

Minutes of the Regular Session of the  
Culbertson Town Council  
January 8, 2018

Regular Session

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The Culbertson Town Council met at Townhall in regular session Monday, January 8, 2018, with the following present: Larry Crowder, W. Bruce Houle, Dave Solem, Jaimee Green, Erin Solem and Greg Hennessy – Town Attorney. Absent: Kt Northington, Bob Jasper, Mark Nelson. Guests: none

W. Bruce Houle made a motion to approve the agenda. Jaimee Green seconded the motion. No objections.  
**MOTION CARRIED.**

W. Bruce Houle made a motion to approve the December 4, 2017 regular Meeting Minutes, Treasurer Report for December 2017, GJV's 932, Payroll JV 171200, and UBV's 1270-1276. Jaimee Green seconded the motion. No Objections. MOTION CARRIED.

Theodore Roosevelt Expressway – W. Bruce Houle stated that Senator Daines has agreed to join in the efforts to get the expressway moving. Daines is the first government official in Montana to join to help secure funding for this project.

Water Plant – Lease/Sale – Bruce stated that there is a Dry Red Water meeting on February 13, 2018 at the Town Hall and he hopes to get more information on the water plant and lease/sale at that time.

Great American Lodge – Mr. Hennessy stated he had not heard anything more from the Trustees. Council wants the Town to be paid in full before a title is given to satisfy claim of commitment to the Town of Culbertson.

Splash Pad and Bath House – No News

Legion Park Access - Attorney Greg Hennessey stated the park is in the discovery process with the main attorney from Missoula.

Future Fish Pond - No News

Wheatland Hills Financial Guarantee Issue – Jeremy Fadness with WWC is working with DEQ to get the engineering plans for the Phase 1 to be accepted so the Town will not have to take that extra step.

Approve President of Council- Dave Solem nominated Jaimee Green for this position. W. Bruce Houle seconded the motion. No objections. MOTION CARRIED.

Speed Sign on Broadway- Speed sign was approved at August 2016 meeting, but sign was never purchased. W. Bruce Houle will bring cost options to February meeting. Council would like to see three moveable speed signs. It was recommended a sign by school coming in from the west, a sign by the Stagecoach coming in from the east and a sign by the Library and Fire hall on Main Street.

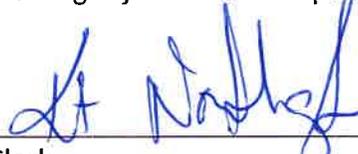
Airport AWOS Maintenance approval- The County and KLJ have been working on trying to decide what to do with the maintenance fees for the AWOS system. A price of \$6000 per year has been given, but is not a definite number. Stat Air has agreed to pay \$3000 a year to help decrease the costs, but that still leaves the County being responsible for \$1500 and the Town being responsible for \$1500. The County and KLJ have been discussing a landing fee for each aircraft that lands at our airport. Council requested that they speak with Rick Knick at the February 5, 2018 meeting to get more information. NO ACTION TAKEN.

Theodore Expressway Dues: Bruce stated that the Town of Culbertson has been paying this amount (\$1250.00) in dues for many years. The amount the Town of Culbertson chooses to give can be changed at any time. Bruce explained what the dues are used for; travel, computers, phones, and sending the executive director to Washington, D.C. to lobby for the Theodore Expressway highway project. Motion was made by Dave Solem to continue to pay the \$1250.00 in dues for the expressway. Bruce seconded. No objections. MOTION CARRIED.

Mayor Larry Crowder stated that he had received a letter of resignation from Mike Gossage on Monday January 8, 2018. Mike's last day working for the town will be February 28, 2018.

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

Meeting adjourned at 7:15 p.m.

  
Clerk

  
Mayor

I, Larry Crowder, do solemnly swear (or affirm) that I will support, protect and defend the Constitution of the United States, and the Constitution of the State of Montana, and that I will discharge the duties of Mayor, with fidelity, so help me God.

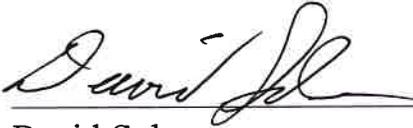
  
\_\_\_\_\_  
Larry Crowder

DATED this 4th day of December, 2017.

ATTEST:

  
\_\_\_\_\_  
Kt Northington

I, David Solem, do solemnly swear (or affirm) that I will support, protect and defend the Constitution of the United States, and the Constitution of the State of Montana, and that I will discharge the duties of Councilman, Ward 1, with fidelity, so help me God.

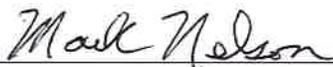
  
\_\_\_\_\_  
David Solem

DATED this 4th day of December, 2017.

ATTEST:

  
\_\_\_\_\_  
Kt Northington

I, Mark Nelson, do solemnly swear (or affirm) that I will support, protect and defend the Constitution of the United States, and the Constitution of the State of Montana, and that I will discharge the duties of Councilman, Ward 2, with fidelity, so help me God.

  
\_\_\_\_\_  
Mark Nelson

DATED this 23rd day of January, 2018.

ATTEST:

  
\_\_\_\_\_  
Kt Northington

The Culbertson Town Council met at Townhall in regular session Wednesday, February 7, 2018, with the following present: Larry Crowder, W. Bruce Houle, Dave Solem, Jaimee Green, Mark Nelson, Kt Northington and Greg Hennessy – Town Attorney. Absent: Bob Jasper. Guests: Travis Northington

W. Bruce Houle made a motion to approve the December 4, 2017 regular Meeting Minutes, Treasurer Report , Payroll JV 180100, and UBV's 1277-1283. Jaimee Green seconded the motion. No Objections. MOTION CARRIED.

Mark Nelson made a motion to approve the agenda. W. Bruce Houle seconded the motion. No objections. MOTION CARRIED.

