

Town Council Meeting Monday October 9, 2023

Attendance: Jan Bowey, Tammy Todd, Tonya Romkema, Mayor Judy Edwards, Ty Gerth (public works director) and, Jennifer Meacham (clerk/treasurer).

Other Attendees: Janis Hanson, Chris Roberts, Colleen Guinnane, Tom Bunch, Winda Bunch, Rebecca Larson, Michael Douglas, Barrie Crandall, Jeff Gerth, Paul M., Stephanie Kruer, Sherry Huff, Kate Rose, Bob Reimard, Mike Zielinski, Rahn Abbott, Stephanie Haag, Dorie Hilliker, Gary Hilliker, L. Dixon, Kali Stender, Fred Romkema, Priscilla Romkema, Michelle Morganthaler, Robert Brown, Kayli Theis, Brad Koon, and Cody Marxer.

Public Hearing: Interim Zoning Ordinance 1-2023

Called to order at 6:03pm

A presentation on how the meeting will be conducted was given by Mayor Edwards. Second reading of Interim Zoning Ordinance 1-2023 was read by Mayor Edwards. Original date was February 13, 2023, we are six months out and this the extension of the interim zoning ordinance 1-2023. Stephanie Kruer explained that the prior reading was approved without a vote and this reading will be approved and then there will be a final vote to whether to adopt this ordinance or not. Stephanie discussed the difference between public hearing and public comment.

Public Comment:

Bob Reimard represents the Homestead subdivision and is asking if the contemplated zoning might council to override the subdivisions' covenants and guidelines. Mayor Edwards would like to have a copy of the homeowner's association documents because she has been unable to find anything specific to how it would affect the homeowners at this time. The homeowners have 16 months to complete construction and submit plans for development and has no effect on water/sewer infrastructure and is outside the city's boundaries. There are no plans for zoning within the 1-mile marker. Only looking at using that 1-mile to keep people from encroaching within the 1-mile.

Rebecca Larson said that a lot of people don't even know what the ordinance is. Jan Bowey went on to explain that the vote tonight is to put a pause until we can work on getting this ordinance into place. And can only be extended for another year. This will give another year, it can either be gone or a zoning ordinance will be in its place. This will be the first extension for one year.

Rob Brown wanted to know if there is a current copy of all the ordinances, Mayor Edwards responded saying they are in the town office and on the website.

Tom Bunch wanted to know about Section 1 and what are the contemplating zoning proposals. Mayor Edwards responded that we are working on it. He then asked how the public will know what you are contemplating. The response was that we are asking people to come to the town council meetings, and we are working on a case-by-case basis. The intent is to bring zoning into the town, there has been zoning in the past, but nothing currently exists.

With no further discussion from the public, this portion of the meeting was closed, and the Interim Zoning Ordinance was put forward for voting. Tammy Todd, "I so move to accept the Interim Zoning Ordinance 1-2023 with the verbiage as stated in the initial reading and carried to this second reading, seconded by Jan Bowey. Jan discussed the 1-mile extension in previous meetings and citizen concerns the 1-mile is irrational and doesn't have sound reasoning for it. Tammy discussed some of the history and intent of this ordinance. The one-year extension will give the town time to work on zoning. With no further discussion the vote was called upon, all were in favor. Motion passed.

The public hearing on the Interim Zoning Ordinance 1-2023 was adjourned at 6:25

Regular Meeting was called to order at 6:25

Pledge was recited.

Approval of minutes from September 13, 2023. Tonya motions that we approve the minutes from September 13 with edits written on the draft copy and submitted to Jennifer. Jan Bowey had corrections about what she said under the engineering scoring section. A digital copy wasn't available and at the times the office is open she is unavailable. Also, under the same section her no vote was stated wrong it should have been she voted no because the procedure didn't involve the council and was a predetermined outcome. Mayor responded to her comments that the scoring was based on scoring. It was a consensus score. The three individuals who scored came together and gave their reports from the questions, they each found their own answers independently. The scoring procedure didn't allow for bias or a predetermined result. The outcome was done by staff and the mayor and no member of the council, as they were advised.

Motion was seconded by Jan with corrections, with no further discussion a vote was held with a unanimous vote of no. Minutes will be held until the next meeting.

Jan brought up the meeting from September 25, 2023, which was scheduled to swear in Mike Zielinski and discuss two building permits. There was no meeting due to a lack of quorum, Jennifer will write up minutes from that meeting.

Public Comment not on the agenda:

Rebecca wanted to know if the minutes from the September 25th meeting will be posted and available to the public, and Mayor Edwards told her they will be available to the public.

