

The regular meeting of the Town Council was held October 13, 2025, in the Council Chambers at 6:30 pm. A review of the claims took place at 6:00 pm.

Mayor Roni Phillips
Councilors: Stephanie Quick, Kelly Dillon, Bessie Spangler, Shirley Iwata
Clerk Brenda Schneider
Scott Dodd, Fire Chief
Chris Hayes, RPA, Engineer
Ryan Seyler, RPA, Project Engineer
Citizens: Andrew Hanson, Dan Clemts, Gordon Hendrick

Councilor Wayne Cashman-absent

There being a quorum present Roni Phillips, Mayor, called the meeting to order. Roni Phillips, Mayor, asked for additions/corrections to the minutes of September 8, 2025, regular meeting. Kelly Dillon made a motion to approve the minutes of September 8, 2025 regular meeting; Stephanie Quick seconded. MOTION passed 3 ayes, 0 nays, 1 abstain, 1 absent. Roll Call: Kelly Dillon-aye, Shirley Iwata-abstain, Stephanie Quick-aye, Bessie Spangler-aye, Wayne Cashman-absent.

CORRESPONDENCE None

PUBLIC COMMENT None

COUNCIL REPORTS

Roni Phillips read the September Animal report. Thank you, Bessie Spangler, for stepping up and helping every single time with all the lost, found, stray, annoying, neglected, hungry, lonely, abandoned, injured, sick, or whatever other kind of problem animals that come through this area. We greatly appreciate you and THANK YOU VERY MUCH!!!

Stephanie Quick read the September Water report. All routine sampling and testing completed. The new generator has been installed at well #3. Start-up has been completed, and all systems are operational. M.E.T. has visited the site and is making plans to connect the generator to the water system telemetry soon. The first 400 feet of water service line has been installed for the wastewater treatment facility. The curb stops have been installed and will be connected to the concession stand building later. Staff will install the last section of service line when it fits the building schedule of the contractor at the lagoon project, and the head works building. Staff assisted the contractor with the new food bank building project. A new saddle and corp stop were installed and the 8-inch steel line was tapped. The contractor began the installation of the new service line to the property with a new curb stop and meter pit. Staff have been using J&M Courier service out of Missoula to handle all our sample delivery needs. We would like to thank Tom and the folks at J&M for taking outstanding care of us!!

Shirley Iwata read the September Court report. 8 Initial appearances, 8 appearances, 10 status hearings, 3 Omnibus hearings, 1 jury confirmation hearing, 1 Jury instruction hearing, 1 jury trial, 1 hearing on motion, 1 Change of plea and 1 Order to Show Cause. Possessing Intoxicating substances while under 21, Operating vehicle without interlock, and speeding. Driving while revoked, No insurance, and speeding.

Kelly Dillon read the September Streets report. All is well. Staff will commence the preparation of the snow removal equipment soon. Snow season will be here soon.

Roni Phillips read the September Parks report. Mowing and trimming continue. The irrigation systems will be winterized soon. Repairs were made to the James Park irrigation system. A broken supply line was repaired and a broken sprinkler head replaced. A broken supply line was repaired at Timberman Park.

Scott Dodd reported on September fire department activity. Responded to 19 calls—18 Rural, 1 Municipal and 2 mutual aid. 4 regular training and 3 junior training sessions. 4 firefighters on the current roster. September, usually one our hit or miss months as it is typically a transitional month from the end of wildland and not quite crash season or chimney fires. We did have 2 mutual assist rescue calls with SAR of Mineral County. Always great to assist and continue to build those relationships. When the department responds to mutual aid calls out of our districts it is done with careful planning regarding sending vehicles and personnel. This is to ensure that our district is fully covered at the same time. We had another junior join and one more pledge to join when she turns 16 in a few months.

Bessie Spangler read the September sewer report. All routine sampling and testing are completed. Staff conducted approx. 15 locate requests for the month. The sewer project continues. The system has been running solely on cell #2. The treatment numbers have improved. Staff continue to monitor the system daily to ensure the best treatment possible. The sludge removal is complete, and the contractor has begun preparing Cell #1 for the new liner. Staff continue to document project progress to DEQ on our monthly report. All exceedances are explained and DEQ is kept aware of the current progress at our wastewater treatment facility. Staff assisted the contractor with the installation of a new sewer saddle on Johnson loop. The contractor installed the new service line onto the property of the new food bank building project. Staff attempted several times in the recent past to locate a manhole on the Town Pump property. With the help of the contractor working there, the manhole was located!!!! Staff installed several riser rings and new sealant to raise the lid to the new street level. Staff will clean that section of sewer line soon. Thank you to Mile High Contractors for their assistance. Staff located a buried manhole in Timberman Park. Staff excavated the area and installed additional riser rings. This manhole is now ready to be utilized by the lagoon project contractor for the bypass line during construction of the head works building.