Theodore Roosevelt Expressway – W. Bruce Houle stated the next meeting would be held sometime in May, and that he will continue to inform council of changes or updates via email.

Water Plant – Lease/Sale – Bruce stated that there is a Dry Red meeting was changed to February 27 at 1:00pm.

Great American Lodge – Mr. Hennessy stated he had not heard anything more from the Trustees. The FBI has made contact with the office and information has been regarding the Town of Culbertson has been sent. A second title company also noted the sale had fallen through.

Splash Pad and Bath House – No News

Legion Park Access - Attorney Greg Hennessey advised council that he had contacted Attorney Schultze the attorney for the Legion, and was told that he had not completed the Motion for Summary Judgement. After a second call, there is no more information.

Future Fish Pond - No News

Wheatland Hills Financial Guarantee Issue – A motion to approve payment to DEQ for \$540 for the review fees was made by W. Bruce Houle. Mark Nelson seconded the motion. No objections. MOTION CARRIED.

Speed Sign - W. Bruce Houle provided Bob Jasper with the information he had obtained. The office of the Clerk had not received any information, so nothing was provided. Mayor Crowder stated he would be in contact with the State Department of Transportation Glendive office to see what permits were needed.

Airport AWOS Maintenance - No new news.

W. Bruce Houle made a motion to approve the Fiesta and Fireworks Stromberg Benefit application. Dave Solem seconded the motion. Jaimee Green Abstained due to it was her event. All others were in favor. MOTION CARRIED.

Mark Nelson made a motion to approve Resolution 463 – A resolution to amend the 2017-2018 Budget. W. Bruce Houle seconded the motion. No objections. MOTION CARRIED.

Council discussed the need to house our garbage trucks in a heated shop. Travis Northington of United Grain stated that there are plans to put a shop on their property and there could be an option to lease. He also noted that he would send over the plans so that Council could look them over. NO ACTION TAKEN.

Clerk Northington informed council that the paperwork has been sent in to go from a Class 2 License to a Class 3. Paperwork for a temporary certificate to have Lyle Lambert take our water and sewer samples has also been filed. Council decided that the Town should start advertising for this position. Once the ad has been made up, Mayor Crowder asked that it be sent to council via email.

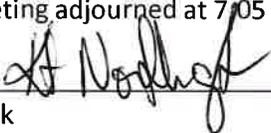
No officer was present to discuss the parking violations in town. Mayor Crowder stated he would reach out to the Sherriff's Department as well as Commissioner Oelkers.

Mark Nelson ordered the office door a week ago from Western Building Center and it is still at least 5 weeks out. He stated that when the door and the drop box would most likely be installed on the same day.

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

Meeting adjourned at 7:05 p.m.

Clerk



Mayor



The Culbertson Town Council met at Townhall in regular session Monday, April 2, 2018, with the following present: Larry Crowder, W. Bruce Houle, Dave Solem, Jaimee Green, Mark Nelson, Kt Northington and Bob Jasper. Absent: Greg Hennessy – Town Attorney. Guests: Travis Northington, Corby VanWhy, Gene Schmitz, Tim Lingle-RCSO, Devon Hughes-RSCO, Jason Frederick-Roosevelt County Sheriff, Lyle Lambert

Jaimee Green made a motion to approve the agenda. Dave Solem seconded the motion. No objections. MOTION CARRIED.

Mark Nelson made a motion to approve the February 7, 2018 regular Meeting Minutes, Treasurer Report , Payroll JV 180200 and 180300, and UBV's 1284-1297, JV 933-934. Jaimee Green seconded the motion. No Objections. MOTION CARRIED.

Theodore Roosevelt Expressway – No News.

Water Plant – Lease/Sale – Next meeting will be held in August.

Great American Lodge –No News.

Splash Pad and Bath House – No News

Legion Park Access - No News.

Future Fish Pond - No News

Wheatland Hills Financial Guarantee Issue – A motion to approve Advertisement for Bid starting April 19<sup>th</sup> with a May 14<sup>th</sup> bid opening was made by W. Bruce Houle. Mark Nelson seconded the motion. No objections. MOTION CARRIED. Jeremy Fadness also stated that DEQ has approved our extension last week.

Speed Sign - Mayor Crowder stated that he will be working on the environmental study and encroachment permits for the signs. First location to be placed on or near the armory and a possible second location on the other side of the street around the same location. Sheriff Frederick stated that the sign studies have shown to have significant impacts on the speed of drivers.

Airport AWOS Maintenance - Jaimee Green made a motion to approve the execution of the contract with Stat Air. Dave Solem seconded the motion. No Objections. MOTION CARRIED.

Town Pole Barn – Council would like to see quotes on insulating the existing building that houses the Garbage Trucks. Public Works Director Bob Jasper noted that the trucks were hard to keep going this winter because of the cold weather. Another option would be a quote on a new pole barn or lease an existing pole barn.

Parking Violations of vehicle/trailers – Sherriff Frederick stated that his department will do a better job at helping the town to enforce the parking ordinances. Clerk Northington will put something together for a press release and a post on the Town's Facebook page. Sherriff Frederick said they could also put something on the Roosevelt County Sherriff's Department Facebook page also.

Mark Nelson made a motion to approve the cancellation of check numbers 13857, 13736 and 16857 due to them being older than 6 months. Jaimee Green seconded the motion. No objections. MOTION CARRIED.

Clerk Northington will move forward with the correct documentation to request the HB473 Road Funds. Public Works Director stated that the funds should be used for the crack seal, patch and chip seal of the West side of Town.

Dave Solem made a motion to approve the hire of Tiffany Marchwick as Pool Manager, Macy Kirkaldie as Assistant Manager and Head WSI, Aaliyah Moon as Assistant Manager Fill In and Lifeguard, Chase Lambert, Johanna Wilhorn, Clayton Marchwick as Lifeguards. Mark Nelson seconded the motion. No Objections. MOTION CARRIED.

