a motion to approve revised site plan to move storage units from the NW Corner to the NE Corner the Shane Schriener permit. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED. Shane Schriener said the sewer main will gravity flow from the Extended State Facility to 7<sup>th</sup> Ave. E.

Schriener Minor Subdivision. No application to planner yet.

United Grain Corp. United Grain had the sale to Fairmount Minerals this week. Attorney Hennessy said passage of a resolution of intent to Annex United Grain would be contingent that Fairmount Minerals sign the application and agreement. W. Bruce Houle made a motion to approve the Resolution of intent to annex United Grain contingent that Fairmount Minerals sign the application and

agreement. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Council discussion was that the street corners should be concrete.

Wastewater Collection & Treatment. The plans and specifications are at DEQ. They have 6 weeks to review. Phase I could go to bid in June with construction to start in July. The State Revolving Fund will fund Phase I, and Rural Development will fund Phase II.

MT. Dept. of Transportation. The town office has been communicating with James Frank, Pre-Construction Engineer with the Dept. of Transportation.

Equivalent Dwelling Units. W. Bruce Houle made a motion to approve First Reading Of An Ordinance To Amend Ordinance No. 221, Setting Connections By Line Or Meter Size 1.00inch and Below Equal To 1 EDU. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

GJV's. General journal vouchers #609 to #636 and utility billing vouchers #859 to #864 were approved and signed.

No Overnight Parking. W. Bruce Houle made a motion to approve Second and Final Reading of Ordinance No.225 An Ordinance Amending 10.16.030 Angle Parking and 10.16.080 No Parking Areas Create No Overnight Parking Area on Broadway Ave. from 1<sup>st</sup> street to Railroad Street. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Swimming Pool. Council received a Pool application from Renee Oelkers for lifeguard and WSI. Dallas Dehner made a motion to hire returning lifeguard and WSI Renee Oelkers. W. Bruce Houle seconded the motion. Those voting in favor of the motion: Dallas Dehner, W. Bruce Houle, and Bernie Finnicum. Abstaining: Gordon Oelkers. Absent and not voting: Mark Nelson. MOTION CARRIED.

Certified Water Operator. Town received a Warning Letter from the Montana Dept. of environmental Quality that our water system does not have a certified 2A, 1B operator. Montana law requires the owner of a community water system to have a certified operator in responsible charge. W. Bruce Houle made a motion to work on a contract with Dry Prairie Rural Water to utilize their certified operator. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

April 1, 2013cont.  
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Raedelle and Shirley are setting up a study session for Mike with Montana Rural water in Great Falls and a test in Helena. We will start working Dave Dean to get him certified as well.

Floodplain. The Montana Dept. of Transportation will be doing two projects within the town limits. Raedelle Aspenlieder, Flood Plain Administrator concurs a floodplain permit is not warranted for maintenance work that will be occurring within the floodplain of the two projects. Town Council agrees.

Town Clean-Up. Town Clean-Up is scheduled for Saturday, May 11, 2013 from 9:00 a.m. to noon with a BBQ at noon. The school is helping on Friday, May 10<sup>th</sup>.

2 Year Audit. W. Bruce Houle made a motion to accept the proposal from CHMS, PC Glasgow Office for a 2 year audit contract for fiscal years ending June 30, 2011 and 2012, fee to be \$18,500. Year ending June 30, 2011 will be a single audit and year ending June 30, 2012 will not be. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

PTI. Jeremy Fadness, planner went over the final staff report for the PTI Man Camp with recommended conditions of approval for the site plan application that was submitted.

Dallas Dehner made a motion to concur with the Planner and Conditionally approve the PTI requested, development permit for 252 men after making a finding of facts that the requested development permit meets the required criteria for approval. Such findings need to be in writing. 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:

Lynn Beyer	78.21
Penny Hendrickson	286.07
The City Line	857.04
Culbertson Chamber of Comm.	100.00
Gaffaney's	100.05
Hospital Guild Calendar	14.50
MDU	717.59
Nemont	276.67
Oelkers Servicenter	275.00
Roosevelt Co. Sheriff Dept.	1000.00
Sheridan Electric Coop.	46.28
Will's Office World	300.00

Enterprise Funds:

David Dean	2455.99
Michael Gossage	2508.03
Raedelle aspenlieder	2456.15
Shirley Gallegos	1951.67
AT&T	44.89
The City Line	79.68
Energy Laboratory	26.25
Hach Company	251.67
Industrial Systems	3251.34
JZ Parts & Service	49.99
James Edminster	19.88
Kois Equipment Co.	120.50

General Fund cont

Robert Jasper	392.40
Great Northern Dev. Corp.	714.00
Internal Revenue Service	203.88
MT Dept. of Revenue	28.40
PER	137.14
Visa	644.41
<b>TOTAL</b>	<b>6171.64</b>

Special Funds:

Ross Helmer	691.69
The City Line	142.53
Miller Oil Co.	248.92
MDU	1594.66
Nemont	87.80
Oelkers Servicer	298.00
Sheridan Electric	85.38
WWC Engineering	2547.73
Internal Revenue Service	116.42
John Deere Financial	90.39
MT Dept of Revenue	11.00
<b>TOTAL</b>	<b>5914.52</b>

Enterprise Funds cont

Miller Oil Co.	1144.04
MMIA	3260.00
MDU	2202.43
Nemont	88.96
Northern Prairie Auto	1926.93
Northwest Pipe Fittings	1334.00
Oelkers Servicer	620.95
Rathert-Fox Ford	1378.41
Richland Co. Landfill	2008.05
Sheridan Electric Coop	15.00
Sheridan Electric Coop	886.34
Thinc Shop	1766.64
Williston Landfill	333.80
Robert Jasper	3531.58
Hawkins Inc.	2919.31
Internal Revenue Service	4387.38
John Deere Financial	179.51
Kois Equip. Co.	94.09
Mt Dept. of Revenue	784.60
PERS	2575.11
Visa	346.86
<b>TOTAL</b>	<b>45000.03</b>

Mayor Oelkers closed the meeting for executive session as requested by Deputy Tim Lingle at 9:25 p.m.

Mayor Oelkers reopened the meeting at 9:33 p.m.

Council meeting adjourned at 9:34 p.m.

  
 Clerk

  
 Mayor

May 6, 2013.  
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May 6 2013. The Culbertson Town Council met in regular session with the following present: Mark Nelson, W. Bruce Houle, Bernie W. Finnicum, Dallas Dehner, Gordon Oelkers, Attorney Greg Hennessy, Robert Jasper and Raedelle Aspenlieder. Guests: Rick Knick, Steve Baldwin, Scott Aspenlieder and Scott Dunkleberger-WWC Engineering, Karen & Darrell Synan, Ken Forbregd, Mike Machart, Samantha Sanchick - Searchlight and Shane Schriener.

W. Bruce Houle made a motion to approve the agenda with the following additions: 1.) Mark Nelson Sketch Plan Permit, 2.) Old City Pumper, 3.) Montola Plant, and 4.) Bypass. Mark Nelson seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Dallas Dehner made a motion to approve regular meeting minutes March 11, 2013 and April 1, 2013 and Executive Session April 1, 2013 and Treasurer Report March 31, 2013. Mark Nelson seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Alley. Ken Forbregd requested that the asphalt be removed in the alley behind the Other Place. The asphalt has created a flow problem, the water won't drain and flows to Hometown Market. Mark Nelson made a motion to repair the alley behind the Other Place. Dallas Dehner seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Ken said the wrecked cars behind the Other Place will all be gone. Next year, when road construction is going on, customers will need to park in the back of Hometown Market.

Mutual Easement. Steve Baldwin is asking for a Mutual Easement. Mayor Oelkers asked attorney Hennessy if Steve Baldwin's insurance should list the town as a covered party. Council wants the Mutual Easement sent to Montana Municipal Interlocal Authority for coverage approval and written response. W. Bruce Houle made a motion to approve the Mutual Easement contingent on MMIA coverage letter and language approval. Bernie W. Finnicum seconded the motion. All voted in favor of the motion. MOTION CARRIED. Attorney Hennessy will communicate with the MMIA.

Airport. Rick Knick reported there will be a joint public hearing on Monday, June 3, 2013 at 7:00 p.m. to accept public comment on the proposed Airport Area Affected regulations for the Big Sky Field airport. The Environmental Assessment is being done.

No construction at the airport this year.

Raedelle will ask the County Commissioners if they signed the MT Dept. of Aeronautics Grant and mailed it in.

Theodore Roosevelt Expressway. Shane Mintz, Administrator with the MT Dept. of Transportation called W. Bruce Houle and said they are applying for the Tiger Grant for the Bainville East Project.

House Bill 218. House Bill 218 would provide grant funds of 25% of the project costs in impacted areas. This would be administered by the Dept. of Commerce. The water main replacement would qualify.

Street Repairs. Ken Forbregd asked when Dave Geib will pave to repair the street in front of the hospital. The hot plant will start up around the first of June.

DNRC – Water Rights. No new news.

Culbertson Housing Authority. No new news.

Town Wide Street Maint. Dist. No new news.

Roosevelt County – Community Transportation Enhancement Program. The Roosevelt County Commissioners recently approved an additional \$60,000 CTEP funds for street lighting improvements on Broadway Ave. when Hwy 16 is re-constructed. The Commissioners had approved \$100,000 earlier for sidewalks on Broadway Ave.

Personnel Policy. W. Bruce Houle made a motion to accept the “Revised Disciplinary Action – Second Paragraph”  
Employees testing positive for the first time for controlled substances or for alcohol concentrations greater than .04 may be terminated immediately, subject to state and federal DOT rules and regulations. Employees testing positive for a second time in the previous five years shall be terminated immediately. Terminated employees will be advised of available educational and rehabilitative programs and will be provided information on substance abuse professionals available for counseling.  
Dallas Dehner seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Sketch Plan Permits. George Jasper Sketch Plan Permit- Planner recommends approval of the permit to construct a new garage addition as shown on the sketch plan.

