

The regular meeting of the Town Council was held December 9, 2024 in the Council Chambers at 6:30 pm. A review of claims took place at 6:00 pm.

Mayor Roni Phillips

Councilors: Stephanie Quick, Bessie Spangler, Shirley Iwata, Wayne Cashman, Kelly Dillon,

Clerk Brenda Schneider

Rodney Goins, Public Works Superintendent

Ethan Atkin, Deputy

Andy Short, Mineral County Planner

Citizens: Brenda Auge, Bob Kroupa, Sherry Goins

Absent Councilor Wanda James

There being a quorum present Roni Phillips, Mayor, called the meeting to order. Roni Phillips, Mayor, asked for additions/corrections to the minutes of the November 11, 2024 regular meeting. Shirley Iwata made a motion to approve the minutes of the November 11, 2024 regular meeting; Stephanie Quick seconded. MOTION passed 5 ayes, 0 nays, 0 abstain, 1 absent. Roll Call: Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-absent, Stephanie Quick-aye, Bessie Spangler-aye, Wayne Cashman-aye.

CORRESPONDENCE None

PUBLIC COMMENT None

#### COUNCIL REPORTS

Roni Phillips read the November Animal report. Staff received a call of a stray dog around Durango's. Staff returned the dog to its owner with a warning for dogs at large.

Stephanie Quick read the November Water report. All routine sampling and testing completed. Staff repaired several meter readers around town. Staff assisted a local contractor who was installing an outside shut off to a residence on Mullan Road west. Staff were able to relocate the meter and Rf reader to the building making it much more efficient to read. Staff replaced 3 meters around town. The reading units had malfunctioned and would not transmit the proper info to the rf reader. They were repaired and placed back in service.

Shirley Iwata read the November Court report. 2 Appearances, 5 Initial appearances, 5 Order to Show Cause, 1 scheduling conference, 2 status hearings and 4 Omnibus hearings, 1 Revocation hearing, and 1 Jury Confirmation Hearing. Operating without insurance. Deputy Ethan Atkin reported that there were 286 calls in November. A new deputy has been hired and will be starting in January. He will bring a lot of experience with investigations. The Sheriff's department will be fully staffed. A new detention officer has been hired. The Tree lighting ceremony went well. The Sheriff's Office is excited for the New Year and what it will bring to Mineral County. The department has been working on making changes and it shows. There has been a lot of positivity going around about the office and our employees.

Kelly Dillon read the November Streets report. The repairs have been completed to the dump truck and end loader in preparation for the snowy season. Christmas banners have been put up and will remain throughout the holiday season! Several low hanging tree limbs were trimmed off the roadway by 4<sup>th</sup> street west and Main Ave and also by Riverside Ave w.

Wayne Cashman read the November Parks report. All is well during the "Off season" at the parks. Staff will continue to keep up with the leaf removal at the skatepark until they are done.

November Fire Department Report. No report.

Bessie Spangler read the November sewer report. All routine sampling and testing are completed. Staff conducted approx. 5 locate requests for the month. Staff continue to monitor the situation on Osprey drive and flush the line monthly to prevent backups. Staff received a general alarm at the final lift station. Staff found a pump clogged with an article of clothing. The blockage was removed and the station placed back in normal operation. Staff conducted a cold weather survey of the wastewater system. All heaters are in place and set for the cold weather to prevent any freeze ups. Several trees were trimmed or removed around the lower lift station behind the Commons apartments. One tree was a risk to fall on a nearby house, and others were a risk to fall and knock out the power to the lift station. North West energy took the lines down for a time and the hazardous trees were taken care of.

COUNCIL CONCERNS None

UNFINISHED BUSINESS

RECYCLING PROGRAM FINANCIAL UPDATE

Council discussed the recycling report. Donations are down from the previous month. The MOU has been signed by the County and the Mayor. The Clerk prepared and submitted the required invoices to Emily Park for the documentation the County is requiring for the funds. Emily will submit the claim to the County Commissioners for payment. Republic Services increased the cost of each bin pull from \$582.54 to \$651.32. This is an increase of \$69.78.

