

The regular meeting of the Town Council was held April 14, 2025 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, Kelly Dillon, Wayne Cashman

Clerk Brenda Schneider

Rodney Goins, Public Works Superintendent

Ryan Funke, Sheriff

Anthony Dodd, Firefighter

Andy Short, Mineral County Planner

Citizens: Bob Kroupa, Brenda Auge, Thomas McCloskey, 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 April 14, 2025 regular meeting. Shirley Iwata made a motion to approve the minutes of the April 14, 2025 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

Thomas McCloskey a variance to have 4 dogs. This will be on the June Agenda.

COUNCIL REPORTS

Roni Phillips read the April Animal report. Staff received a complaint of dogs barking excessively for long periods of time along 4th Ave east. Staff spoke to the resident and advised her of the complaint. She was apologetic and will control the dogs better.

Stephanie Quick read the April Water report. All routine sampling and testing completed. Several town residents were advised of leaks and to take appropriate actions to repair them. 2 faulty water meters were replaced. The generator project continues. Final preparations are underway to continue the installation of the water service line to the new head works building at the lagoon. The final stages of the installation will commence at the conclusion of the little league season at Timberman Park.

Shirley Iwata read the April Court report. 24 Initial appearances, 2 Appearance, 4 status hearing, 2 Omnibus hearings, 1 Order to Show Cause, and 1 Scheduling Conference. Violation of a protective order, criminal trespass, no registration, driving without valid license, driving while privilege revoked or suspended, no insurance, reckless driving, speeding, community decay, dog license and tag, dog at large, nuisance animals, freeing confined animals. Sheriff Funke reported 413 calls in April. Deputies have been actively patrolling and giving out citations in Superior. He stated that speeding on 4th Ave E is a huge issue again. Talked about lowering the speed limit from the 15-mph corner to the schools, some type of speed bumps, larger signage or other type of signage. Also, talked about changing the speed limit from the 15-mph corner to past the schools all 15-mph. 31 traffic stops were made inside the town limits. The Sheriff's Office is looking at purchasing new patrol cars and have received several quotes.

Kelly Dillon read the April Streets report. There were 5 bids for the blacktop project received by the April 25th deadline. Those bids were opened at 9 am on April 28th in front of the “committee”. Details were discussed and some questions answered. Brenda drafted a bid spreadsheet.

Wayne Cashman read the April Parks report. Mowing and trimming equipment has been serviced and placed into service. Ken is doing a fantastic job in the parks and around Town!! Thank you, Ken, for the great work! The bathrooms and Eva Horning Park have been opened for the season. Repairs were made to the tennis court after a complaint was received about some cracks on the court. The cracks were sealed and the repairs were painted. The upgrades to the court are complete.

Roni Phillips reported that there is no fire department report for April.

Bessie Spangler read the April sewer report. All routine sampling and testing are completed. Staff conducted approx. 5 locate requests for the month. The sewer project continues. Staff continue to clean the UV bulbs daily in an attempt to improve the E Coli numbers in the effluent flow. Staff performed the routine “Hot spot” sewer jetting in the trouble spots around town including Osprey Drive. Staff ran the root cutter in the sewer main behind the houses on 4th Ave east. Staff were notified of an issue by Superior Septic who had been dealing with a plugged service line for several days. The camera revealed that the roots from that service line extended into the main and were an issue. Staff were able to utilize the root cutter and remove a portion of the roots. The main line was restored to normal, un-restricted flow. Staff had 2 separate incidents of the final lift station pumps being plugged. The jams were cleared and normal operation restored. Staff received an afterhours call out by Superior Plumbing of a possible backed up sewer main by Durango’s. Staff responded and jetted the line. Normal flow was restored. A claim has been filed and MMIA is investigating the incident. Test samples will not be able to be sent through the US Post Office anymore due to a change in their processing procedures. It now takes 3 days to get the coolers to the Kalispell lab. The deadline to get the samples to the Lab is 24 hours. Last week the sewer sample was late by 2 days. The tests were run but are not valid and the Town will receive a violation from the State. We are researching the best way to send the sewer and water samples to the Lab for testing within the 24-hour timeline.

COUNCIL CONCERNS

Bessie Spangler asked about the broken picnic table at Frank James Park. Rodney stated they have a metal table at the shop to replace the broken table.

Bessie Spangler asked if the stumps in the parks can be ground down. Rodney will check them out and research who could do the job and the cost.

Bessie Spangler asked if a garbage container can be placed at the north end of the bridge on River Street.

UNFINISHED BUSINESS

SEWER PROJECT UPDATE

The new blower building is coming along nicely as the roof structure is installed and the blower pad was poured. The contractor is removing rip-rap and clay lining out of Cell #2. They are getting ready to do the earthwork, reshaping the pond, before installing the venting system and liner. Work continues on the blower building. There will be a Project Progress meeting end of May.

WELL #3 GENERATOR PROJECT UPDATE

Nothing new at this time.

NEW BUSINESS

STREET PAVING BID—AWARD

Council reviewed and discussed the street paving bids. The Town received 5 bids for the Street Paving Project. The bids were opened at 9:00am April 28, 2025.

Shadow Asphalt	114,286.00
Advantage Asphalt	118,039.50
Knife River	119,776.05
ACME Asphalt	127,875.00
Thompson Contracting Inc	163,749.00

Rodney recommended Council award the bid to Shadow Asphalt in the amount of \$114, 286.00. Bessie Spangler made a MOTION to award the street paving bid to Shadow Asphalt in the amount of \$114,286.00; 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.