W. Bruce Houle made a motion to approve George Jasper’s sketch plan permit as recommended by the Planner. Bernie W. Finnicum seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Michael Machart Sketch Plan Permit – Planner recommends approval of the permit to construct a new garage addition and kitchen addition as shown on the

May 6, 2013 cont.  
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sketch plan. Mark Nelson made a motion to approve Michael Machart's sketch plan permit as recommended by the Planner. W. Bruce Houle seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Alan Aspenlieder Sketch Plan Permit – Planner recommends approval of the permit to construct a new garage as shown on the sketch plan. W. Bruce Houle mad a motion to approve Alan Aspenlieder's sketch plan permit as recommended by the Planner. Dallas Dehner seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Mark Nelson Sketch Plan permit – Office review recommends approval to construct a 16' x 16' x 4' concrete slab for picnic table as shown on the sketch plan. W. Bruce Houle made a motion to approve Mark Nelson's sketch plan permit as recommended by office review. Bernie W. Finnicum seconded the motion. Those voting in favor of the motion: W. Bruce Houle, Bernie W. Finnicum and Dallas Dehner. Abstaining: Mark Nelson. MOTION CARRIED.

PTI Group. PTI pulled their project. However, since Council approved the site plan, PTI has one year before the permit expires. Raedelle will check to see if all fees were paid by PTI.

Mark Mahlen Annexation. Still need certificate of survey to file annexation.

Wheatland Hills 30 Acre Subdivision. In 60 day review period. The Planning Board will meet Monday, May 13, 2013 at 6:00 p.m. to review major subdivision application and receive public comment. Planner – Jeremy Fadness will be here for that meeting.

Schriner Minor Subdivision. Jeremy said the pre-application meeting is Wednesday May 8<sup>th</sup>. The four – four plexes and 7<sup>th</sup> Ave. E. road improvements. Schriner borders 80' of 7<sup>th</sup> Ave. E., may be able to do a rebate agreement for the 7<sup>th</sup> Ave. E. improvements.

United Grain. W. Bruce Houle made a motion to approve 1<sup>st</sup> reading of Ordinance No. 227 an ordinance of the Town Council of Culbertson, Montana, amending the Culbertson Land Use Map by designating a development review district on annexed and previously undesignated lands on the area generally located north and south of Burlington Northern Santa Fee Railroad and West of County Road 1022 legally described as Tracts 1 and 2 in Section 31, Tracts 3, 4, 5, 6 and 7 in Section 32, Township 28 North Range 56 East, M.P.M. as described in the certificate of survey filed on September 16, 2010 under document no. 386420, File No. 6190 and Plat Case No. 336 a, records of Roosevelt County, Montana, within the Town of Culbertson Montana. Mark Nelson seconded the motion. All voted in favor of the motion. MOTION CARRIED.

No response back from United Grain on town streets.

W. Bruce Houle made a motion to approve Resolution No. 400 A Resolution To Annex A Parcel Of Land Know As The United Grain Property, Into The Town Of Culbertson, Montana. Bernie W. Finnicum seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Dallas Dehner made a motion to approve and sign the Annexation Agreement with United Grain Corporation of Oregon and Technisand, Inc. W. Bruce Houle seconded the motion. All voted in favor of the motion. MOTION CARRIED.

GJV's. General journal Vouchers #637 to #638 and utility billing vouchers #871-#878 were approved and signed.

Wastewater Collection and Treatment System. The Town will see an Administrative Order of Consent acknowledging we are not meeting DEQ specifications. Clerk will send a copy of the Administrative Order of Consent to all council members. Town will inform Senator Rosendale and Representative Knudsen of the impact HB218 has on the wastewater Project 1.7 to 1.8 million. W. Bruce Houle made a motion to accept the Administrative Order of Consent. Bernie W. Finnicum seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Current Engineer's estimates for Phase 1 &2 were received. Discharge to the river would be during the months that irrigation and recreation are not going on. Mayor Oelkers reported that the meeting in Helena with DEQ, Representative Knudsen and Senator Rosendale went well. The meeting was productive and favorable for the Town.

Mayor Oelkers wanted to talk to Shawn Higley, WWC Engineering before signing Amendment To Owner – Engineer Agreement Amendment No. 2.

Town received the Final Finding of No Significant Impact and the Environmental Assessment from DEQ.

Montana Dept. of Transportation. W. Bruce Houle made a motion to sign the Construction Agreement with the Montana Dept. of Transportation. Mark Nelson seconded the motion. All voted in favor of the motion. MOTION CARRIED. Gordon, Bob, Raedelle, and WWC Engineering have a meeting with Ronald Maynard at 9:30 a.m. Tuesday, May 7<sup>th</sup> to discuss utilities portion and cost share.

May 6, 2013 cont.  
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Equivalent Dwelling Units. Mark Nelson made a motion to approve second and final reading of Ordinance No. 226 the First Amendment to Ordinance No. 221 Water And Sewer Rate Structures For The Town Of Culbertson. W. Bruce Houle seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Swimming Pool. Dallas Dehner made a motion to hire Tiffany Marchwick as Manager and Ashley Sullivan as Assistant Manager for the 2013 Pool Season. Bernie W. Finnicum seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Mark Nelson made a motion to accept lifeguards Madalynn Raab and Chelsey Ligon pending proper certifications. Dallas Dehner seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Town Clean - Up Day. Town clean-up day is Saturday, May 11, 2013. Mark and Bruce will barbecue. The school is helping on Friday, May 10<sup>th</sup>. They will all get ice cream bars.

Nemont. W. Bruce Houle made a motion to approve the Nemont Telephone Cooperative, Inc. Easement. Mark Nelson seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Water Plant Controls. Town received a quote from In Control for Water Plant system. \$78,240.

Election Calendar. Offices for filing 2013 – 4 year terms- Mayor Gordon Oelkers, Councilman, Ward 1 – Bernie W. “Butch” Finnicum, Councilman, Ward 2 – Mark T. Nelson. June 27, 2013 5:00 p.m. Deadline for candidates to file for office. W. Bruce Houle made a motion to approve of having a mail ballot election. Bernie w. Finnicum seconded the motion. All voted in favor of the motion. MOTION CARRIED.

Street Sweeper. The new street sweeper should be arriving the first part of June. Mayor Oelkers suggested an Intericap loan for \$40,000 of the cost. Also, check into HB218 funds.

Old City Pumper. What do you want to do with old city pumper? Council will discuss it in June.

Montola Plant. There may be some activity at the plant. If they request city services, they will be asked to annex into town limits.

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

General Fund:

Hometown Market	98.69
Larsen Builders	1400.00
MMIA	322.74
Unemp. Ins. Div.	25.84
Kim Knick	48.14
The Searchlight	44.00
Visa	68.97
Lynn Beyer	78.21
Penny Hendrickson	286.07
Robert Jasper	73.33
City Line	635.69
Chamber of Commerce	300.00
Finnicum's	45.45
Gaffaney's	41.00
Hometown Market	10.99
IRS	100.68
Kadmas, Lee & Jackson	4295.30
MT Dept. of Revenue	8.28
MDU	571.87
Nemont	274.17
One Stop Business License	21.00
Penny Hendrickson	100.00
PERS	75.80
Red Hot Fire	194.00
Roos. Co. Sheriff Dept.	1000.00
Sheridan Electric	160.30
Hennessy Law Office	2343.10
TOTAL	<u>12623.62</u>

Special Funds:

Larsen Builders	1420.19
MMIA	24.22
Unemp. Ins. Div.	5.52
The Searchlight	126.00
Ross Helmer	691.69
Beth Hekkel	413.84
City Line	128.98
Country Gardens	19.97
Culbertson Pharmacy	23.88
Finnicum's	3.99
IRS	116.42
Miller Oil Co.	102.46

Enterprise Funds:

Border Steel	638.40
Larsen Builders	1044.78
MT DEQ	70.00
MMIA	2341.94
Unemp. Ins. Div.	118.87
Richland Co. Landfill	3077.80
WWC Engineering	9399.59
Visa	133.98
Xitwest	4244.00
Raedelle Aspenlieder	525.45
Michael Gossage	589.45
David Dean	2618.26
Michael Gossage	2915.34
Raedelle Aspenlieder	2456.15
Robert Jasper	3593.48
Shirley Gallegos	2031.22
AT&T	38.20
City Line	55.40
Energy Lab	280.00
Excell Industries	34.82
Finnicum's	17.78
Hach Company	192.95
Hawkins Inc.	1813.43
Industrial Systems	743.86
IRS	4665.04
John Deere Financial	30.98
Kois Bros. Equip.	7340.74
Miller Oil Co.	1182.52
MT DEQ	40.00
MT Dept. of Revenue	829.72
MMIA	3260.00
MT Rural Water	200.00
MDU	35.95
MDU	2778.04
MSE Tetragenics	180.00
Nemont	223.32
Oelkers Servicenter	2668.93
Praxair	15.91
Praxair	16.87
PERS	2722.78
Safeguard Business	493.35
Sheridan Electric	15.00

May 6, 2013 cont.

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Special Funds cont.

Mt. Dept. of Revenue	11.00
MDU	1678.82
Nemont	87.67
Roos. Co.	299.62
Sheridan Electric	92.22
WWC Engineering	2656.39
Hennessy Law Office	<u>2576.25</u>
TOTAL	10479.13

Enterprise Funds cont.

USA Blue Book	49.23
Utilites Underground	3.08
WWC Engineering	<u>4435.00</u>
TOTAL	70161.61

Meeting adjourned at 9:30 p.m.

\_\_\_\_\_  
Clerk

  
\_\_\_\_\_  
Mayor

June 3, 2013 Special Meeting. The Culbertson Town Council and the Airport Board met in Special Session and Public Hearing and at 7:00 p.m. to accept public comment on the proposed Airport Affected Area (AAA) regulations for Big Sky Field Airport. Present: Bernie W. Finnicum, W. Bruce Houle, Mark Nelson, Gordon Oelkers, Shirley Gallegos, Raedelle Aspenlieder, Greg Hennessy – Attorney (entered at 7:15) Airport Board Present: Rick Knick, Jim Shanks – County Commissioner, Neil Turnbull, Bob Peterson, Audrey Stromberg. Guests: Peter Olson, Craig Canfield – KLJ Engineer, Gene Marchwick, Mike Barrett, Steve Kilbreath – DEQ, Tim Lingle, (entered at 7:20). Absent: Dallas Dehner, Bob Jasper.

