

August 12, 2024, Town of Sheridan Regular Council Meeting at Sheridan Senior Citizen Center (210 E. Crofoot)

Council members in attendance were Jan Bowey and Diane Kaatz. Curtis Green was absent. Also in attendance were interim Mayor Tammy Todd and interim public works director Duke Gilman.

Guests: Kristi Millhouse (substitute clerk as Jennifer Meacham was absent), Cody Marxer (Madison County Planning Board), Tom Roberts Michael Douglas, Alan Paige, Dave and Stephanie Haag, Ty Haag, Amanda Cooper, Anne Wentz, Jennifer Bailey, Ken Bailey, Bob Stump, Kaylie Theis (Sheridan Community Charitable Foundation), Dan Gil (Madison County Sheriff's Department), Stephanie Kruer (Town Attorney), Debby Wesselius, and Melissa Wanamaker

Interim Mayor Tammy Todd called the meeting to order at 6:00 pm, opening with the Pledge of Allegiance.

Public Comment (Non-Agenda Items): Tammy Todd asked for any comments from the public for non-agenda items. There were no comments.

Minutes: Minutes for July 8th and 17th approval were postponed until Clerk/Treasurer Jennifer Meacham was available to attend the meeting.

Minutes for special Council meeting on July 29, 2024, were read aloud to the public to explain the current appointment of Public Works Director Duke Gilman and Public Works Assistant Curtis Green to the public. Discussion occurred. Corrections to the spelling Gilman need to be made as there is only one L in Gilman instead of two. The other correction is the spelling of Diane's name instead of Daine it should be Diane. Jan made a motion to approve the minutes as read. Diane seconded the motion with amendment to approve the minutes with the two spelling corrections. No further discussion. Tammy called for a vote. Diane-yes, Jan-yes, Tammy- yes. Motion passed with a unanimous vote.

Tammy also commented that there will be a special meeting on August 26th to finalize the preliminary budget. Diane asked her to change that to the 28th as she will be gone on the 26th. The meeting will be on August 28th for the preliminary budget.

REPORTS

Sheriff's Report: Deputy Sheriff Dan Gill (Madison County Sheriff's Office) reported on the activity the sheriff's department has responded to for the Town of Sheridan.

Library Report: Tammy Todd reported on behalf of the library. The library has hired a new library assistant.

Attorney Report: Attorney Stephanie Kruer had no new information to report. She is going through the Town's previous agenda to determine what action items should be in a resolution format.

Fire Department: No Report. Jan commented that it is important to have a representative of the fire department present. The Town is working with the rural fire department to annex into their services and contract for suppression activities. They have had meetings with the fire department and the Town hopes to have a contract available by August 28th to present to the Rural Fire Department.

Public Works Report: Duke Gilman reported that the public works department is having issues with the pumps at the lagoons that pump out the lagoons to the pivot. All three lagoons are currently full. Public works is trying to get the lagoons emptied before winter.

Public Works will be repainting the crosswalks over the next couple of weeks. They would like to have them finished before school starts next week.

Clerk/Treasurer Report: No report as the clerk/treasurer is out sick.

Financial Report: No report.

Council Report: Jan Bowey reported that she read the Town's audit to determine the fiscal obligations for the loans that the Town has. The Town pays out \$216,000 a year and have \$216,000 in reserves per the loan requirements. The \$216,000 per year loan payments come out to \$500 per household. Jan also read the reports because of past accusations regarding Mayor Bob Stump and past clerks. There were no substantial errors during the time Bob served as mayor. There were reconciliation errors that the Town had but those are because of the turnover in mayors and clerks in the past two years.

Diane Kaatz commented she was glad to see Jennifer Bailey at the meeting tonight so she could publicly thank her for stepping up to fill the mayor position when it was needed.

Tammy Todd reported that she is working on the preliminary budget and there will be a meeting August 28th to approve the preliminary budget with the final budget meeting held on September 9th.

The council is also working on a local agreement with the rural fire department. That will be ready by August 28th for council approval and presentation to the rural fire department.

Tammy reported that they are also dealing with another herd of goats in Town. She has been told that they can report any issues regarding the goats to the Sheriff's department as a non-emergency call.

The one-way signage on Mill Street was completed by Public Works.

