

The regular meeting of the Town Council was held December 8, 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, Bailey Moree

Deputy Clerk, Ruth Gordon

Andrew Cadman, Public Works Assistant

Ryan Funke, Sheriff

Scott Dodd, Fire Chief

Citizens: Bob Kroupa, Anthony Dodd

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 November 10, 2025, regular meeting. Shirley Iwata made a motion to approve the minutes of November 10, 2025, regular meeting; Kelly Dillon seconded. MOTION passed 5 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Kelly Dillon-aye, Shirley Iwata-aye, Stephanie Quick-aye, Bessie Spangler-aye, Bailey Moree-aye.

CORRESPONDENCE None

PUBLIC COMMENT None

COUNCIL REPORTS

Bailey Moree read the November Animal report. Nothing to report.

Stephanie Quick read the November Water report. All routine sampling and testing completed.

Shirley Iwata read the November Court report. 12 Initial appearances, 1 appearance, 6 status hearings, 3 Omnibus hearings, 1 Sentencing, 1 Change of plea and 1 Order to Show Cause.

Kelly Dillon read the November Streets report. Numerous potholes were filled around town. Streets have been treated during times of inclement weather. Staff have been dispatched by the sheriff's office twice in the late evening hours to treat icy roadways around town.

Roni Phillips read the November Parks report. All is well at the Town Parks.

Scott Dodd reported on November fire department activity. Responded to 12 calls. Scott reported having conversations with Blackfoot Telephone on acquiring fiber optic service to the firehall and town offices. Also considering all options on obtaining workers comp insurance.

Bessie Spangler read the November sewer report. All routine sampling and testing are completed. Staff conducted approx. 22 locate requests for the month. The sewer project continues. The system has been running solely on cell #2. The treatment numbers have improved. Cell #1 is currently being filled to operational level. Along with the regular influent flow, staff has been adding additional water flow from hydrants to accelerate the process of filling the lagoon. The process is expected to take approx. 3 weeks. The new influent line and manholes into the headworks building have been installed and the footings and lower concrete walls have been poured. Once they are fully cured, the lower and ground level floors will be poured in place. Work has begun on the effluent manhole to hold the flow meter, and the road improvements around the ponds continues. 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.

Sheriff Ryan Funks stated there were 385 calls for service for the month of November. The tree lighting ceremony went off without a hitch. He assisted with the Turkey Trot along with the Fire Department and it was a great event. There is a listing posted for one detention officer opening. We are still waiting for the new patrol car.

COUNCIL CONCERNS

UNFINISHED BUSINESS

SEWER PROJECT UPDATE

Chris Hayes, Project Engineer, reported that Cell #1 has been graded, and full floor ventilation system and synthetic liner have been installed. The contractor completed leak testing the liner and it passed. The contractor will work on filling Cell #1 and installing aeration equipment. Work continues the headworks building foundation and walls. The contractor hopes to be completed by the end of the year or early 2026, weather pending.

NEW BUSINESS

RESOLUTION NO. 569---AMEND BUDGET—AMEND GRANT REVENUE BUDGETS

Roni Phillips read Resolution No. 569 amending the revenue budget for the ARPA grants in the amount of \$170 and the MCEP grant in the amount of \$540. These amounts were part of an earlier grant draws but the state wanted some changes to the draw. This was in the middle of the budget process. This resolution puts the amounts back into the ARPA and MCEP grant revenue budget to match the sewer project budget. Shirley Iwata made a MOTION to adopt Resolution No. 569 amending the revenue budget for the ARPA grants in the amount of \$170 and the MCEP grant in the amount of \$540: Bessie Spangler seconded. MOTION passed 5 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Kelly Dillon-aye, Shirley Iwata-aye, Stephanie Quick-aye, Bessie Spangler-aye, Bailey Moree-aye.

RESOLUTION NO. 570—AMEND BUDGET—TRANSFER OF FUNDS SEWER R/D FUNDS

Roni Phillips read Resolution No. 570 Amending the budget to Transfer the \$200,000 from Sewer Replacement and Depreciation Reserve fund to Sewer Operations and Maintenance fund for the Sewer Improvements project. Council approved using an additional \$200,000 of the reserve funds for the additional costs of the sludge removal at the October meeting. Shirley Iwata made a MOTION to adopt Resolution No. 570 Amending the budget to Transfer the \$200,000 from Sewer Replacement and Depreciation Reserve fund to Sewer Operations and Maintenance fund for the Sewer Improvements project; Stephanie Quick seconded. MOTION passed 5 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Kelly Dillon-aye, Shirley Iwata-aye, Stephanie Quick-aye, Bessie Spangler-aye, Bailey Moree-aye.