The validity of Ordinance 234 pertaining to the water and sewer debt service monthly fees and the reconnection fee was discussed. Clerk Northington will rewrite the Ordinance to read more specifically that the debt service will be paid until the loans are paid, and the lesser hookup fee will no longer apply.

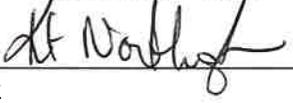
W. Bruce Houle made a motion to approve the advertisement for the Request for Proposal for Legal Services. Jaimee Green seconded the motion. No objections. MOTION CARRIED.

Dave Solem made a motion to approve the Run Before You Crawl Fund Run 5k sponsored by the Woman's Club event application. Mark Nelson seconded the motion. No Objections. MOTION CARRIED.

Kt Northington requested to go to the 53<sup>rd</sup> Annual Conference hosted by the Association of Public Treasurers July 22-25. The mayor stated at this time the town would not be able to fund this training, but if there were grants or scholarships available the time to go would be granted.

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

Meeting adjourned at 6:45 p.m.

  
Clerk

  
Mayor

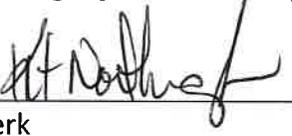
May 3, 2018

The Culbertson Town Council met at Townhall in regular session Monday, ~~April 2,~~ <sup>May 3,</sup> 2018, with the following present: Larry Crowder, W. Bruce Houle, Dave Solem, Jaimee Green, Mark Nelson, Kt Northington and Greg Hennessy – Town Attorney. Absent: Bob Jasper Guests: None.

Council met to review the personnel and drug policy and to change wording as needed. A wage schedule was discussed, and the clerk and the mayor will work on a draft to fit the Town of Culbertson's needs to be presented to Council at a later date.

Mayor Crowder asked Council to be thinking about upcoming projects they would like to see in the 2018-2019 budget.

Meeting adjourned at 7:23 p.m.

  
Clerk

  
Mayor

May 14, 2018

The Culbertson Town Council met at Townhall in regular session Monday, May 14, 2018, with the following present: Larry Crowder, W. Bruce Houle, Dave Solem, Jaimee Green, Mark Nelson, Kt Northington, Bob Jasper and Greg Hennessy – Town Attorney. Absent: None. Guests: Ken Forbregd, Michael White – White's Excavating & Construction, Jeremy Fadness of WWC Engineering via Skype

W. Bruce Houle made a motion to approve the agenda. Jaimee Green seconded the motion. No objections. MOTION CARRIED.

W. Bruce Houle made a motion to approve the April 2, 2018 regular Meeting Minutes, May 3, 2018 Workshop Minutes, April Treasurer Report, Payroll JV 180400, and UBV's, JV's, and April Bills. Mark Nelson seconded the motion. No Objections. MOTION CARRIED.

Theodore Roosevelt Expressway – No News for Montana, however in North Dakota town meetings have been set in regards to the 4 lanes and Bridge.  
Water Plant – Lease/Sale – Next meeting will be held in August.  
Great American Lodge – Discussion of how to further the process along to remove the eyesore faster was determined by Attorney Greg Hennessy that there was nothing legal we could do to speed up the process.

Splash Pad and Bath House – No News

Legion Park Access - No News.

Future Fish Pond - Ken Forbregd came to report that he may have a new location for the pond on the other side of the swimming pool. Butch and Kris Finnicum own the property and are interesting in giving the town a 99 year lease.

Wheatland Hills Financial Bid Opening – One bid was received by White’s Excavation in the amount of \$171,201.00. Information will be sent to Jeremy for his final approval and recommendation to the council will happen at the June 4, 2018 meeting.

Speed Sign - Mayor Crowder is working with Montana Department of Transportation to get the right of way granted. Mayor stated the environmental impact portion of the application is what he is finishing up on now.

Town Pole Barn – Robert Jasper and Mayor Crowder are working on bids. W. Bruce Houle had made a suggestion of renting a location owned by Tim Stephan. No action was taken.

Jeremy Fadness of WWC stated he submitted the CDBG grant but was still looking for letters of support.

Jaimee Green made a motion to approve Resolution 464 – A resolution adopting the new Personnel Policy Manual and Drug Testing Policy. Dave Solem seconded the motion. No objections. MOTION CARRIED.

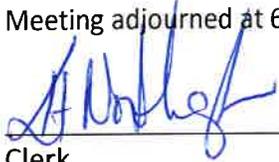
W. Bruce Houle made a motion to approve Resolution 465 – A resolution requesting distribution of Bridge and Road Safety Funds. Jaimee Green seconded the motion. No objections. MOTION CARRIED.

Dave Solem made a motion to approve the mayors recommendation of Fallon Sun Rhodes, Jacie Peden and Elise Romo as new hires at the pool. W. Bruce Houle seconded the motion. No objections. MOTION CARRIED.

W. Bruce Houle made a motion to approve the JMG Color Run event. Mark Nelson seconded the motion. No objections. MOTION CARRIED.

A workshop meeting is scheduled for Monday May 28, 2018 at 6:00pm at Townhall to go over the wage schedule and budget requests from department heads.

Meeting adjourned at 6:57 p.m.



Clerk



Mayor

May 28, 2018

The Culbertson Town Council met at Townhall for a workshop session Monday, May 28, 2018, with the following present: Larry Crowder, W. Bruce Houle, Dave Solem, Jaimee Green, Mark Nelson, Kt Northington and Bob Jasper. Guests: None

Council met and determined starting wages for positions at the Town of Culbertson. A wage schedule was discussed, but nothing finalized.