Department Reports:

Sheriff: Jennifer gave a synopsis of the sheriff's report. There were a few suspicious circumstances around town. There was a welfare check on children being left alone, deputies responded to it. There were 11 ambulance calls, 6 civil services, and 42 total CFS.

Attorney: Nothing new

Fire: Met with architects they got everything to the state that they want. Sent in for the permit for the foundation of the slab, they said about 3 weeks but haven't heard anything back yet. Met with the contractors are still on board but not till early next year before he can start pouring. Waiting for a new price since the price of everything went up since the original budget for the firehouse. Fire calls, there were a couple of accidents, nothing major.

Public Works: See attached report. Signage for one way street, there will be 6 new signs when they come in at Mill St and Hamilton. Local contractors are decided upon who is available at the time.

Financial: Financial packets were provided to council members prior to the meeting. The council was unable to take action and will be fixed and provided at next meeting. Also, was able to get the month expenditures out with a couple of corrections. The audit for FY 2022 was not finished and will need to be done before FY 2023 can be done. Jennifer will be doing parliamentary procedure training through the American Legion. Jan Bowey had questions about the financials that were sent out to the council. Expenditures were already above the percentage of available appropriation were in the negative, and some areas like facilities and insurance that are already over the 100% and to be corrected by next meeting. An answer could be that the amounts are being put into the wrong fund. Also, expenses could be going out before revenue could be coming in.

Mayor: Money to go to fire relief fund and annual budget that has not been received to Sheridan. She found out the funds have not applied for, for the past two years. Ordinances have been last reviewed in 2007 and suggestions have been made to see if they are still current, anything that maybe want to do different, and how to enforce them if we need to. A request from Tammy ~~Toddy~~ Todd to list out all the departments on agenda individually.

The growth policy plan: planning process will be reviewed by the county planning board and will then go before the council for final approval. When the growth policy plan gets on the planning board's agenda this will be the first public hearing and notifications. Because currently the growth plan says there is no zoning now this will be out of compliance. This is the most significant change we are looking at currently. There will be a full revision of the plan in two years, it should be done every five years. Tammy was under the impression that Sheridan doesn't have zoning, and that is why we are working on the interim zoning ordinance. The changes say we are contemplating zoning to keep in accordance with MCA code. The growth plan needs to be amended before the zoning can be completed. Jan has concerns about recommendations from the advisory committee created at the will of the council not being brought before the council. The edits reviewed today were prepared by the mayor. ~~without the council being involved with the edits.~~

O'Keefe Drilling is not available to do the drilling for the redundant well at the end of October. They have taken on other projects while waiting for us to get back to them. We didn't get back to them because of needing a vote from the council. Unsure when they will be available again at this time.

Council Report: Tammy would like to see signage of agendas to be done at 5 locations; the gas station, the bank, post office, library, town hall, and add Walters. Jan would like to see additional coordination of the agenda with the council. The council would like to have more notice than on the Friday before.

Boards:

MSIT: the team has a request to update the new members of the council and has a list of some of the items that the MSIT has done in the past. They were asked by Mayor Edwards if it could be moved to an agenda item instead of a report. They were accommodating with the request.

Park District Board: No one to report.

SCCF: Putting the finishing touches on the playground. Need to get rid of the dirt and get garbage cans. Talking with Public Works Dept about getting rid of the dirt. There was a grand opening on September 25th and there was a good turnout. So far, the playground has cost around \$135,000. There will need to be more fundraising for benches and other projects. Also, the Christmas Stroll will be on December 1st.

New Business:

Appointment and swearing in of new Council member: Before the appointment and swearing in of Mike Zielinski, Jan wanted a discussion. The decision of Tom Roberts resignation wasn't voted on by the council and there was no council discussion about an interim council member for October, November, and December. Jan believes Tom Roberts resignation in an email doesn't count as a formal resignation. It was followed by a letter on September 19, 2023. Under MCA 7-4-4112 if the seat is vacant, it must be filled within thirty days. The seat will be occupied for the remainder of the term. The vacancy was posted the next morning with no date at the bottom, although there was an end date to submit a letter of interest to the open council position. There was only one application. This has been the same process that has been done in the past. It was brought up that the posting wasn't effectively done. Mayor said she posted this position in the same locations for other announcements. Jan continued the discussion about when Tom resigned, whether it was on September 13th or 19th. Tom sent an email to Mayor Edwards on September 13th saying he was resigning from the council effective immediately. Stephanie Kruer agreed that the resignation was effective September 13th.

Mayor Edwards requested that we move forward on appointing and swearing in of Mike Zielinski. Tonya, “I make a motion to appoint Mike as interim council member”. Tammy seconded the motion, with no further discussion. Votes: Jan-no, Tammy-yes, and Tonya-yes. Motion passes. Mayor Edwards sworn in Mike Zielinski, and he was asked to take his seat.