COUNCIL CONCERNS

UNFINISHED BUSINESS

SEWER PROJECT UPDATE

Chris Hayes, Project Engineer, reported that effluent discharge testing results are very good and passing permit limits. RPA surveyed Cell #1, and we adjusted the surface bottom to minimize any import material needed and balance the cut and fill. The existing cover materials in Cell #1 will be reused under the new liner. Diamond is removing the existing PVC liner and compacting Cell #1 subgrade. Diamond hopes to have the earthwork completed by October 20th and start lining Cell #1. Diamond is working on the headworks building foundation and walls.

SEWER PROJECT SLUDGE REMOVAL

Chris Hayes, Project Engineer, reported that all the biosolids have been removed and disposed of at the landfill from Cell #1. The liner cover material has slid down the existing liner (this happened during the original construction as well) and mixed into the biosolids and the clay material used for the liner cover material was saturated and even light skid steers sank in the

bottom of the pond during biosolids removal. This means that removing the biosolids meant taking a large portion of the cover soil with it. The % solids removal reached up to 70%. RPA negotiated a biosolids cap down to 35% and then again down to 32%, which Merrell Bros did not have to do. This is a savings of \$1,608,000 for the Town. Final quantity of biosolids removed is 637 DT total, an increase from 207 DT, for an increase of 430.65 DT @ \$2,867 = \$1,234,673.55. RPA also asked Diamond if they would consider a unit price decrease for a portion of the biosolids removal to help reduce the cost of the change order. We are waiting for a response. Tipping fees at the landfill have increased 44% since the project bid and Merrell Bros did not include federal wage rates in their bid. The additional costs for the sludge removal will be over the 10% contingency set aside for the project and additional funding will be needed. Chris Hayes stated that an exact amount needed is not available yet and with 2 ½ months left of construction and other possible changes needed the engineer asked the Council if they wanted to set an amount and anything left over would go back to the State SRF program. The additional funding will require another sewer rate increase. The rate increase process takes around 2 months for the notices, hearings, etc. Council discussed the need for additional funding to complete the project. Council is comfortable with the engineer recommending an amount for the additional funding. There will be a funding call with the state and bond counsel in November to discuss an additional loan.

Currently the Town committed \$400,000 of the Sewer replacement and depreciation funds to sewer project and as matching funds for the grants. The Clerk stated that there is an additional \$255,800 available to use for the project. Council discussed using a portion of the funds to help lower the amount that will be needed for the additional sludge removal costs. Kelly Dillon made a MOTION to approve the allocation of an additional \$200,000 from the Sewer Replacement and Depreciation Fund to cover part of the increased costs associated with the sewer improvements project; Shirley Iwata seconded. MOTION passed 4 ayes, 0 nays, 0 abstain, 1 absent. Roll Call: Kelly Dillon-aye, Shirley Iwata-aye, Stephanie Quick-aye, Bessie Spangler-aye, Wayne Cashman-absent.

WELL #3 GENERATOR PROJECT UPDATE

Chris Hayes, Project Engineer, reported the generator at Water Well 3 has been installed and is up and running. All work within the contract for the project has been completed. Rodney and Andy are coordinating SCADA with MET outside this contract. The Clerk will submit the final draw for the SLIPA grant funds for the project as soon as all the work is completed and the bills have been received.

NEW BUSINESS

RESOLUTION NO. 567 LAGOON AND LONE WORKER POLICY

Mayor Phillips read Resolution No. 567 establishing a Lagoon and Lone Worker Policy for the Town. In April, a lone worker in a sewer district in Montana was working alone at their lagoon and fell in and drowned. Council reviewed and discussed information from MMIA including the information regarding changes in safety requirements made by the MT Department of Labor and Industry-Safety and Health Bureau Council reviewed and discussed the policy. Shirley Iwata made a MOTION to adopt Resolution No. 567 establishing a Lagoon and Lone Worker Policy; Bessie Spangler seconded. MOTION passed 4 ayes, 0 nays, 0 abstain, 1 absent. Roll Call: Kelly Dillon-aye, Shirley Iwata-aye, Stephanie Quick-aye, Bessie Spangler-aye, Wayne Cashman-absent.