Starting wages will be as follows per hour with a 50 cent increase after the completion of the probationary period: Public Works Director - \$21.00, Maintenance w/CDL - \$19.50, Water/Wastewater Operator with certificates - \$19.50, Maintenance only - \$15.00. Clerk/Treasurer - \$21.00, Part Time Utility Billing Clerk - \$15.00, Full Time Utility Billing Clerk - \$13.00. Judge - \$25.00 (8 hours per month), Library Assistant - \$9.00 (70 hours per month), Pool Manager - \$12.00, Pool Assistant Manager - \$11.00, Lifeguard under 100 hours - \$10.00, Lifeguard over 100 hours - \$10.50.

Public Works department requested: Two Water Valve replacements, Repair of the streets where the water mains broke and were dug up, a generator, Mower for the Cemetery and Parks, Backhoe Repairs, umbrellas for lifeguards, speed sign.

Clerk's office requested a remodel of the office for safety of staff. This would include new furniture, a counter a door for safe exiting, possible cameras and/or phone system with a panic button.

Meeting adjourned at 8:02 p.m.

  
Clerk

  
Mayor

June 4, 2018

The Culbertson Town Council met at Townhall in regular session Monday, June 4, 2018, with the following present: Larry Crowder, W. Bruce Houle, Dave Solem, Jaimee Green, Mark Nelson, Kt Northington, and Greg Hennessy – Town Attorney. Absent: Bob Jasper. Guests: Valli Hauge – Sidney Tax Service, Alan Aspenlieder – Fire Chief, Jeremy Fadness of WWC Engineering via conference call.

Jaimee Green made a motion to approve the agenda with the addition of Matney Fence and Shed under Sketch Plans. Dave Solem seconded the motion. No objections. MOTION CARRIED.

W. Bruce Houle made a motion to approve the May 14, 2018 regular Meeting Minutes, May 28, 2018 Workshop Minutes, May Treasurer Report, Payroll JV 180500, and UBV's, JV's, and May Bills. Jaimee Green seconded the motion. No Objections. MOTION CARRIED.

Alan Aspenlieder came to the town to request \$45,000 for a purchase of land for a new fire hall. The process could take several years before construction would begin, but securing land is the first step. The property is 4 lots located between the Montana Bar and Culbertson Insurance Building owned by Finnicum's and Austin Knudsen. Fire Chief Aspenlieder said he is also asking the County for \$45,000 and the fire department has raised \$15,000 to contribute to the project. No action was taken but will be added as an agenda item in July. Discussion regarding the Steve Grobel property for the location of the fire hall was also discussed.

Theodore Roosevelt Expressway – No News

Water Plant – Lease/Sale – Next meeting will be held in August.

Great American Lodge –No News

Splash Pad and Bath House – No News

Legion Park Access - No News.

Future Fish Pond - Clerk Northington is looking into how much of an increase for a \$10,000,000.00 liability policy would cost the town as this is what the lease would require with Finnicums.

Wheatland Hills Financial Bid Opening – W. Bruce Houle made a motion to award the bid to White’s Excavating to include the change order for \$80,000 for a paved 20’ road for emergency access. Mark Nelson seconded the motion. No Objections. MOTION CARRIED.

Speed Sign - Speed Sign has been budgeted in the preliminary 2018-2019 budget.

Town Pole Barn – Council stated the Public Works director should propose what he would like to see as a project before moving further on the Pole Barn.

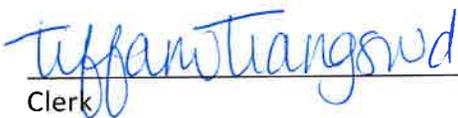
Valli Hauge of Sidney Tax Service presented her Audit Findings. She stated it was the best a town our size could possibly receive. Mark Nelson made a motion to approve the audit. W. Bruce Houle seconded the motion. No Objections. MOTION CARRIED.

Three law firms bid for the attorney services. Laura Christoffersen, Austin Knudsen, and Greg Hennessy. W. Bruce Houle made a motion to offer a two year contract to Hennessy Law office. Mark Nelson seconded the motion. No Objections. MOTION CARRIES.

Dave Solem made a motion to approve Hauenstein Sketch plan for a fence. Jaimee Green seconded the motion. No objections. MOTION CARRIED.

W. Bruce Houle made a motion to approve Matney Fence and Shed sketch plan. Mark Nelson seconded the motion. No objections. MOTION CARRIED.

Meeting adjourned at 7:00 p.m.

  
Clerk

  
Mayor

June 4, 2018 Budget Hearing Meeting.

Mayor Crowder reopened the Budget Hearing meeting at 7:01pm June 4, 2018, with the following present: Larry Crowder, W. Bruce Houle, Dave Solem, Jaimee Green, Mark Nelson, Kt Northington. Absent: Bob Jasper and and Greg Hennessy – Town Attorney.

W. Bruce Houle made a motion to approve Resolution 467 – Establishing Personnel Wages for FY 2018-2019 as is with no changes and no wage increases. Mark Nelson seconded the motion. W. Bruce Houle and Mark Nelson voted for and Dave Solem and Jaimee Green voted against. Mayor Crowder split the tie vote stating he thought council could come up with a better solution and voted against approving the resolution. MOTION FAILED.

W. Bruce Houle made a motion to approve a flat 50 cent raise to all full time employees, make proper changes to and approve Resolution 467 – Establishing Personnel Wages for FY 2018-2019. Mark Nelson seconded the motion. W. Bruce Houle, Mark Nelson, and Dave Solem approved. Jaimee Green Objected. MOTION CARRIED.

W. Bruce Houle made a motion to approve the preliminary budget to be attached to Resolution 466. Mark Nelson seconded the motion. No Objections. MOTION CARRIED. Actual budget will need to be approved in September's meeting after tax valuation is received and Mills have been set.

Budget Hearing was adjourned at 7:59pm.

Tiffani Trangsrud  
Clerk

Larry Crowder  
Mayor

July 26, 2018

The Culbertson Town Council met at Townhall in special session Thursday, July 26, 2018 at 4:00 p.m., with the following present: Larry Crowder, W. Bruce Houle, Dave Solem, Jaimee Green, and Tiffani Trangsrud. Absent: Mark Nelson and Bob Jasper. Guests: None.