NEW BUSINESS

BUDGET AMENDMENT RESOLUTION NO. 555--- ARPA FUNDS FOR RECYCLING PROGRAM

Mayor Phillips read Resolution No. 555 which amends the Recycling Project Fund budget for the \$14,000 received from Mineral County for the recycling program. Kelly Dillon made a MOTION to adopt Resolution No. 555 amending the Recycling Project Fund budget for the \$14,000 received from Mineral County for the recycling program; Shirley Iwata seconded. MOTION passed 5 ayes, 0 nays, 0 abstain, 1 absent. Roll Call: Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-absent, Stephanie Quick-aye, Bessie Spangler-aye, Wayne Cashman-aye.

COUNTY TREASURER MILL LEVY & SPECIAL ASSESSMENT ERRORS – DISCUSSION & ACTION

The Clerk reported that the Mineral County Treasurer did not update the Mill levy numbers for the Town of Superior Levy, the Fire Hall GO Bond Levy and the Superior Street Lighting District special assessments for Fiscal Year 2024-2025. She charged out the taxes and assessments using the Fiscal Year 2023-2024 mill levy and special assessment numbers. The mill levies and special assessments miscalculations for the Town of Superior, include overcharges in the Fire Hall GO Bond Levy and Superior Street Lighting District special assessments, as well as an undercharge in the Town Levy.

The Fire Hall GO Bond Levy and the Superior Street Lighting District special assessments were based on Fiscal Year 2023-2024 rates, causing overcharges.

- Overcharge in Fire Hall GO Bond Levy: \$3,489.
- Overcharge in Superior Street Lighting District: \$11,536.

These overcharges will be corrected in the Fiscal Year 2025-2026 budget cycle by adjusting the amounts levied or assessed. The Town Levy was undercharged by \$11,439. The Town Council had approved the maximum allowable levy of 183.60 mills, as per MCA 15-10-420, but the County Treasurer levied only 176.09 mills, which is lower than the approved amount. The discrepancy between the levied mills (176.09 mills) and the approved mills (183.60 mills) resulted in 7.51 mills that were not assessed. According to MCA 15-10-420(b), these carry forward mills (7.51) can be used in the next fiscal year.

Recommended Action-----

- Adjust Mill Levy Calculation:  
Redo the mill levy calculation for Fiscal Year 2024-2025, using the correct number of mills (176.09 mills) actually levied by the County Treasurer. This will help ensure the Town Levy reflects the accurate assessment and includes the carry forward mills.
- Carry Forward Mills (7.51 Mills):  
As per MCA 15-10-420(b), the 7.51 carry forward mills can be applied to the next fiscal year's levy. This will help make up for the undercharge and ensure the levy is brought up to the correct amount next year.
- Budget Fix for Overcharges:  
The Fire Hall GO Bond Levy and Superior Street Lighting District overcharges will be corrected in the Fiscal Year 2025-2026 budget cycle by adjusting the amounts levied or assessed. This will involve a reduction in future assessments to offset the overcharges.

The Council reviewed and discussed the recommended action and supporting documentation.

The Council reviewed and discussed the revised mill levy calculation that reflects the actual number of mills levied by the County Treasurer (176.09 mills) and the 7.51 carry forward mills. The updated calculation will show the necessary adjustments for the Town Levy and correct any discrepancies. This will ensure the correction is made officially and in accordance with legal requirements. The auditor has advised the Town to have the Town Clerk/Treasurer go to the Mineral County Treasurer Office during the next budget cycle and review the levy numbers entered by the Mineral County Treasurer to make sure they match what the Council approves. This will be done.