BOARDS AND COMMITTEES

Main Street Improvement (MSIT): Attorney Stephanie Kruer reported that MSIT is looking for a project for the Town. They will be looking at a fundraiser for 2025 and they just need a project for those funds.

Park District: No report

Sheridan Community Charitable Foundation (SCCF): Kaylie Theis reported on behalf of SCCF. Sheridan Days had a good turn out and the group appreciated everyone that attended. They will be holding Octoberfest on October 19th, and the Christmas Stroll will be December 6th.

The SCCF is hoping to start the pavilion soon, but they do not have a location for it yet.

Public Comment for Items on the Agenda: No comments

UNFINISHED BUSINESS

Dash Construction: David Haag provided the council with a recap of their project on Washington Street. They are looking for approval from the council to move forward with building a house and hooking on to the Town's water and sewer system. Dave has been collaborating with Duke Gilman to determine the best way for them to hook up to the system. They have a plan for the sewer system but have not finished determining the best way for the water. The sewer expense is on the property owner; the water pipeline is an expense of the Town. Duke commented that he felt the Town had a responsibility to provide the water and sewer to the location, especially with the need for housing. Discussion occurred regarding the best way to hook up the water and sewer. Attorney Kruer asked if the project had previously been brought to

the council and if it needed a variance. The council considered the proposal under the requirements of the interim zoning ordinance and determined that the proposal was consistent with the proposed land use regulations. Diane made a motion to approve Dash Constructions' request to construct a one level family home on parcel 2A-2 on Washington Street with further research into the water and sewer. Jan seconded the motion. No further discussion. Tammy called for a vote. Diane-yes, Jan-yes, Tammy-yes. Motion passed with a unanimous vote.

Government Study Commission: The Town of Sheridan voted to have a government study commission. The council decided this would consist of three individuals that will be elected on the next ballot. Currently two individuals Doris Fisher and Claire Leonard have filed with the County Clerk and Recorder. If there are no other individuals that file for the positions, then the council will appoint a third person.

Zoning/Planning Commission: The Town Council has decided to adopt the city zoning guidelines under MCA 76-1-221 which states the following:

76-1-221. Membership of city planning board. (1) A city planning board shall consist of not less than seven members to be appointed as follows:

- (a) one member to be appointed by the city council from its membership;
 - (b) one member to be appointed by the city council, who may in the discretion of the city council be an employee or hold public office in the city or county in which the city is located;
 - (c) one member to be appointed by the mayor upon the designation by the county commissioners of the county in which the city is located;
 - (d) four citizen members to be appointed by the mayor, two of whom shall be resident freeholders within the urban area, if any, outside of the city limits over which the planning board has jurisdiction under this chapter and two of whom shall be resident freeholders within the city limits.
- (2) The clerk of the city council shall certify members appointed by its body. The certificates shall be sent to and become part of the records of the planning board. The mayor shall make similar certification for the appointment of citizen members.

Tammy read a letter from Anne Wentz requesting to be part of the city planning board. Tammy as acting Mayor appointed Ann Wentz and Tom Roberts to the board. Jan Bowey was appointed as the council member representative. Cody Marxer will take this to the County Commissioners at next Tuesday's commissioners meeting. They will need to advertise for the position after which they can appoint a representative. That leaves three positions that need to be filled. One that is appointed by the council members.

Diane made a motion to approve Jan Bowey as the council representative on the zoning/planning board. Motion was seconded by Tammy. No further discussion occurred. Tammy called for a vote. Tammy-yes, Diane-yes, and Jan-yes. Motion passed with a unanimous vote.

NEW BUSINESS

Mayor: The Town of Sheridan received a letter from Bob Stump stating his interest in being the mayor. Tammy read the letter to the public. No comments. Jan made a motion to approve Bob Stump as the

Mayor with the term ending December 31, 2025. Diane seconded the motion. No further discussion. Tammy called for a vote. Jan-yes, Diane-yes, Tammy-yes. Motion passed with a unanimous vote.