W. Bruce Houle made a motion to approve the agenda. Jaimee Green seconded the motion. No objections. MOTION CARRIED.

W. Bruce Houle made a motion to approve the June bills. Dave Solem seconded the motion. No objections. MOTION CARRIED.

Dave Solem made the motion to place Tiffani Trangsrud, the new clerk/treasurer, on the signature cards for the Town of Culbertson's accounts at First Community Bank. Jaimee Green seconded the motion. No objections. MOTION CARRIED.

W. Bruce Houle made a motion to approve Justice deck sketch plan pending approval from Jeremy Fadness of WWC. Jaimee Green seconded the motion. No objections. MOTION CARRIED.

W. Bruce Houle made a motion to approve Kohl fence sketch plan pending approval from Jeremy Fadness of WWC. Jaimee Green seconded the motion. No objections. MOTION CARRIED.

Meeting adjourned at 4:14 p.m.

Tiffani Trangsrud  
Clerk

Larry Crowder  
Mayor

The Culbertson Town Council met at Townhall in regular session Monday, August 6, 2018 at 6:00 p.m., with the following present: Larry Crowder, W. Bruce Houle, Dave Solem, Jaimee Green, Mark Nelson, Tiffani Trangsrud, Bob Jasper, and Greg Hennessy- Town Attourney. Guests: Gordon Oelkers, Paul Finnicum, Rob Nick, and Jeremy Fadness of WWC Engineering via Skype.

Jaimee Green made a motion to approve the agenda. Dave Solem seconded the motion. No objections. MOTION CARRIED.

Jaimee Green made a motion to approve the June 4, 2018 Regular Meeting Minutes, June 4, 2018 Budget Hearing Minutes, July 26, 2018 Special Meeting Minutes, June and July Treasurer Report, Payroll JV's 180600 and 180700, and UBV's, JV's, and July Bills. Mark Nelson seconded the motion. No Objections. MOTION CARRIED.

Theodore Roosevelt Expressway – No News

Water Plant – Lease/Sale – Next meeting is scheduled to be held this month

Great American Lodge –Town Attorney Greg Hennessy has tried to make contact but has not heard anything in two weeks.

Splash Pad and Bath House – No News

Legion Park Access - No News

Future Fish Pond - No News

Wheatland Hills Financial Bid Opening – Bob Jasper completed a final inspection. Everything checked out and a final payment will be submitted on August 7, 2018 when Jeremy Fadness completes the paperwork to finalize the project.

Speed Sign - Mayor Crowder is working with Montana Department of Transporation to get the right of way granted.

Town Pole Barn – No News

W. Bruce Houle made a motion to approve the “Local Deliveries Only” signs to be placed on 8<sup>th</sup> St and Hwy 16, as well as 3<sup>rd</sup> Ave E and Hwy 2. Mark Nelson seconded the motion. No objections. MOTION CARRIED.

W. Bruce Houle made a motion to approve the audit proposal from Ross Stalcup, CPA. This would be a one year contract. Jaimee Green seconded the motion. No Objections. MOTION CARRIED.

W. Bruce Houle made a motion to approve the reconstruction of a building where the TV Tower took place. The TV Tower and Building were destroyed in the storm that took place in July. Bob Jasper and Tiffani Trangsrud are working with MMIA to determine the coverage on the property. Mark Nelson seconded the motion. No Objections. MOTION CARRIED.

Mark Nelson made a motion to move forward with the RFP process concerning the water tank repair. The contractor chosen for this project will be selected based on qualifications and price. The proposals will be reviewed in September and the project is to be completed this fall. Dave Solem seconded the motion. No Objections. MOTION CARRIED.

Discussion regarding opening up a variance to allow trailers less than 700 square feet in town limits. Council agreed that if they did this they would have to open it up to everyone and review the variances on a case by case level. No action was taken at this time.

A regular meeting is scheduled for Tuesday September 4, 2018 at 6:00 p.m. at Townhall.

Meeting adjourned at 6:48 p.m.

Tiffani Trangsrud  
Clerk

Larry Crowder  
Mayor

The Culbertson Town Council met at Townhall in regular session Tuesday, September 4, 2018 at 6:00 p.m., with the following present: Larry Crowder, W. Bruce Houle, Dave Solem, Jaimee Green, Mark Nelson, Tiffani Trangsrud, Bob Jasper, and Greg Hennessy- Town Attorney. Guests: Amber Fox, George Johanson, Kevin Miller, Matt Miller, Paul Finnicum, and Jeremy Fadness of WWC Engineering via Skype.

Jaimee Green made a motion to approve the agenda. Mark Nelson seconded the motion. No objections. MOTION CARRIED.

Dave Solem made a motion to approve the August 6, 2018 Regular Meeting Minutes , August Report, Payroll JV's 180800, and UBV's, JV's, and August Bills. Jaimee Green seconded the motion. No Objections. MOTION CARRIED.

Theodore Roosevelt Expressway – No News

Water Plant – Lease/Sale – Dry Red is still 3 years out on funding, however if they receive Federal Authorization funding will be available sooner. Tiffani Trangsrud is to make contact with both the town's engineer as well as Dry Red's to see how long and often we need to be operating our water plant.

Great American Lodge – The Federal District Court Trustee has sole distribution of funds.

Splash Pad and Bath House – No News

Legion Park Access – There is a motion for more discovery.

Future Fish Pond – No News

Wheatland Hills Financial Bid Opening – No News. This project is complete.

Speed Sign – Mayor Crowder is working with Montana Department of Transportation to get the right of way granted.

Town Pole Barn – No News

TV Tower- A 6 by 8 foot building was purchased and it has been set. Sheridan Electric will be out to wire the building. The TV equipment has been repaired. The antenna is to be placed on an existing pole that is out by the building. It is still unknown if the antenna will work. It will have to be put up and tested.

