

Town of Sheridan Town Council Meeting at the Senior Center May 13, 2024, at 6pm

Attendees: Jan Bowey, Diane Kaatz, Pro Tem Mayor Tammy Todd, Clerk/Treasurer Jennifer Meacham.

Guests: Anne Wentz, Patricia Wang, Ralph Sand, Erin Rossiter, Mickey Sayer, Charlie Rossiter, Ty Todd, Sharon Berry, Gary Hilliker, Jolyn Todd, Paul Marsh, Doris Hilliker, Rick Hecker, Michael Douglas, Judy Edwards, Mike Zielinski, Ann Good, Corey Theis, Bob Stump, Jeff Gerth, Kay Colwell, Joel Buyan, Steve Dobb, Steve Gilman, Jack Gilman, Jaclyn Wolf Tayler, Stephanie Kruer, Rahn Abbott, Stephanie Haag, Kali Stender, Michelle Morgenthaler, Dan Allhands, and Claire Leanord.

Zoom Guests: Cori Koenig, Jim Kaatz, Jenn martens, Ty, Fred M, Lou Moro, William Talbott, Spiro Agnew, Chase Jen, and Dave.

Call to Order: Called to order at 6PM

Pledge: Pledge was recited.

Public Comment not on the Agenda: Gary Hilliker ~~has been hearing~~ **heard that** Tom Roberts has been going around town indicating he would like to be the Town Manager. Gary's opinion is that it is a terrible idea and previous Mayor Edwards was doing ~~that~~ **the job** for a much lower income. Anne Good has served with many boards and meetings. Anyone who gives up their time for the good of the community should be respected and listened to. Judy Edwards read a statement concerning Triple Tree's PER requests (**she submitted her statement**). The funds are within the water utility income. Jolyn Todd from Madison County Dept of Public Health and Human Services (DPHHS) spoke concerning distribution of greenhouses and would like to get a greenhouse in Sheridan. She would like the to be on next month's agenda.

Minutes: Jan read minutes from April 17, 2024, committee meeting concerning purchase policy and spending caps. Tammy motioned to approve the minutes as amended. Jan seconded. Attorney Stephanie Kruer spoke about how a policy is made and there should be a resolution which the council asks the attorney to write. Tammy asked Stephanie to write a resolution. All in favor, motion carried.

Minutes for April 29, 2024, Town Council Meeting: Clerk Jennifer read minutes. Jan motioned to approve the April 29, 2024, minutes as amended, Diane seconded, all in favor, motion carried.

Mayor Report: Type of government is on the ballot for the next election. **Sheridan School would like to keep E Poppleton at the school closed year-round.** ~~Closure of street by the school~~ There is an ordinance that it be open during the summer months. ~~School would like it to be closed year-round.~~ Bob Stump has been helping with ARPA funding reports.

Council Report: Jan had nothing to report, and Diane is differing to next council meeting due to length of her comments **and the length of tonight's agenda.**

Department Reports:

Sheriff: Sheriff's report was read, there were 8 ambulance calls and 40 total CFS.

Library: discussion/action will be tabled for the next meeting. No report.

Attorney: Training/retreat, date was discussed for June 5th during the day. 11 to 3 was agreed upon. ~~Would like to have it on June agenda, for Kayly to put something together in writing.~~ Stephanie handed out memo to Diane from **December 11, 2023**, concerning the conduct of council members in and out of meetings. The League of Cities and Towns can be hired to help with budgeting and other financial matters to assist the town.

Fire Dept: 5 calls this month. The fence on Mill Street has been moved. The construction company will be starting on the building this month.

Public works: Nothing new for water/sewer. Grading and filling potholes. Mowing and setting up sprinklers, getting ready for summer.

Clerk/Treasurer: Went to the MMIA Conference for clerk/treasurers, it was very informative. Reinforced known knowledge and was taught different concepts and new knowledge on how to be more effective in the job. Been working with Kristi Millhouse from Twin Bridges concerning financials. Working on bank reconciliations.

Financial Report: Jennifer went over expenditures and revenues.

Boards and Committees:

MSIT: Black benches on Main St will be sanded and repainted ~~and is scheduled for~~ next week.

Park District Board: Working on pool liner and in need of lifeguards. Approved for HB 355 funds for pool liner.

SCCF: Nothing to report.

Public Comment for Items on the Agenda: Dory Hilliker, would like a letter of apology to former Mayor Edwards. Is against having Bob Stump in office till the allegations have been resolved.