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

Craig Canfield – KLJ Engineer stated the purpose of the Airport Affected Area is to protect Airspace and the Aeronautical environment around the Culbertson Airport, for aeronautical uses.

2005 Airport Compatibility Act (MCA 67-7) sets the Montana Code for restrictions and permits. Enforcement Officer will be contract Planner Jeremy Fadness - WWC Engineering.

Less than 35' tall does not need a permit. The approach zone will always require a permit.

There is already nonconforming land use around the airport and this is grandfathered in.

At the end of this process, Town Council and County Commissioners will adopt the regulations – by resolution.

There is an appeal process. Written comments will be received until June 21, 2013.

Meeting Adjourned at 7:50 p.m.

  
Clerk

  
Mayor

June 3, 2013. The Culbertson Town Council met in regular session with the following present: Gordon Oelkers, Mark Nelson, Raedelle Aspenlieder, Shirley Gallegos, W. Bruce Houle, Bernie W. Finnicum, Greg Hennessy – Attorney. Absent: Dallas Dehner, Bob Jasper. Guests: Peter Olson, Tim Lingle, Gene Marchwick, Mike Barrett, Rick Knick, Audrey Stromberg and Craig Canfield.

June 3, 2013 cont.  
815

W. Bruce Houle made a motion to accept the agenda with the addition of #25 The First Reading of an Ordinance, The Ordinance Relating to the Town of Culbertson, Montana, Amending the Existing Sewer Ordinance to Increase the Rates and Charges for the Municipal Sewer System. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

W. Bruce Houle made a motion to accept the minutes from regular meeting May 6, 2013 and the Treasurer Report – April 30, 2013. Bernie W. Finnicum seconded the motion. MOTION CARRIED.

Pete Olson has two certificates of survey for the JNS property – aggregating 3 lots to one. Mark Nelson made a motion to accept the two amended plats for the JNS property, aggregation of three lots to one. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Steve Kilbreath - MT DEQ , With a follow up of Mayor Oelkers meeting in Helena. June 10, 2013 is the deadline in the veto override. The EA is posted in a 30 day comment period.

The Town of Culbertson needs an Administrative Order of Consent with DEQ to continue SRF funding for the Culbertson Sewer Project. The contract dates will be flexible.

W. Bruce Houle made a motion to accept the Administrative Order of Consent with the DEQ allowing funding and permits to move forward for the Culbertson Wastewater Project. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Gene Marchwick – not on the agenda. He has a proposal to trade property with the town. His adjacent lot, for lots 1 & 2. He wants to build a duplex. No Action.

Tim Lingle reported on gun shots fired at Mt. Bar @ 1:00 a.m. Deputy First resigned. Deputies Avis and Lingle on east end. Deputy Patrick O Conner to move a trailer to Bob Jasper lot.

Public Hearing for Wheatland Hills Subdivision. W. Bruce Houle made a motion to waive second reading of WWC Engineering staff report. Mark Nelson seconded the motion. All present voted in favor of the motion. Motion Carried.

Mike Barrett stated the resolution sent by Jeremy Fadness – WWC Engineering was fine. # 17 dedicated open space lot /shall satisfy park.

Planning Board Meeting Public Comments, were positive.

Second and Final Public Hearing for the Wheatland Hills subdivision. W. Bruce Houle made a motion to accept the Planning Boards Preliminary plat and recommendation to annex with conditions. Mark Nelson seconded the motion. All present voted in favor. MOTION CARRIED.

Utility Easement for Wheatland Hills from Roosevelt Medical Center – Greg Hennessy will draft the easement.

Airport. Jim Shanks – County Commissioner states that the County is waiting for the survey to be done, in order to proceed. He will set up a Special Meeting to discuss City/County Airport.

Theodore Roosevelt Expressway. There were several letters of support sent for MDOT to receive a Tiger Grant for Bainville to Stateline funding for construction.

Department of Natural Resources and Conservation- Water Rights Information 4-23-2012. No new news.

Culbertson Housing Authority. No new news.

Town Wide Street Maintenance District. No news.

Community Transportation Enhancement Program-CTEP Project. Waiting.

Election Calendar – Offices for filing 2013. Mark Nelson filed. Bernie W. Finnicum will not run again.

Sketch Plan Permit. Doug McCormick sketch plan permit- Pool House and Fence meet requirements, Planner recommends approval. W. Bruce Houle made a motions to accept Doug McCormick sketch plan permit for Pool House and Fence as approved by Planner. Mark Nelson seconded the motion. All present voted in favor. MOTION CARRIED.

Joe Fiedler Sketch Plan Permit- White picket fence on corner lot, front 4' and 6' sides – approved by Planner. W. Bruce Houle made a motion to accept Joe Fiedler sketch plan permit as approved by Planner. Mark Nelson seconded the motion. All present voted in favor. MOTION CARRIED.

Tommee Lambert sketch plan permit. Fence and retaining wall. Hold until next month.

Dave and Tara Nickoloff sketch plan permit. Shop, garage and raised flower box, meets requirements. Planner recommends. Mark Nelson motioned to accept recommended shop, garage and raised flower bed approved by Planner.

June 3, 2013 cont.  
817

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

Mark Mahlen Annexation. Annexation already complete. W. Bruce Houle made a motion to sign recertification – COS for Mark Mahlen lots. Mark Nelson seconded the motion. All present voted in favor. MOTION CARRIED.

Wheatland Hills 30 Acre Subdivision. This is a Resolution Of Intent To Annex Wheatland Hills Subdivision. Will need final plat to finish. W. Bruce Houle made a motion to Annex Wheatland Hills 30 Acre Subdivision. Bernie W. Finnicum seconded the motion. All present voted in favor. MOTION CARRIED.

Schriner Minor Subdivision. Not officially submitted yet. There is a question on drainage. There is a dike on the south side of the four-plex.

Second and Final Reading Of Ordinance 227. An Ordinance Of The Town Of Culbertson, Montana, Amending the Land Use Map By Designating A Development Review District On Annexed And Previously Undesignated Lands On The Area Generally Located North And South Of Burlington Northern Santa Fee Railroad And West Of County Road 1022 legally Described As Tracts 1 And 2 In Section 31, Tracts 3, 4, 5, 6, and 7 in Section 32, Township 28 16, 2010 Under Document No. 386420, File No. 16190 And Plat Case No. 336A, Records Of Roosevelt County, Montana, Within The Town Of Culbertson, Montana. Changes Land Use Map to Industrial use. W. Bruce Houle motioned to accept the 2<sup>nd</sup> and final reading of Ordinance 227. Mark Nelson seconded the motion. All present voted in favor. MOTION CARRIED.

United Grain – Improvements to Town Streets. No new news.

Demolition Permits. No.

GJV's. #639 and UB #880-#885. Approved and signed.

Wastewater Collection and Treatment System- Project Update. Scott Aspenlieder- WWC Engineering will be here Friday for the Bid opening. There will be six contractors attending.

MDOT Hwy 16 Reconstruct. Broadway Ave. is falling apart, needs to be repaired. Bruce Houle will contact Shane Mintz.

Swimming Pool Applications. WSI/Lifeguard –Shelby Weeks, Erica Nickoloff, Alene Crowder, Sabrina Montoya. Lifeguard – Tori Kirkaldie. Mark Nelson made a motion to hire WSI/Lifeguards – Shelby Weeks, Erica Nickoloff, Alene

Crowder and Sabrina Montoya. Lifeguard – Tori Kirkaldie. Bernie W. Finnicum seconded the motion. All present voted in favor. MOTION CARRIED.

Sewer Rates. Resolution of Intention to Modify The Basis On Which Sewer Rates Are Charged. Hereby Increasing Rates For Users Of The Municipal Sewer System. There will be a Public Hearing on June 25, 2013. W. Bruce Houle made a motion to accept the Resolution of Intent to Modify the Town of Culbertson Sewer Rates. Bernie W. Finnicum seconded the motion. All present voted in favor. MOTION CARRIED.

First Reading of Ordinance # 228. An Ordinance Relating To The Town Of Culbertson, Montana, Amending The Existing Sewer Ordinance To Increase The Rates And Charges For The Municipal Sewer System. Mark Nelson motioned to accept the first reading of Ordinance #228. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Montana Bar – Street Dance. A Special Event Permit for Montana Bar's street dance on Saturday June 15, 2013. Mark Nelson made the motion to grant a Special Event Permit for Montana Bar's Street Dance. Bernie W. Finnicum seconded the motion. All present voted in favor. MOTION CARRIED.

Frontier Day Parade Special Event Permit for June 15, 2013. Bruce W. Houle made a motion to grant a special Event Permit for the Frontier Day Parade. Bernie w. Finnicum seconded the motion. All present voted in favor. MOTION CARRIED.

Bike Path from Highway 16 north to the Park in Wheatland Hills Subdivision. Looking into other alternatives. Jeremy Fadness will check into CTEP money being used for exercise equipment for Lambert/Eagle Scout Project.

Montana Domestic Brewery License. Richard Iverson requests a Brewery License in Richland County. No objections by Council.

WWC Service Agreement #4. Development Review Task 02, now at \$20,000, needs to increase to \$25,000. W. Bruce Houle made a motion to increase WWC Engineering Development Review Task 02 to \$25,000. Bernie W. Finnicum seconded the motion. All present voted in favor. MOTION CARRIED.

Ordinance Prohibiting Overnight Parking of Vehicles on any Town Street designed for Commercial use. Already done. Signs need to be placed.

Professional Service Contract. A professional services contract between the Town of Culbertson and Great Northern Development Corp. for CDBG Program

June 3, 2013 cont.  
819

for Roosevelt Medical Center. Cost - \$1050.00 management fee. Mark Nelson made a motion to accept a Professional Services Contract between Great Northern Development Corp. and the Town. W. Bruce Houle seconded the motion. All present voted in favor. MOTION CARRIED.

Possible Amtrak Stop in Culbertson. Study being done, will know in 90 days.

Montana Department of Transportation. Need to alert property owners by letter of pending project Hwy 16 reconstruction.