W. Bruce Houle made a motion to move forward with the bid we received from Pittsburg Tanks to repair the water tank. This was the only bid that the town received. The total cost of the proposal was \$698,726.00. MMIA will cover all but the center column repair. Jeremy Fadness of WWC was going to get in touch with MMIA to get the coverage in writing. Jaimee Green seconded the motion. No objections. MOTION CARRIED.

W. Bruce Houle made a motion to adopt Ordinance 240. This ordinance will make an amendment to the Culbertson Land Use Map to Commercial District. The legal description for this property is LOTS 3 AND 4, BLOCK 4, JOHN G NUGENTS ADDITION TO CULBERTSON MONTANA. Before council voted on this item the meeting was opened up for Public Hearing and Comment. Those present stated it should have already been zoned as commercial. Ordinance 240 was introduced and passed. Mark Nelson seconded the motion. No objections. MOTION CARRIED.

Dave Solem made the motion to approve the sketch plan for a single family dwelling from Kellen and Courtney Forbregd. The plan was reviewed by Jeremy Fadness- Town Engineer. Jaimee Green seconded the motion. No objections. MOTION CARRIED.

Paul Finnicum spoke to council placing a park model home on one of his lots in town. The park model does not meet the requirement of being at least 700 square feet. He is asking the town to open up a variance as this is outside of the town's ordinance. To do this there would need to be a Public Hearing. No action was taken at this time.

Mayor Larry Crowder and Bob Jasper updated everyone about the new fire hall that is being proposed. Mayor Crowder suggested forming a committee to work on the design, property, and funding for this project. The current fire hall is not big enough for the newer fire trucks. No action was taken at this time.

W. Bruce Houle made a motion to approve the new Community Center fee of \$20.00 per day for Local Organizations/Individuals and the Non-Resident/Individual Conducting Business fee will remain as \$50.00. Jaimee Green seconded the motion. No Objections. MOTION CARRIED.

W. Bruce Houle made a motion to set the aviation fuel price at \$1.00 above the cost per gallon to the town. Mark Nelson seconded the motion. No Objections. MOTION CARRIED.

W. Bruce Houle made a motion to charge a 5% interest fee on all utility accounts past due by six months or when that lot debt service fee exceeds \$1,000. All past due utility accounts of \$1,000 or greater will be turned over to the county and a lien will be filed against the lot in question. The 5% interest charge and lien filing to be placed against any lot that ever had water/sewer service to their lot. The current monthly water/sewer debt service fee is \$53.22. Mark Nelson seconded the motion. No objections. MOTION CARRIED.

A regular meeting is scheduled for Monday October 1, 2018 at 6:00 p.m. at Townhall.

Meeting adjourned at 7:32 p.m.

Tiffani Trangrud  
Clerk

Larry Crowder  
Mayor

September 4, 2018 Budget Hearing Meeting Continued.

Mayor Crowder reopened the Budget Hearing meeting at 7:35 p.m. September 4, 2018, with the following present: Larry Crowder, W. Bruce Houle, Dave Solem, Jaimee Green, Mark Nelson, Tiffani Trangrud, Bob Jasper, and Greg Hennessy- Town Attorney.

W. Bruce Houle made a motion to approve the budget to be attached to Resolution 466 and 468. Mark Nelson seconded the motion. No Objections. MOTION CARRIED.

Budget Hearing was adjourned at 7:45 p.m.

Tiffani Trangrud  
Clerk

Larry Crowder  
Mayor

October 1, 2018

The Culbertson Town Council met at Townhall in regular session Monday, October 1, 2018, with the following present: Larry Crowder, W. Bruce Houle, Dave Solem, Mark Nelson, Tiffani Trangrud, and Greg Hennessy – Town Attorney. Absent: Bob Jasper and Jaimee Green. Guests: Amber Fox, Gordon Oelkers, and Ken Forbregd.

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

Dave Solem made a motion to approve the September 4, 2018 Regular Meeting Minutes and Budget Hearing Minutes, September Treasurer's Report, GJV's, Payroll JV 180900 and UB JV's, and September Bills.

Theodore Roosevelt Expressway – No News

Water Plant – Lease/Sale – No News

Great American Lodge – No News

Splash Pad and Bath House – No News

Legion Park Access - There is a motion for more discovery.

Future Fish Pond - Kenny Forbregd updated council on the fish pond. They are in the works of drawing up a 99-year lease with the property owners. After that is complete, they will submit an application to the Montana Army National Guard to dig the hole. They are hoping to start digging the hole in June 2019. The Lions Club will be responsible for the cleanup, Fish Wildlife and Parks for the fish, and the Town will need to carry a \$1.5 Million Liability Insurance through MMIA. As the plan stands right now there will be no access to the fish pond from Highway 2.

Speed Sign - Mayor Crowder is working with Montana Department of Transportation to get the right of way granted.

Town Pole Barn – No News

Jeremy Fadness updated council on the Water Tank progress. The construction is expected to start in the spring of 2019. Pittsburg Tank is working on fabricating the pieces. The contract with Pittsburg Tanks and the Town was signed at this meeting. The tank will have to remain unfixed through the winter as the lead time on steel is out until next year. As long as the water samples come back good the Town will be okay to use the water plant as is.

The TV Tower is up and running again.

Council discussed the issue of outstanding Debt Service Utility Accounts again. It was decided that Dan Kramer of Montana Rural Water Systems will come up to meet with council and discuss the Town's water and sewer rate structure. He will be analyzing the Letter of Conditions on our sewer debt as the bond council requires the Town to collect sufficient funds every month to pay off this debt. The proprietary funds are supposed to fund themselves without relying on Governmental Funds.

W. Bruce Houle made the motion to approve the sketch plan for a mud room and deck addition from Brett Lapp. The plan was reviewed by Jeremy Fadness- Town Engineer. David Solem seconded the motion. No objections. MOTION CARRIED.