Old Business:

1. **Purchase Policy & Spending Limits:** Per the committee meeting on April 17th. Discussion possibility of a review after one year. Recommendations were purchasing request form for accounting for every penny in the office, daily reconciliation in office, quarterly financial report approved by council, individual purchases not approved by council are less than \$100 no limitations, \$101-300 approval of mayor and more than \$300 town council approval. Excluding regular monthly purchases **such as:** utilities, employee salary, postage, fuel, leases, and health/safety emergencies. Public comment at

the time of the meeting was good and provided good checks and balances. Tammy would recommend that it would be policy and then do a year review and a resolution to follow. Jan motioned to adopt as policy the recommendations of the purchasing policy and spending caps committee with a review in one year. Diane seconded. Jan provided a copy of the specific guided information of what the purchasing policy and spending caps are. A copy is on file at the Town Hall Office with the minutes. All in favor. Motion carried.

2. **ARPA Accounting:** Tammy asked for assistance from Bob Stump as he was the mayor during the period of when the ARPA funding came out. Bob will only be in the office when Tammy is there. He is doing this free of charge. Judy Edwards said that we are compliant with the federal fund requests have not been submitted. Us treasury dollars can be saved and used as last resort. The US Treasury report is due June 30th. Revision of rule on the ARPA website with changes. Judy Edwards offered to come to the office and show the reporting she has done and figured out. Diane motioned that we accept Bob's assistance with the ARPA/SLFRF funds. Attorney Stephanie Kruer objects to having the motion due to being improperly noticed. The agenda says ARPA Accounting nothing about someone offering services to the Town with the ARPA accounting. The agenda is too vague. Seconded by Jan, all in favor. Motion carried.

MSIT would like to be on the agenda concerning the signpost. They are looking for an update, not looking for a vote. Tammy reopened the department reports. The status on the signpost **from attorney:** There has been no contact back from Phylly Saxton. Trying to find out what Phylly wants to do.

New Business:

1. **Appointment of Mayor and Council Member:** No applications for mayor. There are two council applications, Patricia Wang and Curtis Green. Council member application letters of interest were read. Patricia's heart is in helping people find housing and if she is not selected, she is willing to work with the council on a project for affordable housing. Discussion between council members concerning which applicant to select. Jan motioned to appoint Curtis Green as new town council member. Seconded by Diane. All in favor. Motion carried. Curtis's oath of office will need to be done during an open meeting, **as Curtis was not present.** Mayor's position needs to be filled within 30 days, will be checked on. May have a special meeting before.
2. **Financial Policies-Checking Signees and Payment of Bills:** 2 signees for claims/checks, mayor, (if the mayor is not available the president of the council) **and** one of the council members. Wednesday will be the recommended day for signing of claims. Tammy was questioned about ~~receiving~~ who the signees **signers** of checks are, **and** according to Dan Clark from MSU Local Government along with League of Cities and Towns, the council members should not sign checks/claims. There was discussion among

the council members concerning who should be signing checks/claims. Attorney advice to the council to follow what was suggested by Dan Clark and League of Cities and Town. Public comment concerning the legality of clerk/treasurer signing checks. Jan requests legal council from Dan Clark and the League of Cities and Town. Jan motioned to table until June regular council meeting following the specific review considering the size of the staff and the checks and balances, seconded by Diane. All in favor. Motion carried.

3. **Attorney Contract and Budget:** Will be moved to the end for executive session.
4. **Fire Department:** Email was sent out concerning the fire truck citing laws and MCA code. Fire truck came from the DOD at a Marine Base in Yuma AZ. There are multiple systems that are failing. The town doesn't own it, the title is under rural fire. An alternative is a truck from Dillon for \$25,000 which doesn't have foam. Corey Theis has offered to repair the truck, there is no question that he would be able to repair it, but the fire truck must be repaired by an official EBT repair mechanic. It would cost \$3800 to get the truck to the closest EBT mechanic. There is a used 2012 fire truck for \$180,000, a 2016 for \$439,000 a new truck would cost \$800,000 to \$1,000,000 and it would not be available for 3 to 4 years. Hard to get grants for new trucks. ISO, insurance services office, will be coming in fairly soon. Another possible solution is to annex the town fire department with the rural fire department. Recommendation for the town to move forward for the annexation with rural fire department. Jan motioned that the town negotiates with the rural fire district to contract for fire services for FY 25 and 26, Diane seconded. All in favor. Motion carried.

Consent Agenda on Claims: Clerk/Treasurer didn't have them at this time. Will have them for next meeting in June. Jan motioned to table the April consent agenda to the June meeting, seconded by Diane. All in favor. Motion carried.

Jan motioned for a special meeting on May 17, 2024, for oath of office for council member, actionable for library, signpost update for main street improvement and appoint a mayor should there be an application at 6pm at the Senior Center, seconded by Diane. All in favor, motion carried.

Closed for executive session at 9PM.

Adjourn: Diane motioned to adjourn regular town meeting; Jan seconded. All in favor, motion carried. The meeting was adjourned at 10:07PM.

Respectfully submitted by:

Jennifer Meacham