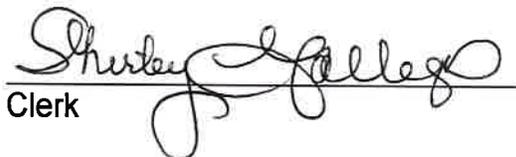
Old City Pumper. No new news.

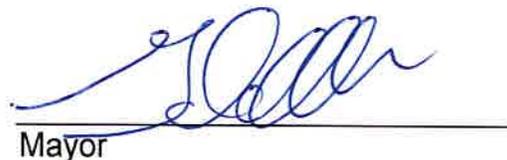
Raedelle's Resignation. Mark Nelson made a motion to accept Raedelle Aspenlieders resignation as Clerk/Treasurer of 25 years for the Town of Culbertson. Bernie W. Finnicum seconded the motion. W. Bruce Houle, voted no. Remaining voted in favor. MOTION CARRIED.

The following bills were ordered paid by the Finance Committee.

See 3 page insert - check register.

Meeting adjourned at 9:40 p.m.

  
Clerk

  
Mayor

June 13, 2013 Special Meeting. Culbertson Town Council met in special session At 5:00 p.m. for the purpose of the Bid Award for Wastewater Facility Rehabilitation – Phase 1. and a Sketch Plan Permit for Gene Marchwick. The following were present: Gordon Oelkers, W. Bruce Houle, Mark Nelson, Raedelle Aspenlieder, Tamara Fossetta. Absent: Dallas Dehner and Bernie W. Finnicum. Guests: Don Davis – WWC Engineering, Michael Vinson –Edstrom Construction,

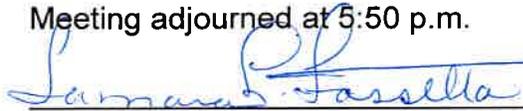
Bruce W. Houle made a motion to approve the agenda. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

W. Bruce Houle made a motion to proceed with a conditional Bid Award Pending Authorization of DEQ. Bid for the Wastewater Facility Rehabilitation – Phase 1 is awarded to Edstrom Construction of Rexburg Idaho, For the amount of \$2,101,977.25. Mark Nelson seconded the motion. All present voted in favor of the motion.

W. Bruce Houle made a motion to hold a public forum to address citizen concerns. Don Davis – WWC Engineering and Michael Vinson – Edstrom Construction agreed to be present and field questions. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Sketch Plan Permit. Gene Marchwick sketch plan permit meets the fence requirements and is approved by Planner. Mark Nelson made a motion to accept Gene Marchwick sketch plan permit as approved by Planner. W. Bruce Houle seconded the motion. All present voted in favor. MOTION CARRIED.

Meeting adjourned at 5:50 p.m.



Clerk



Mayor

June 25, 2013 Special Meeting. The Town of Culbertson met in special session to adopt a Resolution of Intention to Increase the Town of Culbertson Sewer Rates, Second Reading of an Ordinance Amending the Town of Culbertson Existing Sewer Ordinance to Increase the Rates and Charges for the Municipal Sewer System and a Public Hearing for the increase. Present: Gordon Oelkers, Mark Nelson, Bernie W. Finnicum, W. Bruce Houle, Tamara Fossetta and Shirley Gallegos. Absent: Dallas Dehner, Bob Jasper and Greg Hennessy. Guests: Allen H. Peterson, Ken Forbregd, Darrell Synan, Scott Aspenlieder – WWC Engineering.

Raedelle Aspenlieder

P.O. Box 261

Culbertson, MT 59218

May 13, 2013

Mayor and Town Council

Town of Culbertson

P.O. Box 351

Culbertson, MT 59218

Dear Mayor Oelkers and Town Council:

Please accept my resignation and Town Clerk/Treasurer. My last full-time day will be June 14, 2013. I begin working at United Grain Corp. June 17, 2013. I will be available to train, assist, complete the duties of the position, until a replacement is comfortable in the position. I would prefer to finish the accounting through this fiscal year ending June 30, 2013. That will be better for auditing purposes.

This was a very difficult decision for me. I would like to thank you and past councilmen and one other Mayor Jim Baldwin for being wonderful employers to me. I have taken great pride in serving the residents of Culbertson for the last 25+ years.

Sincerely,



Raedelle Aspenlieder

Raedelle Aspenlieder

P.O. Box 261

Culbertson, MT 59218

May 13, 2013

Mayor and Town Council

Town of Culbertson

P.O. Box 351

Culbertson, MT 59218

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This was a very difficult decision for me. I would like to thank you and past councilmen and one other Mayor Jim Baldwin for being wonderful employers to me. I have taken great pride in serving the residents of Culbertson for the last 25+ years.

Sincerely,



Raedelle Aspenlieder

Mark Nelson made a motion to approve the agenda with the additions of sketch plan permits – Chris Justice, fence and Bob Fratz, shed, to be reviewed by Council. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Phase I of the Sewer Project will fix lines in specified line in Town, construct a new above ground lift station, replace line to lagoons, enlarge and clean cell #4 capacity. Impact is 3.3 million. Bid award went to Edstrom Construction on July 13, 2013.

Ken Forbregd – Roosevelt Medical Center, is concerned with substantial increases in city service fees that the Hospital has not budgeted for; Garbage and Sewer rates.

Rural Water generates multiplier for increase. The Hospital is at 3”.

Ken Peterson - will new hook ups generated from subdivisions and hotels help to bring the rates down as they tie into the sewer system. They will.

Scott Aspenlieder comments Phase II will generate approximately \$18 - \$20 additional increase to the sewer rate.

Ken Forbregd left the meeting at 8:35 p.m.

W. Bruce Houle made a motion to adopt Resolution No. 402A Setting Sewer Rate Increase.  $\frac{3}{4}$  to 1” will be \$40.90 as per Public Notice. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Second and Final Reading of Ordinance #228. An Ordinance Relating To The Town Of Culbertson, Montana, Amending The Existing Sewer Ordinance To Increase The Rates And Charges For The Municipal Sewer System. W. Bruce Houle made a motion to accept the second and final reading of Ordinance #228. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Sketch Plan Permits. Chris Justice sketch plan permit, 6’ chain link fence from back of house around shop and perimeter of property. In house approval by Council. Meets requirements. Mark Nelson made a motion to approve Chris Justice sketch plan permit as approved by Council. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED. Bob Fratz sketch pan permit, shed on skids 01’ from property line, 8’ from garage. Matches existing structures. Council approved. Mark Nelson made a

June 25, 2013 cont.  
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motion to accept Council approved Bob Fratz sketch plan permit. Bernie W. Finnicum seconded the motion. All present voted in favor. MOTION CARRIED.

Meeting adjourned at 7:45 p.m.

Shirley to notify homeowners of their sketch plan approvals.

  
Clerk

  
Mayor

July 1, 2013. The Culbertson Town Council met in regular session at 7:00 p.m. with the following present: Gordon Oelkers, W. Bruce Houle, Bernie W. Finnicum, Tamara Fossetta, and Shirley Gallegos. Greg Hennessy – Attorney entered at 7:35 p.m. Bob Jasper entered at 8:05 p.m. Absent: Dallas Dehner, Mark Nelson. Guests: Scott Aspenlieder – WWC Engineering, Smantha Stanich – Searchlight, Jeremy Fadness – WWC Engineering on Skype, Mandi Nay – Dry Red Water, Jed Kirkland – Interstate Engineering/Dry Red Water, Shane Schriener, Darrell & Karen Synan, Tom Ravado- Dry Red Water.

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.

W. Bruce Houle made a motion to approve the Treasurer Report May 31, 2013. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Dry Red Water Regional Water Authority, Engineer – Jed Kirkland would like to inter source water from the Culbertson Water Facility to supply their rural customers between Culbertson, Fairview and Lambert. Dry Red Water would like the Town to be their sponsor for a TCEPT grant.

Mayor Oelkers said the town has the capacity and we are willing to supply Dry Red Water, water. The town needs to keep our TCEPT funding free for the town's use. Dry Red Water will contact us in November with their 6 month plan.

Airport. City led ownership – City/County. No news.

Theodore Roosevelt Expressway. Four lane from Watford City to Benfield, working on environmental protection.

Highway 2/Bainville Tiger Grant. No news.

Department of Natural Resources and Conservation – Water Rights Information 4-23-2012. No news.

July 1, 2013 cont.

823

Culbertson Housing Authority. No news.

Town Wide Street Maintenance District. Will work with engineer next year.

Community Transportation Enhancement Program CTEP Project. No news.

Election Calendar – Offices for Filing 2013. Filing for Office of Mayor – Gordon Oelkers, Councilman, Ward I – Abe Rumsey, Councilman, Ward II – Mark Nelson.

Bike Path from Highway 16 North to the Park in Wheatland Hills. No news.

Possible Amtrak Stop in Culbertson. No news.

Sketch Plan Permits. Alex Baldwin sketch plan permit, manufactured home on permanent foundation, 412 1st Ave. E.. Planner recommends for approval as shown on submitted sketch plan permit. With required finished floor 18' above exterior grade and meets Urban Development Guide for permanent Foundation for Manufactured Homes. W. Bruce Houle made a motion to approve Alex Baldwin sketch plan as recommended by planner. Bernie W. Finnicum seconded the motion. Those voting in favor of the motion W. Bruce Houle and Bernie W. Finnicum. Absent and not voting: Mark Nelson and Dallas Dehner. Abstaining: Gordon Oelkers.

Sketch plan permit for Edstrom Construction, waste water lift station building. Approved by Planner. W. Bruce Houle made a motion to approve Edstrom construction sketch plan permit for new wastewater lift station building as approved by planner. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Wheatland Hills 30 Acre Subdivision, Municipal Facilities Exclusion Checklist. Will exempt Wheatland Hills Subdivision from DEQ in compliance in regard to water and sewer, storm water is not included. W. Bruce Houle made a motion to approve the Municipal Facilities Exclusion Checklist with the exclusion of storm water facilities. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Schriner Minor Subdivision. Paid fee 7/1/2013. Project moving forward.

United Grain – Improvements to Town Streets. Waiver of Right to Protest Approach Permit. W. Bruce Houle made a motion to sign the approach permit.

July 1, 2013cont.

824

Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Demolition Permits. None.

GJV's. General Journal Vouchers not available. Utility Billing Vouchers # 886-891 were approved and signed.