Mayor Crowder proposed starting two separate committees to work on the Firehall and Community Center. These committees will meet outside of council and work on the design, property, and funding for this project. The Firehall Committee is W. Bruce Houle and Mark Nelson. The Community Center is W. Bruce Houle and Dave Solem.

Council discussed that the \$20 fee will be subject to anyone renting the Senior Center. There will not be discounted rate available for any individuals or groups.

W. Bruce Houle made a motion to operate the Town's Water Plant for one hour and one time per month. This is to be documented each time so the Town will have record of it. Mark Nelson seconded. No objections. MOTION CARRIED.

W. Bruce Houle made a motion to adopt Ordinance 240. This ordinance will make an amendment to the Culbertson Land Use Map to Commercial District. The legal description for this property is LOTS 3 AND 4, BLOCK 4, JOHN G NUGENTS ADDITION TO CULBERTSON MONTANA. Before council voted on this item the meeting was opened up for Public Hearing and Comment. Ordinance 240 was PASSED, ADOPTED AND APPROVED. Mark Nelson seconded the motion. No objections. MOTION CARRIED.

A regular meeting is scheduled for Monday November 5, 2018 at 6:00 p.m. at Townhall.

Meeting adjourned at 7:27 p.m.

Tiffani Trangsrud  
Clerk

Larry Crowder  
Mayor

November 5, 2018

The Culbertson Town Council met at Townhall in regular session Monday, November 5, 2018, with the following present: Larry Crowder, W. Bruce Houle, Dave Solem, Jaimee Green, Mark Nelson, Tiffani Trangsrud, Bob Jasper, and Greg Hennessy- Town Attourney. Guests: Ian Walker and Jeremy Fadness of WWC Engineering via Skype.

Jaimee Green made a motion to approve the agenda. Dave Solem seconded the motion. No objections. MOTION CARRIED.

Mark Nelson made a motion to approve the October 1, 2018 Regular Meeting Minutes, October Treasurer's Report, GJV's, Payroll JV 181000 and UB JV's, and October Bills. W. Bruce Houle seconded the motion. No objections. MOTION CARRIED.

Theodore Roosevelt Expressway – No News

Water Plant – Lease/Sale – No News

Splash Pad and Bath House – No News

Legion Park Access - Case is on its third supplemental set of discovery.

Future Fish Pond - No News

Speed Sign - No News

Town Pole Barn – No News

Water Tank - Pittsburg Tanks is in the process of drawing and fabricating the design of the water tank repairs. They will let us know when fabrication is complete. It should take them one month to complete. They will work with Bob when they are ready to come do the construction.

Debt Service Utility Accounts – Late Fee/Interest – Dan Kramer of Montana Rural Water Systems will come up to meet with council on Monday November 19, 2018 at 1:00 PM. This meeting will be designed as a workshop and will be in the Townhall office. It is open to the public to come join in on the discussion.

Mark Nelson made a motion to approve the sketch plan for Ron Oelkers. He will be adding an addition onto his garage. The plan was reviewed by Jeremy Fadness of WWC Engineering and he recommended approval. W. Bruce Houle seconded the motion. No objections. MOTION CARRIED.

W. Bruce whole made a motion to approve the sketch plan for Anthony Miller pending the approval of Jeremy Fadness of WWC Engineering. Anthony is wanting approval to build a fence and put a shed on his lot. Mark Nelson seconded the motion. No objections. MOTION CARRIED.

Mayor Larry Crowder updated council on the Firehall. The Fire Department is seeking property from the Town. The Firehall committee will start looking into different properties.

Mark Nelson made a motion to place property of the Town's for bid. Items will be up for bid starting December 1, 2018 and they will be placed in the Searchlight. The items up for disposition are the old playground equipment, Dodge pickup, street sweeper, garbage truck, airport pickup, lawn mower, and fire truck. Bob Jasper will work with

Tiffani Trangsrud to make a bid advertisement with full description of each property being up for bid. Dave Solem seconded the motion. No objections. MOTION CARRIED.

At 6:16 PM Mayor Crowder opened the Finnicum Variance up for Public Comment. The public comment was closed at 6:17. Mark Nelson made a motion to deny the variance to allow a 525 square foot Park Model in Town limits. There are three designated areas that this property could be placed. Council expressed that this could set precedence in Town and they do not want such structures to cause neighbors to lose value on their property. W. Bruce Houle seconded the motion. No objections. MOTION CARRIED.

Council discussed the TV Tower again. It is currently not working consistently. It is still uncertain who owns the property that the TV Tower and Building sit on. The Town will look into this as we need to know before MMIA will allow us to insure the TV equipment, building, and tower. It was also discussed that it may be beneficial to form a TV district to receive some funding for the TV Tower.

A workshop to discuss rates is scheduled for Monday November 19, 2018 at 1:00 p.m. at the Townhall office.

A regular meeting is scheduled for December 3, 2018 at 6:00 p.m. at Townhall.

Meeting adjourned at 6:28 p.m.

Tiffani Trangsrud  
Clerk

Larry Crowder  
Mayor

November 19, 2018

The Culbertson Town Council met at the Townhall Office in a workshop session Monday, December 19, 2018 at 1:00pm, with the following present: Larry Crowder, W. Bruce Houle, Jaimee Green, Mark Nelson, Bob Jasper, Amber Fox, and Tiffani Trangsrud. Absent: Dave Solem Guests: Kenny Forbregd, and Dan Kramer and Rory Schmidt of Montana Rural Water Systems.

Mark Nelson made a motion to approve the agenda. Jaimee Green seconded the motion. No objections. MOTION CARRIED.