Bread Zepp Addition: Cameron and Carrie Gibson have requested to add a 14x34 foot extension on to the back of their building. The addition will be sitting six feet from the property line. Discussion occurred. The property does not have public-right away behind it. The property behind the building is owned by Mill Creek Inn. Discussion of drainage off the roofs on all the buildings occurred. Tom Roberts commented on behalf of Cameron and Carrie, who could not attend the meeting, that Cameron is collaborating with an engineer regarding water run-off and is also collaborating with his neighbors. Jan made a motion to approve the building addition for Bread Zepp. Motion was seconded by Diane. No further discussion. Tammy called for a vote. Diane-yes, Jan-yes, Tammy-yes. Motion passed with a unanimous vote.

Smathers Family Conveyance: Cody Marxer (Madison County Planning Board) discussed the conveyance with the council and explained the difference between a subdivision and a subdivision exemption. A family conveyance can be done to receive a subdivision exemption and can only be done once. A family member can split their ground and give it to a family member. The Smathers are wanting to split their lot on Boundary and Hamilton Street into two lots. Discussion occurred. Diane made a motion to allow the Smathers Family Conveyance for 201 and 201 ½ Boundary Street as presented. Jan seconded the motion. Discussion occurred regarding the meters and all three houses having a meter. The meters for each house will need to be investigated. No further discussion Tammy called for a vote. Jan-yes, Diane-yes, Tammy-yes. Motion passed with a unanimous vote.

Tom Roberts (Livestock Well): Tom Roberts has asked for deviation from Ordinance 118, section 9 that states no wells in Town limits. He is wanting to drill just to water his livestock. He has four horses and could have up to six occasionally. Discussion occurred regarding the gallons per minute and what is allowed by DNRC. The well will not be used for irrigation. Tom is allowed up to thirty-five gallons per minute. His current well by the house allows for fifteen gallons per minute. The new well would be twenty gallons per minute. Attorney Kruer commented that this could set a precedence for others that want a well. She recommended looking at the variance ordinance before a decision is made.

Diane moved to table the motion for the deviation of ordinance 118 for Tom Roberts to the August 15th meeting. Jan seconded the motion. No further comments. Tammy called for a vote. Diane-yes, Jan-yes, Tammy-yes. Motion passed with a unanimous vote.

Public Works Resignation: The Town of Sheridan received a letter of resignation from Ty Gerth on July 22, 2023. Tammy read the letter aloud to the public. This resignation led to the emergency meeting on July 29th to put Curtis and Duke on staff temporarily. Curtis has filed for emergency certification with the Department of Environmental and Quality Control (DEQ). The position for public works has been advertised in The Madisonian but has not been advertised in Town. This advertisement in Town was posted today.

Clerk/Treasurer Assistant: Tammy has discussed with Kristi Millhouse to come and help the clerk/treasurer with her duties. Tammy requested this topic be moved to the end of meeting so the council can break into executive session. Diane made a motion to move the action item and executive session to the end of the meeting. Jan seconded the motion. No further discussion. Tammy called for a vote. Diane -yes, Tammy-yes, Jan-yes. Motion passed with a unanimous vote.

Financial Renewal of CD: Tammy reported that there is a financial concern regarding the transfer of funds from the general fund into a CD resulting in a negative dollar amount in the checking account for

the general fund. It is proposed to not renew the CD and put the funds back into the general fund checking when the cd renews on September 12th. Jan made a motion to not renew the CD and move the money back into the checking account with further discussion of distribution. Diane seconded the motion. No further discussion. Tammy called for a vote. Diane-yes, Jan-yes, Tammy-yes. Motion passed with a unanimous vote.

CONSENT AGENDA

Discussion occurred with a review of the checks. Diane made a motion to approve the claims. Jan seconded the motion. No further discussion. Tammy called for a vote. Diane-yes, Jan-yes, Tammy-yes. Motion passed with a unanimous vote.

Continued Discussion: Due to not being posted for an executive session, the session was open to the public, but no one stayed for it. The meeting was to discuss compensation for the clerk/treasurer assistant.

Clerk treasurer Assistant: Jan made a motion to approve Kristi Millhouse for a part-time position with review in two months. Compensation will be \$30.00 per hour based on experience and education for 20 to 30 hours per week. Diane seconded the motion. No further discussion. Tammy called for a vote. Diane-yes, Tammy-yes, Jan-yes. Motion passed with a unanimous vote.

Adjournment: Jan made a motion to adjourn the meeting at 9:16 pm. Tammy seconded the motion. Motion passed with a unanimous vote.

Respectfully submitted by:

Kristi Millhouse.