Interim Zoning Ordinance:

Triple Tree Engineering: Brad [Koon](#) from Triple Tree was introduced by Mayor Edwards, and he came up to talk about Triple Tree. Brad discussed how they work with small towns and getting funding ~~for us~~ and upcoming projects, ~~and upcoming grants~~. Grant cycles within the upcoming years. The primary things that should be focused on are water, storm water, and sewers. He discussed planning and infrastructure grants, how long it takes to get the funding, and how far in the future to think about the projects the town would like to have done. [Triple Tree proposed submitting an application for a grant to complete the planning.](#) Jan “I would like to make a motion that we authorize Triple Tree to submit a planning grant application.” Tammy seconded, no further discussion. All in favor, motion passes. Brad had a resolution saying the town is applying for a MCEP grant. Stephanie Kruer read the resolution. Jan “I make a motion to adopt the resolution as submitted by Triple Tree”. Tonya seconded, no further discussion. All in favor, motion passes.

Building Requests: Matt Grow and Eric Lundon would like to get permission to build. Matt would like to build a house with an already existing water meter and sewer access. He is aware of the FEMA flood plain. Eric would like to build an art studio. Tammy “I so move that we accept the build proposals for Matt Grow and Eric Lundon”. Tonya seconded the motion with no further discussion. All in favor, motion passes.

Public Records Request: The town was presented with a request for public information on the citizen advisory committee. The request for the names of the committee members has been refused by Tom Roberts. Stephanie read MCA 2-3-201 legislative intent; all public agencies shall be open publicly. All meetings shall be open to the public. Therefore if the meetings are open to the public then the names shall fall under the same ruling. It is now up to the council to decide on what to do. Legally we should send a letter to require him to give the information. Discussion was held within the council and Stephanie Kruer about the information to get from Tom. It was emailed to her the Friday prior to the meeting. Tammy brought up that she believed there were no minutes from the advisory committee meetings. Several questions were asked by the public as to why the names were not being provided. The reporter from the Madisonian also asked why this information was not publicly available. Discussion went around about reaching out to Tom and how to get the information he has refused to provide. A suggestion was made to send a certified letter. Discussion went around about when Tom should have to respond to the letter and what should be said. Motion was made by Jan “I would like to make a motion to ask Stephanie to submit a letter to Tom Roberts to respond by November 10th the Friday prior to the next town council meeting with either the names of the individuals on the citizen advisory committee or who didn’t respond favorably to the list of names that the mailing was sent out to in the spring.” Clarification was made “if Tom told us who did not respond to that and we had a list of who did, it may not say who was on which committee, motion stands as clarified.” Questions were asked if this would only show those who didn’t join the committee and why that would be helpful. The next step is to get a second on the motion. Tammy seconded. Discussion went on about supplying the names of those who didn’t respond to the letter to join the committee. Jan said she sat on one of the teams but was not forthcoming on who all was on her team, and she could only provide the information on that committee. Further discussion on how long Tom should be given to respond. Tonya and Tammy voted no, and both would like to revise, Mike voted yes, and Jan voted no. Motion did not pass. Tonya motioned “I would like to have Stephanie write a letter to Tom to give names by committee and have Tom respond by October 31st.” seconded by Tammy, no further discussion. All in favor, motion carried.

Main Street Improvement Team: forgoes reading their list of items of their accomplishments (see attached). They would however like to get an answer from the council about the signpost at Mill and Main Street. A letter from Phyllis Saxon was read by Mayor Edwards (see attached). MSIT would like the town to take the point on the signpost and private use on public land. Action deferred to later meeting since Phylly Saxton could not attend tonight's meeting.

Madison County Public Health Presentation: No one showed.

Town of Sheridan Policies and Procedures: There is no policy and procedures currently, we use the local government center's documents. We would like to create something like that for the town council to follow. We have the MSU training on November 8 at 9am. They will have a notebook for everyone to follow. Tammy would like to discuss the proceedings that have happened in the past month. There should be a mutual conversation with the council, like what and why. Tonya suggested there to be an email the following day after the meeting to remind everyone what was discussed. Confirmations of special meetings will better communicate in the future.

Jan produced a zoning committee work product provided by from Tom Roberts titled Sheridan Montana Municipal Zoning Ordinance Revision: Basic 10-4-23 with a "Draft" watermark.

Motion to adjourn, Tonya "I motion to adjourn the meeting at 8:57.", Jan seconded, no further discussion. All in favor, motion carried. The meeting adjourned at 8:57pm.