Wastewater Collection and Treatment System – Project Update. Administrative Order of Consent revised to change language paragraph 25-26 line B -14 -15. W. Bruce Houle made a motion to approve revised AOC. Bernie W. Finnicum seconded the motion. All present voted to approve the motion. Motion Carried.

Review of final Bid Award for Wastewater Collection and Treatment Phase I. W. Bruce Houle motioned to accept the Final bid award to Edstrom construction. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

MT Dept of Transportation Hwy 16 Reconstruction Through The Town (Broadway Ave.) Scott Aspenlieder to review Utility Agreement and advise.

Sewer Rate. Resolution No. 402A a sewer rate increase was adopted and the second and final reading of Ordinance No. 228 amending existing sewer ordinance were completed on June 25, 2013.

Old City Pumper. Bruce will contact museum about taking it.

Mutual Easement. Steve Baldwin Easement with Town of Culbertson. Waiting to hear from MMIA with revisions.

Gene Marchwick, Proposal for Lot Exchange with Town. Town is not interested.

Roosevelt Medical Center Utility Easement – eastside easement to Wheatland Hills Subdivision. Hospital requested legal description. Hennessy will send before 7/23/2013 board meeting.

Building Permit Extension. Tim Stephen requested a 1 year extension for his project start date due to interference of 2014 Highway 16/Broadway Ave. reconstruction. W. Bruce Houle made a motion to extend Tim Stephen permit for one additional year due to valid circumstances. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

July 1, 2013 cont.  
825

First Reading Of Ordinance No. 229. An Ordinance Of The Town Council Of The Town Of Culbertson, Montana, Adopting The Airport Affected Area (AAA) Regulations For The Big Sky Field Airport. W. Bruce Houle made a motion to accept the first reading of Ordinance No. 229. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

2013/2014 Budget planning dates set, July 16, at 6:00 p.m. and July 30, 2013 at 6:00 p.m.

Bob Jasper gave an update on Water Plant filter train malfunction. Steve Moore worked with Bob for two days. Eight to nine guys helped 2.5 hours on Saturday. Council wants Steve Moore paid for his time and to compensate men who helped. The plant is up and working.

Scott Aspenlieder – WWC Engineering regarding Wastewater Project. Edstrom Construction work schedule shall be from 7 a.m. to sun down. Monday - Friday.

The following bills were ordered paid by the finance committee.

Meeting adjourned at 8:45 p.m.

  
Clerk

  
Mayor

July 15, 2013 Special Meeting. The Town of Culbertson met in special session at 5:00 p.m. The following were present: W. Bruce Houle, Bernie W. Finnicum, Gordon Oelkers and Tamara Fossetta. Absent: Mark Nelson, Dallas Dehner.

W. Bruce Houle made a motion to accept the agenda with the addition of No. 4, a Resolution approving Tax Compliance Procedures Relating to Tax-Exempt Bonds. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Discussion relating to financial outlay and management of funds for the Sewer System Revenue Bond.

Resolution No. 403. A Resolution Relating to \$2,901,000 Sewer System Revenue Bond (DNRC Water Pollution Control State Revolving Loan Program), Series 2013; Authorizing The Issuance And Fixing The Terms And Conditions Thereof. Bernie W. Finnicum made a motion to adopt Resolution No. 403 Revenue Bond for Phase I of the Culbertson Wastewater Project. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

July 15, 2013cont.

826

Resolution No. 404. A Resolution Approving Tax Compliance Procedures Relating To Tax – Exempt Bonds. W. Bruce Houle made a motion to adopt Resolution No. 404 approving Tax Compliance Procedures Relating to Tax - Exempt Bonds. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Meeting adjourned at 5:35 p.m.



Clerk



Mayor

July 30, 2013 @ 7 p.m. Special Meeting – Final Budget Preparation FY 2013 - 2014. The Town Council met in special session to make final budget preparation for FY 2013-2014. The following were present: Gordon Oelkers, W. Bruce Houle, Mark Nelson, Bernie W. Finnicum, Tamara Fossetta and Shirley Gallegos. Dallas Dehner entered the meeting at 6:30.

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

Discussion to add the Itron Radio Read Data Collector for collecting water meter readings to the SRF Loan for the Broadway Water Main Replacement. This will be a savings of many man hours and give better accuracy. WWC Engineering generate a cost report for the budget. He will talk to Anna Miller and begin the SRF Loan preliminary paperwork.

The Town Dump Truck needs to be replaced. \$15,000 will be budgeted for a new/used replacement.

A new Fire Proof file Cabinet for the Town Office was approved. Tamara will check costs and availability of a payroll accounting system through Black Mountain and with a private firm.

W. Bruce Houle made a motion for a wage increase of 3% for full/part employees, seasonal employees will receive a \$.50 per hour raise. The yearly stipend for the Mayor will be raised to \$3,000 and Councilmen to \$2,000 effective July 1, 2013. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Tamara will try to verify with the County when the tax income will be available for the new annexations to The Town.

July 30, 2013cont.  
827

Meeting adjourned at 7:05 p.m.

  
Clerk

  
Mayor

August 5, 2013

August 5, 2013. The Culbertson Town Council met in regular session at 7:30 p.m. with the following present: Gordon Oelkers, W. Bruce Houle, Mark Nelson, Tamara Fossetta, Shirley Gallegos, Bernie W. Finnicum, Dallas Dehner, Greg Hennessy – Attorney. Absent: Bob Jasper. Guests: Don Davis – WWC Engineering, Darrel & Karen Synan, Daniel Lawrence – Searchlight, Shane Schriener, Tim Lingle – Deputy entered at 7:35 p.m., Joe Moore – Deputy entered at 7:40 p.m..

Dallas Dehner made a motion to approve the agenda with the following additions 28. Disposal of City Equipment, and 29. Geib Construction additional costs concern. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Mark Nelson made a motion to approve regular meeting minutes June 3, 2013, and special meetings June 3, 2013, June 13, 2013 and June 25, 2013. Treasurers Report June 30, 2013. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Senior Citizens is requesting financial help in cost of replacing kitchen counters. Waiting for a bid and will discuss next meeting.

Wastewater Collection and Treatment System Project, update by Don Davis – WWC Engineering. Currently working on 7<sup>th</sup> Street and Manhole #61 in Fair vicinity. There is a gas line that needs to be moved. Will start in the School area next, to be done before school starts. Project is on track and scheduled to be finished November 15, 2013.

Shane Schriener is looking at a larger highway sign. When a sketch plan permit is submitted a variance to the ordinance may be possible. MDOT does have restrictions. Motel completion, by the end of November.

Deputy Tim Lingle – Sheriff's report. It's been a very busy month with a lot of felony charges. Culbertson, Bainville and the rural areas have experienced a high number of break - ins. DUI's have picked up. Department will hire a new

August 5, 2013cont.

828

Deputy within next 4 months and has two certified canine's. Tim Lingle will put on the Bike Rodeo at the fair.

Airport. No news. Greg Hennessy will draft a letter.

Theodore Roosevelt Expressway. Highway 85 from Watford City ND. south is continuing to move forward.

Department of Natural Resources and Conservation – Water Rights information 4-23-2012. No.

Culbertson Housing Authority. No news.

Town Wide Street Maintenance District. Next year.

Community Transportation Enhancement Program (CTEP) Project. No news.

Bike Path from Highway 16 North to the Park in Wheatland Hills. Dead.

Eagle Scout Project, no funds available. Dead.

Possible Amtrak stop in Culbertson. No news.

Sketch Plan Permit. Tommee Lambert sketch plan permit – Council approved fence and retaining wall. Meets requirements. W. Bruce Houle made a motion to accept Tommee Lambert sketch plan permit as approved by Council. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion.  
MOTION CARRIED.

Wheatland Hills 30 Acre Subdivision. Minor revisions concerning storm water and sewer. Jeremy is working with Mike Barrett.

Schriner Minor Subdivision. Planner deems element complete. Jeremy Fadness - WWC Engineering has 15 days to conduct a review for the Town of Culbertson.

United Grain. Moving fire hydrant further back off south end of Broadway.

Demolition Permits. None.

GJV's None and UB. None.

Wastewater Collection and Treatment System-project update. Updated by Don Davis – WWC Engineering during visitor session.

August 5, 2013cont.

829

The MT Dept. of Transportation Hwy 16 Reconstruction. Agreements with Gordon Miller and Oelkers Servicenter are in negotiation and should be complete this week.

Sewer Rates – Resolution and Ordinance. Will take effect on August Billing. Charging vacant or off services to properties is not allowed.

Old City Pumper. Mark Nelson made a motion to offer the Old City Pumper to the Museum if they will house it indoors during the winter. Dallas Dehner seconded the motion. All present voted in favor of the motion, MOTION CARRIED.

Mutual Easement – Steve Baldwin. Greg Hennessy is working with Laura Christoffersen to finish contract.

Roosevelt Medical Center Utility Easement. Greg Hennessy is working with WWC and Hospital Board to finalize agreement. No Motion.

W. Bruce Houle left meeting at 7:55 p.m.

Second and Final Reading of Ordinance No. 229. An Ordinance Of The Town of Culbertson, Montana, Adopting The Airport Affected Area (AAA) Regulations For The Big Sky Field Airport. Bernie W. Finnicum made a motion to accept the Second and Final Reading of Ordinance No. 229 adopting the Airport Affected Area Regulations for the Big Sky Airport. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Disposal of Old City Equipment. This is equipment that is no longer used, not working or beyond repair. Mark Nelson made a motion to dispose of the Old City Equipment. An ad will be placed in the Searchlight for two weeks advertising the equipment for sale by bid. Final date to be September 2, Council meeting for opening of bids. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Geib Construction Share of Extra Costs. Dave Geib represented by Mark Nelson is requesting the Town to share in the extra cost incurred, \$16,000, for oversizing the sewer line to his development to on 2<sup>nd</sup> Ave E. Geib enlarged the sewer line in hopes that the Wheatland Hills Subdivision and a future hotel in Industrial Park would tie into it and compensate him for the extra costs. Wheatland Hills was not able to get an easement from Roosevelt Medical Center and had to abandon this point of entry.

August 5, 2013cont.