RESOLUTION NO. 571—AMEND BUDGET—CONTRIBUTION FOR SEWER PROJECT

Roni Phillips read Resolution No. 571 Amending the sewer budget for the Contribution from RPA in the amount of \$200,000.00 for the Sewer Improvements Project. Kelly Dillon made a MOTION to adopt Resolution No. 571 Amending the budget for the Contribution from RPA in the amount of \$200,000.00 for the Sewer Improvements Project; Shirley Iwata seconded. MOTION passed 5 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Kelly Dillon-aye, Shirley Iwata-

aye, Stephanie Quick-aye, Bessie Spangler-aye, Bailey Moree-aye.

RESOLUTION NO. 572—INTENT TO RAISE SEWER RATES

Roni Phillips read Resolution No. 572, the resolution of intent to raise the sewer rates. Bond Counsel prepared the resolution. The State, Engineer, Bond Counsel and Town worked together on the necessary rate increase to meet the coverage required for the second loan of \$517,000. The loan will be a 20-year term. The resolution is included in the packet. Once approved the Town will publish notice of the proposed rate increase 3 times in the newspaper for the public hearing. Bond Counsel prepares the notice. The notice will also be mailed to sewer users. I will post the notice on the website. The notice is also mailed to the Montana Consumer Counsel. There will be a public hearing on the rate increase before the January 12, 2026 meeting starting at 6:00 pm. We will need a quorum for the hearing. Shirley Iwata made a MOTION to adopt Resolution No. 572, the resolution of intent to raise the sewer rates; Bessie Spangler seconded. MOTION passed 5 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Kelly Dillon-aye, Shirley Iwata-aye, Stephanie Quick-aye, Bessie Spangler-aye, Bailey Moree-aye

WARD III COUNCILOR—RESIGNATION

Wayne Cashman has moved out of Ward 3, which vacates his Ward 3 Council seat. He has submitted his resignation effective December 2, 2025. Shirley Iwata made a MOTION to accept the resignation of Wayne Cashman from his position as Town Councilor representing Ward 3; Stephanie Quick seconded. MOTION passed 4 ayes, 1 nay, 0 abstain, 0 absent. Roll Call: Kelly Dillon-nay, Shirley Iwata-aye, Stephanie Quick-aye, Bessie Spangler-aye, Bailey Moree-aye. Council will appoint someone for the position at the January meeting. A copy of his resignation is in the packet. Council reviewed and discussed the Montana laws regarding the determination of vacancy in a Municipal Office, the Qualifications for the Town Council Member and the filling of a vacancy.

LEGAL None

CLERKS BUSINESS

Prepared minutes.
Upload meeting recording to website.
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
Submitted Final Draw for the SLIPA grant.
Oaths of Office.
Posted SLIPA grant final draw.
Prepared Resolution No 569-Amend Budget Sewer Project
Prepared Resolution No. 570 Amend Budget for use of additional Sewer Replace/Dep funds.
Prepared Resolution No. 571 Amend Sewer budget for contribution to sewer project.
Work with Bond Counsel on Resolution No. 572—Intent to raise sewer rates.
Set up file for the sewer rate increase.
Webinar-National League of Cities and towns updates
Set up file for Sewer Loan 2
Start Capital Improvement Plan review.
Start Park Plans review.
Administer Oath of Office for Baily Moree—through Dec 31, 2025
Submitted the Oath of Office to Mineral County Clerk and Recorder.
Prepare and mail quarterly newsletter.
Upload newsletter to the website.
Prepare and post journal voucher to transfer from Water S&I to Water O&M.
Prepare and post claim for water loan payments.
Prepared and submitted the ACH for the water loan payments.
Updated the 2026 business license application.
Uploaded the 2026 business license application form to the website.

CONSENT AGENDA

Kelly Dillon made a MOTION to approve the Consent Agenda as presented Town Claims 39097-39148 in the amount of \$418,438.42 on December 8, 2025. November Financial Reports, November Cash Reconciliation, November Pledged Securities, November Journal & UB Vouchers, November Budget Report. Shirley Iwata seconded. MOTION passed 5 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Kelly Dillon-aye, Shirley Iwata-aye, Stephanie Quick-aye, Bessie Spangler-aye, Bailey Moree-aye.

ADJOURNMENT

There being no further business before the Council Kelly Dillon made a MOTION to adjourn until the next regular meeting January 12, 2026; Shirley Iwata seconded. MOTION passed 5 ayes, 0 nays, 0 abstain, 0 absent. Roll Call: Kelly Dillon-aye, Shirley Iwata-aye, Stephanie Quick -aye, Bessie Spangler -aye, Bailey Moree-aye.

Andrew Hanson, Mayor

Attest:

Ruth Gordon, Deputy Town Clerk