PARK LABORER POSITION-DEPT HEAD REQUEST

Council discussed the Park Laborer position and pay. Current Park Laborer Ken Quitt has worked for the town for 5 years. This has not been concurrent. But, in the light that he is a returning employee Rodney is requesting approval to start him at year 3 in the pay matrix starting May 1. Otherwise since there was a break in the employment, he would start at year one at \$10.60 per hour. Start at year 3 would be \$11.03 per hour. Shirley Iwata made a MOTION to approve starting Kenneth Quitt, Park Laborer in year 3 of pay matrix effective May 1, 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.

PAY GRADE ADJUSTMENTS-DEPT HEADS RECOMMENDATIONS

Council reviewed and discussed the request and recommendations to adjust the pay grades for the Deputy Clerk and Park Laborer positions. Following a review of the original job descriptions and an evaluation of how the roles have evolved, Brenda Schneider, Town Clerk/Treasurer and Rodney Goins, Public Works Superintendent recommended that the Deputy Clerk position be adjusted from Pay Grade 5 to Pay Grade 7 and the Park Laborer position be adjusted from Pay Grade 3 to Pay Grade 5. These recommendations are based on expanded job responsibilities, sustained high-level performance, and alignment with comparable roles in similar municipalities. The proposed adjustments reflect the current scope of duties and support internal equity, employee recognition, and staff retention. This adjustment in pay grades would also make the positions more attractive and competitive in the hiring in the future. Shirley Iwata made a MOTION to approve adjusting the Deputy Clerk position pay grade from grade 5 to grade 7 and adjusting the Park Laborer position pay grade from grade 3 to grade 5 effective May 1, 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.

RESOLUTION NO. 556—STAFF PARTICIPATE DURING CLEAN UP DAY

Mayor Phillips read Resolution No. 556 Authorizing Staff, Mayor and Council to participate in the Town Clean-up Day on a volunteer basis. It makes sure they are covered by liability and worker's compensation insurance. Kelly Dillon made a MOTION to adopt Resolution No. 556 authorizing Staff, Mayor and Council to participate in the Town Clean-up Day on a volunteer basis; 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 Clerk has requested and received approval from MMIA for the worker's compensation insurance coverage for the volunteers for clean-up day.

DONATE FLOATING MIXER FOR LAGOON TO ST REGIS SEWER DISTRICT

Rodney Goins, Public Works Superintendent, is requesting Council approval to donate a Floating Mixer for a sewer Lagoon to the St Regis Sewer District. The Town has not used the mixer and the mixer will not be used in the updated lagoons. St Regis Sewer District uses the mixers in their lagoon. Council discussed the request. Shirley Iwata made a MOTION to donate the floating mixer for the lagoon to St Regis Sewer District; 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.

PURCHASE NEW COMPUTERS FOR OFFICE

The Clerk requested Council approval to replace the 3 computers in the office. Council reviewed and discussed the request. The current computers are 7 years old and were purchased in 2018. Each computer is having issues and causing issues in the accounting software and utility billing software. Also, the windows programs are no longer supported. The monitors do not need to be replaced. The quote is \$6132.00. This includes the 3 computers and for Morrison-Maierle Systems to set up the new computers and transfer all the data and programs (Accounting, Assets, UB) to the new computers. They are recommending the purchase within 30 days, after that the quote will need to be updated and companies could be experiencing pricing changes at a moment's notice due to tariffs. A copy of the quote and email are enclosed in the packet. The Town currently has managed services for backups, firewalls, and IT services with Morrison-Maierle. They are great to work with. Wayne Cashman made a MOTION to approve the purchase of 3 new computers for the office from Morrison-Maierle; 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.

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 HRC on CDBG grant for the Food Bank.
Conference call with funding agencies, bond council, DEQ, SRF and town staff.
Conference call with CDBG for the Food Bank project.
Conference call with Bond Council and RPA about Sewer Project loan and rate increase.
Receipt and post ARPA grant draws for sewer project.
Work on pay grade adjustments recommendation.
Prepare and submit request for workers comp coverage for volunteers for clean-up day
Prepare Clean-up Day resolution for staff to volunteer during clean-up day.
Receipt and Post MCEP Draw for sewer project.
Work on draft cyber security policy
Prepare bid tabulation sheet for Street Paving project.
Prepare Street Paving Project forms;
Prepare and email Presumptive Coverage for Volunteer firemen to MMIA
Receipt and post CDBG-CV draw for HRC building.
Work on preliminary budgets.
Prepare and submit the final draw for CDBG planning grant for the Pool in the Park PAR.
Work on the quarterly newsletter.
Prepare sewer EDU report for Engineer and Bond Counsel
Submit SAM registration renewal online.
Prepare for Clean-up Day
Completed and submitted US Census survey
Calculated Sewer averages in UB software.

CONSENT AGENDA

Shirley Iwata made a MOTION to approve the Consent Agenda as presented Town Claims 38674-38739 in the amount of \$1,054,656.43, on May 12, 2025, April Financial Reports, April Cash Reconciliation, April Pledged Securities, April Journal and UB Vouchers, April Budget reports; Bessie Spangler 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 Kelly Dillon made a MOTION to adjourn until the next regular meeting June 9, 2025; 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.

Roni Phillips, Mayor

Attest:

Brenda Schneider, Town Clerk