Kelly Dillon made a MOTION to approve the revised 2024-2025 Mill Levy Computation Form reflecting the actual number of mills (176.09) levied by Mineral County Treasurer including the 7.51 carry over mills; Shirley Iwata seconded. MOTION passed 5 ayes, 0 nays, 0 abstain, 1 absent. Roll Call: Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-absent, Stephanie Quick-aye, Bessie Spangler-aye, Wayne Cashman-aye.

The Fire Hall GO Bond Levy and the Superior Street Lighting District overcharges will be corrected in Fiscal Year 2025-2026 budget cycle.

Shirley Iwata made a MOTION to instruct the Town Clerk/Treasurer to submit the approved revised Mill Levy Computation Form and the approved December meeting minutes to the State of Montana; Wayne Cashman seconded. MOTION passed 5 ayes, 0 nays, 0 abstain, 1

absent. Roll Call: Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-absent, Stephanie Quick-aye, Bessie Spangler-aye, Wayne Cashman-aye. The December meeting minutes will be approved by Council in January.

LEGAL None

#### CLERKS BUSINESS

Prepared minutes.  
Updated Utility customer accounts as needed.  
Prepared and mailed utility bills.  
Posted daily receipts and made daily deposits.  
Prepared and mailed past due and remaining balance utility letters.  
Transmitted and posted the ACH utility payments.  
Prepared and mailed final UB customer bills.  
Prepared Agenda and Notes from the Clerk.  
Uploaded Agenda to website. Posted Agenda.  
Prepared and delivered council packets.  
Prepared claims and checks.  
Prepared payroll and reports and ACH.  
Prepared monthly Tax vouchers and receipts.  
Enter checks in the Wells Fargo positive pay as part of the fraud protections.  
Updated software.  
Updated Website  
Grant searches.  
Updated Agenda Subject Index  
Uploaded Minutes to website.  
Completed cash reconciliation for SVFRA.  
Prepared Cash reconciliation and financial reports.  
Work with HRC and CDBG on HRC building project and grant.  
Work with Engineer on sewer project.  
Work in the various grant files.  
Work with Engineer on SLIPA water generator grant  
Work with State and Pool committee on MCPIP CDBG Planning grant  
Receipt and post ARPA grant funds for the sewer project.  
Prepare and mail quarterly newsletters.  
Review the County tax report and contact County regarding charges errors.  
Work with auditor, Mt league of Cities/Towns and state regarding the county errors on levies and Special assessments. Gather supporting documentation.  
Prepare report & recommendation for Council for the county errors on levies & assessments.  
Receipt and post CDBG-CV grant funds.  
Prepare & post Journal Voucher for the accrued accounts receivables for CDBG-CV grant funds.  
Prepare letter of support for Montana Rural Water Systems EPA grant  
Prepare paperwork required for the recycling funds from the County.  
Prepare Resolution to amend Recycle Project budget.  
Prepare semi-annual water and sewer loan payments paperwork.  
Prepare and post journal vouchers for water and sewer loan payments  
Prepare and submit the ACH payment for the water and sewer loan payments

#### CONSENT AGENDA

Kelly Dillon made a MOTION to approve the Consent Agenda as presented Town Claims 38166 and 38395-38448 in the amount of \$111,406.37 on December 9, 2024, November Financial Reports, November Cash Reconciliation, November Pledged Securities, November Journal and UB Vouchers, November Budget reports; Shirley Iwata seconded. MOTION passed 5 ayes, 0 nays, 0 abstain, 1 absent. Roll Call: Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-absent, Stephanie Quick-aye, Bessie Spangler-aye, Wayne Cashman-aye.

#### ADJOURNMENT

There being no further business before the Council Shirley Iwata made a MOTION to adjourn until the next regular meeting January 13, 2025; Kelly Dillon seconded. MOTION passed 5 ayes, 0 nays, 0 abstain, 1 absent. Roll Call: Kelly Dillon-aye, Shirley Iwata-aye, Wanda James-absent, Stephanie Quick-aye, Bessie Spangler-aye, Wayne Cashman-aye.

Roni Phillips, Mayor

Attest:

Brenda Schneider, Town Clerk