830

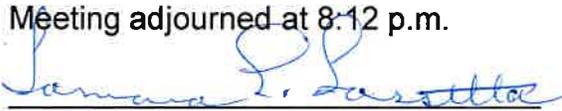
Mayor Oelkers said the Town of Culbertson did not guarantee that this would take place. It is a developer risk.

Greg Hennessy asked if there was a contract or something in writing?

Mayor Oelkers asked for a formal letter to be sent from Mr. Geib. No Motion.

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

Meeting adjourned at 8:12 p.m.



Clerk



Mayor

September 9, 2013

831

September 9, 2013 @ 7:00 p.m. Final Budget Hearing and Adoption. The Culbertson Town Council met for a special meeting for the 2013/2014 FY Final Budget Hearing. The following were present: Gordon Oelkers, Mark Nelson, Bernie W. Finnicum, Tamara Fossetta and Shirley Gallegos.

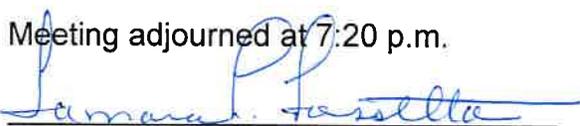
The Final Budget Appropriations and Adoption of the Final Budget for the FY 2013/2014.

Mark Nelson made a motion to incorporate the 2014 Broadway Water Main replacement and the Radio Meter Reading System into the 2013/2014 Budget. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

The final budget includes Phase I of the Waste Water Treatment Project. Phase II of the Waste Water Treatment Project will go to bid March 2014.

Resolution No. 406. Resolution No. 406, a Resolution for the Public Hearing and the Adoption of the Final 2013/2014 FY Budget. Bernie W. Finnicum made a motion to adopt Resolution No. 406 the final 2013/2014 Final Budget with the addition of the Broadway Water Main Replacement and Radio Meter Read System. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Meeting adjourned at 7:20 p.m.



Clerk



Mayor

September 9, 2013. The Culbertson Town Council met in regular session at 7:30 p.m. with the following present: Gordon Oelkers, Mark Nelson, Bob Jasper, Bernie W. Finnicum, Tamara Fossetta and Shirley Gallegos. Absent: W. Bruce Houle and Dallas Dehner. Guests: Greg Hennessey- Attorney, Mike Vinson - Edstrom Construction, Don Davis – WWC Engineering and Berry Bain – Engineer, Edstrom Construction.

Mark Nelson made a motion to approve the agenda with the addition of No. 16B. Big Sky Field Grant and No. 29 Resolution No. 405 approving Employee Wage Increase FY 2013/2014 Final Budget. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Mark Nelson made a motion to approve regular meeting minutes July 1, 2013 and August 5, 2013, and special meetings, July 15, 2013, July 30, 2013. Treasurer Report not available. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

September 9, 2013 cont.

832

Sheriff Report. No.

Shane Schriener Motel Highway Sign. No

Sewer Project Update. Mike - Edstrom Construction indicated project is remaining on schedule in spite of rain delays and water line conflict. Waiting on Highway 2 bore to complete. Concrete work to begin September 14 By BNW Concrete. Paving done by EOM beginning September 16.

Don Davis complimented Bob Jasper for working with the Edstrom Crew and helping keep the project moving forward. To date change orders total \$13,800 plus. Lift station is prebuilt and will be set in place.

Airport. Continue working on.

Theodore Roosevelt Expressway. No news.

Culbertson Housing Authority. No.

Town Wide Maintenance District. Wait until next year.

Community Transportation Enhancement Program. No.

Bike Path from Highway 16 North to the Park in Wheatland Hills. Quashed

Eagle Scout Project. No funding.

Possible Amtrak Stop in Culbertson. No news.

Mutual Easement – Steve Baldwin. Finalized August 22, 2013.

Demolition Permits. No.

GJV's and UB's. None

Wastewater Collection and Treatment System. Updated Beginning of meeting.

Senior Citizens-New Counter Tops. No news.

Big Sky Field Impact Study Grant. Grant has been approved for an Environmental Impact Study. Once done, land can be acquired for enlarging the runway.

Wheatland Hills 30 Acre Subdivision. Preliminary Plat work beginning.

Sketch Plan Permits. Ted and Julie Williams Sketch Plan Permit for a new Manufactured Home is approved by Planner. To be placed on a permanent foundation meeting the requirements of the Housing and Urban Development Guide. Mark Nelson made a motion to approve Ted and Julie Williams sketch plan permit as approved by planner. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Jeff Nickoloff Sketch Plan Permit for a Manufactured Home approved by Planner meeting the requirements of the Housing and Urban Development Guide. Mark Nelson made a motion to accept the Jeff Nickoloff sketch plan permit as approved by the Planner. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Schriner Minor Subdivision. Public Hearing is October 7, 2013 at 7:00 p.m. The issue of 7<sup>th</sup> Street improvements will be addressed.

Roosevelt Medical Center Utility Easement. Approved and final.

Great Plains Water Request. Great Plains requests to purchase water from the town. Mayor Oelkers told the attorney for Great Plains to hire WWC Engineering to do a water study for DEQ approval. Time line - Town's Dry Prairie hook up date.

Culbertson Crossing. United Grain will get the work completed.

Geib Construction – Request for reimbursement for Sewer Line enlargement. No letter.

SRF Loan Application for Broadway Water Main Replacement. WWC Engineering will continue to work on the application. Including the Radio Read System.

United Grain – South Broadway Fire Hydrant. Done. Bob Jasper updated Hydrant out to the main with a 6" T to increase volume.

Truck Traffic. Council discussed managing truck traffic on First Ave W. No truck traffic signs are a possibility.

September 9, 2013 cont.  
834

Sealed Bids. The opening of sealed bids for the town's surplus equipment;

Opened bid for: John Deere 345 Riding Mower. Bob Nick - \$300.00. Paul Finnicum \$50.00. Bernie W. Finnicum made a motion to accept Bob Nick's bid for the John Deere Mower for \$300.00. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Opened Bid for: 1978 International Dump Truck. Bob Jasper - \$450.00. Paul Finnicum - \$1800.00. Mark Nelson made a motion to accept Paul Finnicum's bid of \$1800.00 for the 1978 International Dump Truck. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Opened Bid for: 1998 Ford Ranger Pickup. Dewy Johnson - \$350.00. Paul Finnicum - \$200.00. Mark Nelson made a motion to accept Dewy Johnson's bid for the 1998 Ford Ranger Pickup for \$350.00. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Opened Bid for: 1994 Volvo Garbage Truck. Paul Finnicum - \$200.00. Mark Nelson made a motion to retain possession of the 1994 Volvo Garbage Truck and not to sell to Paul Finnicum for \$200.00. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED. Bob Jasper may see if Scobey or Plentywood are interested in bidding on the Garbage Truck.

Resolution No. 405. Resolution No. 405 a resolution to increase Town of Culbertson Employee Wages for FY 2013/2014. Mark Nelson made a motion to adopt resolution No. 405 to increase town employee wages for FY 2013/2015. Bernie W. Finnicum seconded the motion. MOTION CARRIED.

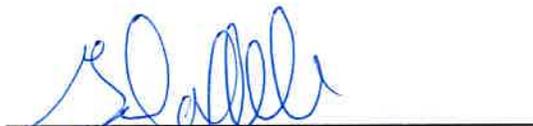
Swimming Pool Season was good. Replaced the water heater. Pool painting will need to be put in the 2014/2015 budget.

Tamara asked if she could gift an employee from Black Mountain who has been a tremendous help in getting the new payroll software set up.

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

Meeting adjourned at 8:35 p.m.

  
Clerk

  
Mayor

October 7, 2013

835

October 7, 2013 Special Meeting 7:00 p.m. The Culbertson Town Council met in special session for the Schriener Minor Subdivision Public Hearing. The following were present: Gordon Oelkers, Bruce W. Houle, Tamara Fossetta, and Shirley Gallegos. Dallas Dehner, entered at 7:15 p.m. Absent: Mark Nelson and Bernie W. Finnicum. Guests: Gene Marchwick, Pete Olson, Scotty Fain, Jim Rasche, Shane Schriener, and Jeremy Fadness – WWC Engineering. Don Davis – WWC Engineering and Mark Colvin entered at 7:10 p.m.

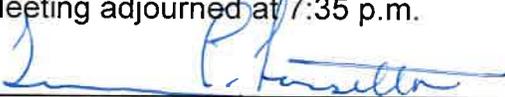
Jeremy Fadness – WWC Engineering Summarized the Staff Report for the Public Hearing for the Schriener Minor Subdivision, a Subdivision Developing One Lot to Three Lots, in the Commercial District. All Three Lots are Proposed to Remain Commercial, There is no Zoning Change Requested. The Applicant has not Proposed any Phasing for the Project.

Recommendation No. 3. Applicant proposes a 20-ft wide sewer main easement shall be moved to head directly south from existing manhole on lot 2 to head east along Highway 2 frontage to Lot 3.

Recommendation No. 4. Applicant requests No. 4 final plat drawings electronic submission format be changed to a PDF with paper Mylar.

W. Bruce Houle made a motion to accept the Schriener Minor Subdivision with the change to Recommendation No. 3, the direction of the sewer main from lot 2 to lot 3 and Recommendation No. 4, submission of final plat to be a PDF with Paper Mylar. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Meeting adjourned at 7:35 p.m.

  
Clerk

  
Mayor

October 7, 2013. The Culbertson Town Council met in regular session with the following present: Gordon Oelkers, W. Bruce Houle, Tamara Fossetta, Shirley Gallegos, Dallas Dehner. Absent: Mark Nelson, Bernie W. Finnicum and Bob Jasper. Guests: Gene Marchwick, Pete Olson, Shane Schriener, Don Davis – WWC Engineering, Jeremy Fadness – WWC Engineering, Mark Colvin, Greg Hennessy – Attorney, Jim Rasche – North Dakota Developments LLC, Scotty Fain, Nancy Mahan – Searchlight and Darrell and Karen Synan.