RESOLUTION NO. 568 CYBERSECURITY AND INCIDENT RESPONSE POLICY

Mayor Phillips read Resolution No. 568 establishing a cybersecurity and incident response policy for the Town. The Clerk reported that during the audit, the auditor asked if the Town had a cybersecurity policy. The auditor recommended that the Town adopt a policy. The proposed cyber policy includes the incident response part so that everything beginning to end would be in one document. The incident response contact list is not included in the body of the policy since people and positions can change. The incident response contact list will be maintained and updated as needed. This way the resolution does not have to be amended for name changes. Council reviewed and discussed the proposed policy. Shirley Iwata made a motion to adopt the cybersecurity and incident response policy; Kelly Dillon seconded. MOTION passed 4 ayes, 0 nays, 0 abstain, 1 absent. Roll Call: Kelly Dillon-aye, Shirley Iwata-aye, Stephanie Quick-aye, Bessie Spangler-aye, Wayne Cashman-absent.

WARD II COUNCILOR-RESIGNATION

Wanda James is moving from Ward 2 to Ward 3, which vacates her Ward 2 Councilor seat. She has submitted her resignation effective October 1, 2025. Stephanie Quick made a MOTION to accept the resignation of Wanda James from her position as Town Councilor representing Ward 2; Shirley Iwata seconded. MOTION passed 4 ayes, 0 nays, 0 abstain, 1 absent. Roll Call: Kelly Dillon-aye, Shirley Iwata-aye, Stephanie Quick-aye, Bessie Spangler-aye, Wayne Cashman-absent Council will appoint someone to the position at the November 10 meeting. Council reviewed and discussed the Montana laws regarding the determination of Vacancy in a Municipal Office, the Qualifications for a City Council Member and Filling a vacancy.

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

Sewer Project Funding meetings

MPERA training
Grant Funding online seminar
MCEP/CDBG on-site monitoring by state for sewer project grants
Work on Food Bank CDBG grant draw.
Submitted Food Bank CDBG grant draw.
Work on Sewer project grants and draws.
Prepared Lone worker policy and resolution.
Prepared Cybersecurity and incident response policy and resolution
SRF loan closing documents signed and sent to bond counsel.
Receipted and posted SRF loan A and B draw 1.
Receipted and posted MCEP draws 3 and 4.
Receipted and posted CDBG draw 3.
Completed Fiscal Year 204-2025 Annual Financial Report.
Submitted Fiscal Year 2024-2025 Annual Financial Report to the state.

The Clerk reported that the review of documents provided by the Mineral County Treasurer showing that the Town levy numbers for Fiscal Year 2025-2026 that she entered in the county spreadsheets and Black Mountain Software are accurate and aligns with the levy numbers in the Town budget resolutions and the Town budget document. We carefully compared the levies listed in the documents provided by the County against the corresponding figures in our internal budget records. This included verifying both the accuracy of the levy amounts and their proper allocation across the relevant categories. Council reviewed the documents provided by the County Treasurer.

CONSENT AGENDA

Kelly Dillon made a MOTION to approve the Consent Agenda as presented Town Claims 38979-339037 in the amount of \$1,106,525.36 on October 13, 2025. September Financial Reports, September Cash Reconciliation, September Pledged Securities, September Journal & UB Vouchers, September Budget Report. Bessie Spangler seconded. MOTION passed 4 ayes, 0 nays, 0 abstain, 1 absent. Roll Call: Kelly Dillon-aye, Shirley Iwata-aye, Stephanie Quick-aye, Bessie Spangler-aye, Wayne Cashman-absent.

ADJOURNMENT

There being no further business before the Council Shirley Iwata made a MOTION to adjourn until the next regular meeting November 10, 2025; Kelly Dillon seconded. MOTION passed 4 ayes, 0 nays, 0 abstain, 1 absent. Roll Call: Kelly Dillon-aye, Shirley Iwata-aye, Stephanie Quick-aye, Bessie Spangler-aye, Wayne Cashman-absent.

Roni Phillips, Mayor

Attest:

Brenda Schneider, Town Clerk