Public Works Town Hall Report
October 2023

Water/Sewer

Average daily gallons pumped= Unknown

Town water issues= 2

Town sewer issues= 1

The flow meter is still inoperable. A bolt securing the flow meter sheered under minimal stress making removing the flow meter not an option, a new piece of pipe has been ordered to replace the flow meter section of pipe and a non-invasive flow meter will be installed. Also a leak was detected on the manifold piping, a welder has been brought in and will repair it as soon as possible. We are still waiting for A.P.E. to finish their larger project to come service the down lift station pump that is believed to be clogged.

Roads

Pothole filling as available/necessary. Sealed Main Street park. Will be trying a new material for potholes this coming month that will hopefully be an easy and longer term fix than just loose millings. One way signs and posts have been ordered but are backordered.

Parks

Mowing and weed eating as needed. Weed removal from playground equipment areas. Sprinkler systems were turned off and mostly blown out. Will be finished this month and everything readied for winter/freezing.

Misc.

Manhole on Jefferson is ready to be replaced, materials are in possession. Waiting for JDL to have a day in mid to late Oct to allow ground water to settle before digging. Working on CDL license to be able to operate large dump trucks/water tenders as needed for the Town.

Projects:

Current

- Global Information System (GIS) Map updates – Updated map to the best of current ability, another training with County GIS needed before finalizing GIS map.
- Lead and Copper Replacement Rule (LCRR) – All addresses input with known information, in June/July a federal funded engineering group should be formed to assist small communities (<10,000 people) for free according to DEQ. Waiting for an update, currently on hold.
- Standard Operating Guidelines (S.O.G.s)– Creation, maintenance and approval if needed. No previous PW S.O.G. is known to exist.

Future

- Utilities adjustment – Location of all covered utilities in gravel (manholes, valve boxes, etc) and raising to either surface grade or slightly under. Will be locating all buried utilities, determining adjustment height and provide estimated cost for project.
- Valve box on Wisconsin – Hit and broken by County grader last fall, county offered assistance in repair. Waiting for the weather to clear up.
- Valve exercising/Hydrant flushing – Will be operating all valves to ensure nothing is stuck, hydrants flushed to get rid of any sediments and ensure in working condition.
- Dissolved Oxygen (DO) meter – Acquiring a DO meter to test aerated lagoon dissolved oxygen levels throughout the day and contacting Aerzen to ensure one blower could handle the workload, if possible one or both blowers could be turned off during the day so save on electricity and reduce wear and tear on the blowers. The possibility of this being automated in the future depends on how the testing phase goes.

Sheridan Main Street Improvement Team

Past projects & activities completed by MSIT:

- >Purchase of Main Street Park property, stamped concrete, landscaping, picnic tables and benches & completion of Main Street Park, in partnership with the town.
- >Barn quilts around town & the community and Xmas decorations on Main Street, annually for Xmas stroll.
- >Working with MDOT on main street improvements and raising money for infrastructure & purchase of period lamp posts with donor acknowledgment plaques.
- >paid for and installed “Welcome to Sheridan” signs at the North & South end of town. (\$10,000 for each sign)
- >Purchased New garbage cans and bicycle stands in town.
- >Installed monument acknowledging Sheridan history at Main Street park.
- >Purchased & annually install & water flower pots around town.
- >Purchased & install/change seasonally- banners on period lamp posts along main street.
- >Grants provided to many businesses on Main street up to \$2500 each to improve store fronts.
- >Assisted food bank with painting & improvement to landscaping at new location.
- >Presence at Sheridan Days weekend activities.
- >Overall support of the Town in making improvements authorized by the Town Council.

From: Phylly sax

Sent: Thursday, October 5, 2023 3:02 PM

To: sheridan@3rivers.net

Subject: Town council/ city of Sheridan meeting

10/5/23.

City of Sheridan ,

My name is Philly Saxon. I have the Sign located on the corner of Main St. and Mill St. I have a medical emergency in Minnesota with my Sister and I am

Presently in Minnesota .

It is my understanding the Main Street Improvement team will be requesting a decision out of the town council regarding my sign. I would like to be present for any such discussion. I was interrupted during the last meeting by the president of MSIT and was unable to tell them , another member came to me to ask to buy my sign 3 years ago however nobody has come to me since then to talk about the new corner renovation, MSIT sign location or my sign removal ,concrete ect. I have felt completely left out .

Since the last meeting the president of the MSIT came to me and apologized for her behavior at the meeting and said she was done fighting . She said she was ok with how the signs stand now. I so appreciated her apology and thanked her.

I would like to ask the City of Sheridan to please set aside any decisions in regards to my sign so I can attend the meeting. I would also ask the city of Sheridan to provide the town council a copy of my email.

Thank you in advance for your consideration and understanding.

Sincerely,

Philly Saxon