W. Bruce Houle made a motion to approve the agenda with the addition of No. 23, Employee Sick Leave Bank Contributions. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

October 7, 2013cont.  
836

W. Bruce Houle made a motion to approve September 9, 2013 special meeting minutes and September 9, 2013 regular meeting minutes. July 31, 2013 and August 31, 2013 Treasurer Report. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Jim Rasche – North Dakota Development LLC with Scotty Fain are proposing a 500 room Extended Stay Hotel in addition to a 120 room Flag Hotel on property 1.5 miles east of Culbertson. They would like to annex into the Town and have sewer hookup. Pete Olson, surveyor for the proposed project feels there are possibilities to making a distant annexation work.

Greg Hennessy suggested that Pete talk to Bainville's Engineer since they had a similar situation.

Mayor Oelkers suggested that North Dakota Development issue a formal request and submit drawings to WWC Engineering. Engineer Jeremy Fadness will provide development information and fee schedule.

Wastewater Project Update. Don Davis – WWC Engineering stated, that next week draw three will be issued. Fifty percent of the project is completed. Work in town is almost complete. Major excavation at the lagoon will be complete next week. Lift station is ready to be built. Pumps are due to be shipped October 24<sup>th</sup>.

Phase II Design report is in progress. Discussed nutrient levels with DEQ, which will make a difference in design. A proposed 365 day discharge is requested. Will be ready to submit permit application in two weeks. DEQ has 6 months, minimum 90 days to respond. Project to possibly start in June 2014.

Airport. No news.

Theodore Roosevelt Expressway. Board meeting set for November.

Culbertson Housing Authority. Culbertson school is working on their own apartment building.

Town Wide Street Maintenance District. No news.

Possible Amtrak Stop in Culbertson. Amtrak is continuing their feasibility study.

Sketch Plan Permits. Abe Rumsey Sketch Plan Permit for a Porch, Fence and Concrete Pad. Planner recommends approval of the permit. Dallas Dehner made a motion to approve Abe Rumsey sketch plan permit. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Gene Marchwick Manufactured Home Sketch Plan Permit is approved by Planner to be placed on a permanent foundation and conforming to Town Ordinances. Both manufactured homes on one lot comply as long as both are owned and rented by Gene. The existing manufactured home does not conform and is classified as an existing nonconforming structure. It can remain as long as it is not moved or altered in anyway. Dallas Dehner made a motion to approve Gene Marchwick manufactured home as approved by planner. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Sketch Plan Permit for Schriener Extended Stay for a Free Standing Sign. The sketch plan for the proposed free standing sign does not meet the requirements of section 07.080 of the Ordinance. The free standing sign is proposed to have an area of 216 square feet. Only 50 square foot is permitted. The applicant is requesting a variance from the free standing sign standards to allow the larger sign.

The City Council can grant variance to the adopted Ordinance if it makes specific findings. Planner recommends the Council deny the variance request. Review indicates that only two of the three criteria have been met. If Council grants the variance, they must find that not granting the variance will cause a hardship for the applicant. W. Bruce Houle made a motion to approve the variance from the free standing sign standards to allow for a free standing sign area of 216 square feet for the Schriener Extended Stay. Council finds that a financial hardship is created for the applicant as he already owns the sign. Dallas Dehner seconded the motion. W. Bruce Houle and Dallas Dehner voted in favor of the motion. Mayor Gordon Oelkers did not voted in favor. MOTION CARRIED.

Tim Stefan Sketch Plan Permit. Applicant proposes to construct an already approved building, but allow for the building to be used as a temporary truck service bay for a period of one year following the completion of the building construction. The sketch plan for the new building containing office space, a garage and two apartments was reviewed and approved in July of 2012. Planner recommends approval of the temporary use permit. Dallas Dehner made a motion to approve the construction of previous approved building to be used as a temporary truck service bay for a period of one year following the completion of building construction. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Sketch Plan Permit for Mark Von Wald Fence, meets all requirements. The Town Council reviewed and approved the fence. Dallas Dehner made a motion to approve Mark Von Wald Fence as meeting requirements. W. Bruce Houle seconded the motion. W. Bruce Houle and Dallas Dehner voted in favor of the motion. Gordon Oelkers did not vote.

October 7, 2013cont.  
838

Demolition Permit. Gene Marchwick Demolition Permit to demo an existing building with intent to move in a Manufactured Home. W. Bruce Houle made a motion to approve Gene Marchwick Demolition Permit. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Wheatland Hills 30 Acre Subdivision. Wheatland Hills has submitted a floodplain study. WWC is reviewing. Utility construction has begun and currently working on the sewer main. WWC will inspect compaction. Morrison and Maierle is the subdivision engineer.

Schriner Minor Subdivision. Reviewed at special meeting.

United Grain – Street Improvements. Cement if being laid at corners.

GJV's. General Journal Vouchers # 642 - #646 and Utility Billing Vouchers #892 - #916 were approved and signed.

Mt. Dept. of Transportation Hwy 16 Reconstruction Through Town (Broadway Ave.). MDT opened bids September 16, 2013. SK Construction was awarded the bid.

Water Main Replacement - SRF Loan. Application has been submitted by WWC Engineering.

Old City Pumper. Is now at the Museum.

Roosevelt Medical Center Utility Easement – Eastside Easement to Wheatland Hills. Finalized.

MDT Hwy 16 North Project – Construction Agreement. MDT will redo and widen corner at Highway 16 and Highway 2 Intersection at Me Too Pizza and Baseball Field. Highway 16 East to be chipped and sealed. MDT would like Town Council to approve construction agreement. W. Bruce Houle made a motion to approve MDT Highway 16 North Construction agreement. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Parks and Trails Master Plan/Application for Planning Grant. Jeremy Fadness - WWC Engineering proposes applying for a Planning Grant to aid development of a Walk Path for Culbertson. The grant would fund 75 percent – 25 percent town contribution. Gordon Oelkers asked for a budget to be developed for November Council meeting with the proposal. Shirley would assist Jeremy. Dallas Dehner made a motion to approve Jeremy Fadness application for a Planning Grant for a walk path for Culbertson. Gordon Oelkers seconded the motion. Dallas Dehner

and Gordon Oelkers voted in favor of the motion. W. Bruce Houle voted no.  
MOTION CARRIED.

Sick Leave Bank. Bob Jasper and Raedelle Aspenlieder would like to contribute 40 hours each to the Sick Leave Bank. Dallas Dehner made a motion to accept Bob Jasper and Raedelle Aspenlieder contribution to the sick leave bank. W. Bruce Houle 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.

Council Meeting adjourned at 9:15 p.m.



Clerk



Mayor

November 4, 2013. The Culbertson Town Council met in regular session with the following present: W. Bruce Houle, Bernie W. Finnicum, Dallas Dehner, Mark Nelson, Tamara Fossetta, Shirley Gallegos, Gordon Oelkers, and Bob Jasper. Guests: Greg Hennessy – Attorney, Mark Mahlen, Abe Rumsey, Pete Olson, Martin DeWitt – Great Northern Development Corp., Guy Hopkins – Great Northern Development Corp., Mark Colvin, Don Davis – WWC Engineering, Kay Davis, Shawn Higley – WWC Engineering, on Skype, Julaine Reynen – Women’s Club, Ashley Anderson – Women’s Club. Shane Schriener.

Mark Nelson made a motion to approve the agenda with the addition of No. 17b, DEQ request to retain an Engineer for Water Main replacement and No. 25, PTI option release. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

W. Bruce Houle made a motion to approve October 7, 2013 special meeting minutes, October 7, 2013 regular meeting minutes and September 30, 2013 treasurer report. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Martin DeWitt with Great Northern Development Corporation presented a general program overview. Serving a six county region, GNDC provides assistance to the residents and towns of these counties such as planning, growth policies, public facilities, housing, economic development, loan packaging, business plan development, grant writing and grant administration. They have a focus on oil impacted communities. Revolving loan funds are available to startup or expand businesses and create jobs. They currently assisted in 15 loans and 12 created jobs in Culbertson.

November 4, 2013 cont.  
840

Free grant writing and planner services are offered until February 2015. Guy Hopkins is the planner. Raedelle Aspenlieder's seat on the GNDC Board will need to be replaced.

Shawn Higley – WWC will be in contact with GNDC planner Guy Hopkins to find what assistance they can offer the town with mapping new boundaries and recent annexations.

Julaine Reynen and Ashley Anderson asked for the council's support for the Women's Club CIP project. They would like to install a Splash Pad at the swimming pool where the existing baby pool sits. Interstate Engineering and the State Inspector have looked at the pool. The pool is in good condition but in need of minor improvements - handicap access, and the baby pool filtration system. They will also consider improving the bath house. Estimated cost is \$207,000. They would like any grant suggestions. Bruce W. Houle made a motion to support the Women's Club CIP Project, improvements for the swimming pool including a new splash pad with no outlay from the Town. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Don Davis – WWC Engineering, Sewer Project update. 83% of the project has been billed. Twenty calendar days are left to complete the project. Videos are currently being viewed evaluating replaced street sewer lines. 98% of the pond excavation is complete. Lift station building will be enclosed next week. Gordon Oelkers questioned the pond reconditioning being so extensive and the possibility it could be used for Phase II. Shawn Higley – WWC Engineering, said we may not need it. DEQ may award the town a 365 day discharge permit without storage, which could potentially be a great cost savings to the town.

Airport – Request to County Commissioners to Own Big Sky Field. The commissioners have been asked to continue to pursue this.

Theodore Roosevelt Expressway. No news.

A Resolution of Support for NDDOT to proceed to plan a four lane on US 85 Watford City to Belfield is available for the council to sign. W. Bruce Houle made a motion for the town council to support the resolution. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Culbertson Housing Authority. No news.

Town Wide Maintenance District. No News.

Sketch Plan Permits. Bernie and Chris Finnicum Sketch Plan Permit for a Garage was reviewed by Town Council and recommended for approval. Mark Nelson made a motion to approve Bernie and Chris Finnicum garage. Dallas Dehner seconded the motion. W. Bruce Houle, Mark Nelson, and Dallas Dehner voted in favor of the motion. Bernie W. Finnicum did not vote. MOTION CARRIED.

Demolition Permits. None.

Wheatland Hills 30 Acre Subdivision. Wheatland Hills is working toward final plat. It could be ready by December council. Sewer is in and one line of water is hooked up. 10" of road base is being put down. Developer still has to get a bond for streets, curbs, gutters and water loops. Wheatland Hills initially paid \$8000 to start development review. Engineering costs have surpassed this by approximately \$8,000 and developer is responsible for additional fees. A bill will be sent.