Council met with Dan Kramer and Rory Schmidt of Montana Rural Water Systems to review our current water and sewer rates. The representatives explained to council that rates are to be charged on an EDU basis with using a multiplier for base rates on both water and sewer. The multiplier increases the base rate for larger meters. After analyzing our current utility income versus our expenses for last year, it is suggested that the Town looks into its current rates in more detail and consider increasing the water rate to cover expenses. Currently the Town is not making enough to place income in a reserve account for future repair and maintenance.

The Water and Sewer funds have to be self-funding and it is against the law to intermingle funds. When setting rates they need to be fair and equitable for all users. It is not recommended that we charge the same for different sized meters.

Both Dan and Rory suggested that the council review rates more often to prevent large rate hikes in the future.

Meeting adjourned at 2:56 p.m.

Tiffani Trangsrud  
Clerk

Larry Crowder  
Mayor

December 3, 2018

The Culbertson Town Council met at Townhall in regular session Monday, December 3, 2018, with the following present: Larry Crowder, W. Bruce Houle, Dave Solem, Jaimee Green, Tiffani Trangsrud, Bob Jasper, and Greg Hennessy- Town Attorney. Absent: Mark Nelson. Guests: Gordon Oelkers, Sharon Matney, and Ken Forbregd.

Dave Solem made a motion to approve the agenda. Jaimee Green seconded the motion. No objections. MOTION CARRIED.

Jaimee Green made a motion to approve the November 5, 2018 Regular Meeting Minutes and the November 19, 2018 Workshop Meeting Minutes. Dave Solem seconded the motion. No objections. MOTION CARRIED.

Jaimee Green made a motion to approve November Treasurer's Report, GJV's, Payroll JV 181100 and UB JV's, and November Bills. Dave Solem seconded the motion. No objections. MOTION CARRIED.

Theodore Roosevelt Expressway – No News

Water Plant – Lease/Sale – No News

Splash Pad and Bath House – No News

Legion Park Access - Case is on its third supplemental set of discovery.

Future Fish Pond - No News

Speed Sign - No News

Water Tank – Pittsburg Tanks is two thirds of the way through fabrication of the pieces. They anticipate they will mobilize to do the repairs after January 1st. They will give the Town 30 days' notice of when they will be on site. It should take them 30 days to complete the project.

TV Tower – Gordon Oelkers updated the council on the status of the TV Tower. The TV has been down the last couple of weeks. It worked for two weeks before it shorted. A new antenna has been ordered. It will cost around \$6,000 plus cable charges. Sheridan Electric and Sheridan County will help cover some of the costs for the new antenna, will the Town of Culbertson picking up the rest.

W. Bruce Houle made a motion to Resolution 469 to place surplus equipment of the Town up for bid. Items up for bid are to be advertised in the Searchlight as well as posted at Townhall. Bidding will start at 12:00 p.m. December 4, 2018 and will close at 5:00 p.m. on Friday December 28, 2018. Bids will be reviewed by council at the meeting in January. Jaimee Green seconded the motion. No Objections. MOTION CARRIED.

There were no sketch plans to be reviewed at this time.

Council reviewed Resolution 470 to updated the fee schedule for sketch plans. It is to be advertised for a Public Hearing for the meeting in January.

W. Bruce Houle made a motion to decline Jack Scotson's request to waive debt service on one of the dwellings in his duplex. MOTION FAILED. Jaimee Green and Dave Solem would like to table this issue until council decides how to handle debt services charges.

Council discussed the hook-up fees for new water and sewer connections. The Town currently charges \$1,250 for water and \$3,000. The income from these charges is used to pay debt in the designated water and/or sewer fund.

W. Bruce Houle made a motion to review utility rates at least once every two years. Dave Solem seconded the motion. No Objections. MOTION CARRIED.

Council discussed the Water/Wastewater position that has been open. This position needs to be filled with someone that is certified to do the testing. Gordon Oelkers had said that Brockton will need to fill this position at some point and it may be possible to team up to help with wage expenses.

Council discussed the unpaid debt service accounts. It was decided this needs to be discussed in a workshop session as it is very time consuming.

W. Bruce Houle made a motion to re-appoint Mark Nelson for the Roosevelt County Conservation District representative. Jaimee Green seconded the motion. No Objections. MOTION CARRIED.

Council discussed moving the meeting to the 2<sup>nd</sup> Monday of the month at 5:30 p.m. This would allow the clerk to close the month and send out council packets a week in advance. Council would have more time to review the packets for the meeting. The clerk will draw up a resolution for the next meeting.

Mayor Crowder would like to set up meeting with the Firehall committee members to discuss location and funding for the project.

The Montana Department of Highways will be at the Townhall Wednesday, December 12, 2018 to discuss the proposed project that is going to go through the Town of Culbertson.

A regular meeting is scheduled for Monday January 7, 2019 at 6:00 p.m. at Townhall.

Meeting adjourned at 7:07 p.m.

  
Clerk

  
Mayor

December 12, 2018

The Culbertson Town Council met at Townhall in special session Wednesday, December 12, 2018, with the following present: Larry Crowder, W. Bruce Houle, Dave Solem, Jaimee Green, Tiffani Trangsrud, Bob Jasper, and Greg Hennessy- Town Attorney. Absent: Mark Nelson. Guests: Gordon Oelkers, Jacquelyn Smith (MDT), Tom Cavanaugh (RPA), Steve Heidner (MDT), Shane Mintz (MDT), Ryan Varkow (RSCO), Ken Forbregd, Amber Fox, and Jeremy Fadness – Town Engineer of WWC via skype.

Mayor Crowder called the meeting to order at 4:02 p.m.

Representatives working on the Highway 2 project through Culbertson were present to propose two options for the layout of the project.

They are hoping to receive funding in 2023. The project is currently estimated to cost \$10 Million.

The Town will need to look into funding options in regards to updating the utilities that run across Highway 2. It was also suggested that the side walk continues to extend out to the museum. The Montana DOT said that they could include this the project but it would need to be at the Town's expense.

The representatives are hoping to come back to Culbertson within the next couple of months for a public hearing regarding the project.

