

December 30, 2024, Town of Sheridan Study Commission Meeting at the Town Hall (103 E. Hamilton St.), 6:00 pm

Study Commission Members Present: Tammy Todd, ex-officio, Doris Fischer, Ralph Sand, and Claire Leonard.

Guests: Bob Stump, Curtis Green, Anne Wentz, Jan Bowey, and Diane Kaatz.

Ex-officio Tammy Todd called the meeting to order at 6:04 pm. The pledge of allegiance was recited. No public comment for non-agenda items was acknowledged.

Election of Temporary Officer: Ralph Sand nominated Tammy Todd; Claire Leonard seconded. Ralph moved to approve Tammy Todd as the Temporary Officer; Claire seconded the motion. Unanimous vote.

Establish Bylaws: Tammy presented a sample bylaws template from the MSU Local Government Center (MSU LGC) regarding Governing Water/Sewer Districts. Discussion was held and recommendations were voiced and noted. Suggestions included the Town of Sheridan Local Government Study Commission; changes to sample template such as Board to Commission, District to Town of Sheridan, etc.; and posting public notices per the Town's protocol (i.e. six places: town hall, library, post office, gas station, Walters' Store, and the bank). Doris stated a willingness to work with the sample template. Claire moved to allow Doris to review and draft bylaws for presentation at our next meeting; Ralph seconded the motion. Doris amended the motion to include use of the sample template from MSU LGC; Ralph seconded the amendment. The vote on amendment was unanimously approved. Vote on the original motion was unanimously approved. Further discussion was held. Other suggestions include monthly meetings on the first Thursdays of the month, or unless mutually agreed otherwise; time at 6:00 pm; at the Town Hall, or suitable location; starting in February 2024. A conflict in schedules led to a decision for our next meeting to be on Wednesday, February 5th, at 6 pm. Everyone was reminded to use "bc" rather than "cc" in email correspondence, to adhere to open meeting laws. Bylaws will require the approval of the Town Council and review by the town's legal counsel/attorney.

Election of Permanent Officers: Ralph Sand moved to elect Doris Fischer as Chairman of the Study Commission. Claire Leonard seconded the motion. The vote was unanimously approved. Doris moved to elect Ralph Sand as the Vice-Chairman of the commission, seconded by Claire. Vote was all ayes, motion approved. Claire Leonard moved to elect Tammy Todd as the Secretary; seconded by Doris. The vote was unanimously approved.

Draft Budget: Tammy stated there is \$13,500 remaining in the approved budget of \$18,000 for the Study Commission. Sample budgets from MSU LGC were reviewed. Discussion was held. Ralph moved to approve the Gold Bundle for \$2000; Doris seconded the motion. The motion carried with full approval. Tammy will work with Clerk/Treasurer, Kristi Millhouse, and MSU LGC regarding budget draft. Ralph made a motion to approve Tammy to clarify the sample budgets with MSU LGC and the 18K allotted versus mills. Doris seconded the motion. The vote was unanimously approved. Doris volunteered to check with Madison County regarding election costs.

Draft Timetable: As per MCA 7-3-186, the Study Commission has 90 days from this organizational meeting (i.e. March 30, 2024) to establish a timetable for its deliberations and actions. Doris made a motion for Commissioners to make suggestions to aid in the development of a timetable for presentation and discussion at our February 5th meeting; Ralph seconded the motion. The vote was unanimously approved.

Adjournment: The meeting adjourned at 7:35 pm.

Respectfully submitted by Tammy Todd, Ex-officio