Greg Hennessy – Attorney asked if the Town of Culbertson had impact fees in place?

Schriner Minor Subdivision. Schriner Minor Subdivision has complied in accordance to all conditions. Planner recommends Final Plat to be approved for dividing one lot to three lots. Mark Nelson made a motion to approve the Final Plat of the Schriner Minor Subdivision as recommended by Planner. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

GJV's. General Journal Voucher #652 and Utility Billing Vouchers #917 – #929 were approved and signed.

The Montana Dept. Of Transportation Hwy 16 Reconstruct Through The Town. Third Street mill and chip is to be completed this fall.

Broadway Water Main Replacement. DEQ in conjunction with the SRF Loan requires certification the Town will retain an engineer to certify the main installation. W. Bruce Houle made a motion to sign to the certification and retain an engineer to certify the water main replacement. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Culbertson Senior Center – Counter Quote. Culbertson Senior Center has a quote for \$4200 to replace the kitchen counter tops at the Senior Center. They are asking the Town of Culbertson contribute \$2100, half of the price of their quote. W. Bruce Houle made a motion to pay \$2100 toward new kitchen counter tops for the Senior Center. Dallas Dehner seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

November 4, 2013 cont.  
842

Bastien Decorating Inc. – Two, Elgin Sweeper Purchase Proposal. Bastien Decorating Inc. proposes to purchase the Town of Culbertson's Two Elgin Street Sweepers for \$300 each for a total of \$600. W. Bruce Houle made a motion to sell the town's two Elgin Street Sweepers for \$600 to Bastien Decorating. They are to be sold as is. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Parks and Trails Master Plan/Application for Planning Grant. A Parks and Trails Planning Grant for the Town of Culbertson to develop a future walk trail is proposed by Planner Jeremy Fadness – WWC Engineering. The preparation cost is \$20,000. The planning grant has a 25 percent match, the break down would be \$15,000 grant and \$5,000 match from the Town. Martin DeWitt - Great Northern Development Corp. will work with Shawn Higley – WWC Engineering to find additional funding. The deadline to apply is December 2013.

Roosevelt County Attorney – Asking for Updated Maps for Culbertson. Jordon Knudsen Deputy County Attorney is requesting updated Maps for the Town of Culbertson with new Annexations and Boundaries for property tax assessments. Shawn Higley – WWC Engineering will work on the map.

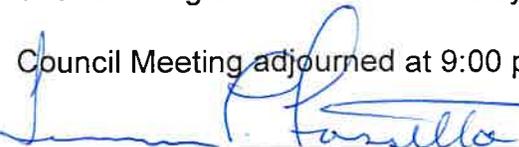
Review of Fees Collected. A report of fees collected and payments to WWC Engineering for planning activity for various development review and sketch plan projects to be reviewed to make sure fees are balanced to costs.

Ice Skating Rink for Lower Pool Park. Council is asked to approve a proposed Ice Skating Rink for the lower pool park. The town's insurance policy covers this activity. Gordon Oelkers asked if Bob Jasper was willing to take on the extra work load. Council approved the ice skating rink.

PTI Zoning Release. The PTI Group has no intent to develop the Mark Mahlen property in Culbertson, MT. which they had permitted for a 252 person accommodations facility. They sent a letter releasing any currently outstanding zoning approvals received through the town and WWC Engineering. Mark Mahlen has clients interested in developing this property.

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

Council Meeting adjourned at 9:00 p.m.

  
Clerk

  
Mayor

December 2, 2013

843

December 2, 2013. The Culbertson Town Council met in regular session with the following present: Gordon Oelkers, Mark Nelson, Bernie W. Finnicum, W. Bruce Houle, Tamara Fossetta, Shirley Gallegos, Bob Jasper. Absent: Dallas Dehner. Guests: Mike Vincent, Brian Edstrom, Chris Finnicum, Abe Rumsey, Don Davis – WWC Engineering, Jeremy Fadness – WWC Engineering on Skype. Shane Schriener entered at 8:05 p.m.

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

Mark Nelson made a motion to approve the November 4, 2013 regular meeting minutes. Treasurer report not available. W. Bruce Houle seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Brian Edstrom reported that the 12" main is tied in and the Lift Station is pumping and functioning properly. General clean up and repair of manholes, cleaning of line at the school, tie in water main and install concrete apron in front of the building remains to be finished. SCADA program at the pumps will be December 16. Two bellies in the sewer lines at 5<sup>th</sup> street and in the alley between 2<sup>nd</sup> and 3<sup>rd</sup> need to be repaired in the spring when the weather permits. Brian complimented the town as being one of the best they've worked with. Don Davis said that Edstrom construction was 96 percent complete on November 25<sup>th</sup>. Edstrom is requesting shut down with repair work and final walk through to be resumed in the spring of 2014. With the substantial work completed Edstrom asks for the retainage to be reduced to 3 percent, approximately \$60,000, which is double the cost of the remaining work to be completed. The full bond will still be in place. Don recommends that the council consider this.

Mark Nelson made a motion to allow Edstrom Construction to repair the sewer line bellies, manholes and pour the lift station apron in spring 2014 and the retainage to be reduced to 3 percent. W. Bruce Houle seconded the motion. All present voted to approve the motion. MOTION CARRIED.

Don Davis updated Phase II of the sewer project. Shawn Higley inspected Phase I progress last week. What has been done in Phase I will be utilized for Phase II. Don will be on the design team for Phase II, making sure time lines are met. He has a verbal agreement with Tveit's and Ray Johnson for the right of away agreement for discharge to the river. Will work with Attorney Hennessey on final draft.

Shawn will have the bid ready in late April with Phase II work to start in May.

Airport – Request to County Commissioners to Own Big Sky Field. No news.

December 4, 2013 cont.  
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Theodore Roosevelt Expressway. The ND DOT is aggressively addressing infrastructure improvements to enhance safety and traffic movement in western North Dakota. Several bypasses will be constructed, including, Williston @ Hwy 2 and 85, Watford City, Newtown and Alexander. The 2014/15 project is a four lane between Williston and Watford City. Speculation sees a dramatic increase in oil activity. ND DOT believes the TRE corridor will eventually move product from Texas to Canada.

Culbertson Housing Authority. No news.

Town Wide Street Maintenance District. No news.

Possible Amtrak Stop in Culbertson. Robert Eaton, Amtrak Representative will meet with the Mayor and staff on December 11, 2013, in addition to a site visit.

Sketch Plan Permits. Aaron Snyder sketch plan permit for a personal use shop building in a residential area was reviewed by Planner and recommended for approval. Bernie W. Finnicum made a motion to approve the Aaron Snyder personal use shop as recommended by the planner. W. Bruce Houle seconded the motion. Bernie W. Finnicum voted in favor of the motion. Mark Nelson opposed. MOTION CARRIED.

Demolition Permits. None.

Wheatland Hills 30 Acre Subdivision. Wheatland Hills developer is requesting council consider an SID for the telephone service lines for Wheatland Hills in lieu of developer outlay for service. Mayor Oelkers asked developer for a formal proposal and a presentation at next council meeting, to include telephone and propane service to the subdivision.

GJV's and UBV's. None.

The MT Dept. of Transportation, Hwy 16 Reconstruct Through The Town. Project has DEQ approval. SRF funding conference call is December 5, 2013. MDT is waiting to be paid.

Parks and Trails Master Plan/Application Planning Grant. Planner Jeremy Fadness will work on grants and application for the spring.

Updated Maps for Culbertson With New Annexations and Boundaries. The establishment of the Town of Culbertson original boundaries needs to be addressed. The annexations will be easily added once this is done. WWC

Engineering estimate cost is \$4000 for surveyor to research without a survey. W. Bruce Houle made a motion to spend up to \$4000 for WWC surveyor to establish the original town boundaries. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

Great Northern Development Corporation Culbertson Board Appointment. The Great Northern Development Corporation needs to replace Raedelle Aspenlider's vacant seat on the board. Council appointed Shirley Gallegos. Mark Nelson made a motion to appoint Shirley Gallegos to be on the Great Northern Development Corporation board. W. Bruce Houle seconded the motion. MOTION CARRIED.

Roy Schuetze Cemetery Tree Memorial Donation – John McNeil. John McNeil would like to donate additional trees to the Hillside Cemetery in memory of Roy Schuetze. They are willing to include a drip system for watering. Council would like Bob Jasper to contact John McNeil for placing and number. W. Bruce Houle made a motion to accept the Roy Schuetze memorial donation of trees and a drip watering system for the cemetery. Bernie W. Finnicum seconded the motion. All present voted in favor of the motion. MOTION CARRIED. Shirley will write a letter to John McNeil.

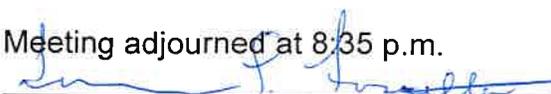
Reimbursement Resolution – Town SRF Water Project. A Resolution Relating To Financing Of Certain Proposed Projects; Establishing Compliance With Reimbursement Bond Regulations Under The Internal Revenue Code. This resolution is contingent on the approval of the SRF Loan for the Broadway Water Main Replacement Project. W. Bruce Houle made a motion to approve Resolution No. 407 relating to financing of the Broadway water main replacement, with the contingency that the SRF loan is approved. Mark Nelson seconded the motion. All present voted in favor of the motion. MOTION CARRIED.

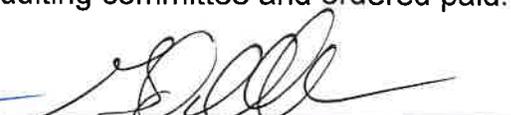
Olson Transportation Garbage Service. Olson Transportation truck parking on Neil Stromberg property within the city limits is requesting garbage service at their location. One dumpster will be assigned at \$60 monthly.

Bernie W. Finnicum, Final Council – 19 Years of Service. Mayor Oelkers recognized Bernie W. Finnicum's 19 years as a town council member with a plaque.

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

Meeting adjourned at 8:35 p.m.

  
Clerk

  
Mayor