

Mayor:

David Cates

City Council:

Amber Schoenrock

Carrie Doty

Karla Breeding

Darryl Burditt



City of Conrad

413 S. Main St.

Conrad, MT 59425

406-271-3623

cityofconrad.com

**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF CONRAD, COUNTY OF PONDERA, STATE OF MONTANA
HELD AT CONRAD CITY HALL ON DECEMBER 16th, 2025**

The City Council of the City of Conrad, County of Pondera, State of Montana, met in regular session at Conrad City Hall on Tuesday, December 16th, 2025, at 6:00 p.m.

Present: Mayor David Cates, Alderman Darryl Burditt, Alderman Carrie Doty, Alderman Karla Breeding, Public Works Director David Zimbelman, Finance Director Jodi Rogers and City Clerk Jerad Walston.

Absent: Library Director Tiffany Christensen, Police Chief Cory Smith, Alderman Amber Schoenrock (with permission)

Guests: n/a

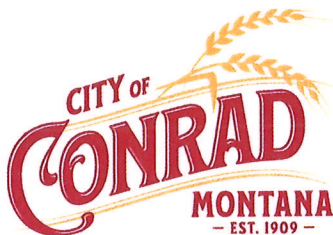
Teleconference Guests: Administrative Clerk Julie Orcutt

The meeting was called to order by Mayor David Cates at 6:00 p.m.

1. Action: Read and approve minutes of November 18th, 2025, regular council meeting.
 - Motion by Alderman Carrie Doty, Second by Alderman Karla Breeding, to approve the minutes of the November 18th, 2025, regular meeting, as presented.
 - Motion Carried Unanimously
2. Action on any Claims and Payroll:
 - Payroll for November \$132,926.79
 - November Claims: 29384-29421
 - December Claims: 29422-29454
 - Motion by Alderman Karla Breeding, Second by Alderman Carrie Doty, to approve the claims as presented.
 - Motion Carried Unanimously
3. Action on Water Contracts: None
4. Correspondence: None
5. Public Comment (no action taken): None

Mayor:
David Cates

City Council:
Amber Schoenrock
Carrie Doty
Karla Breeding
Darryl Burditt



City of Conrad
413 S. Main St.
Conrad, MT 59425
406-271-3623
cityofconrad.com

6. Department Reports:

- Police Department-
 - Mayor David Cates read the police report provided by Police Chief Cory Smith, summarizing police activity for November (see attached document).
- Public Works –
 - Public Works Director David Zimbelman reported on Public Works activity for November (see attached document) and discussed the recent vandalism of The Legion Park bathrooms and the high cost of the damage incurred.
 - Public Works Director David Zimbelman also provided highlights from the recent Regional Water meeting and discussed the town's future needs and current obligations with the regional supplier, North Central.
 - Mayor David Cates provided A 2008 contract that indicates the town is only obligated to take 35% of its water from North Central, contrasting with the supplier's expectation of 100%. Dave raised concerns about shutting down the local plant, which would make the town dependent on the regional supplier for quality and rates.
 - A meeting is planned for the week of January 5th to review a Preliminary Engineering Report (PER) and evaluate options.
- Public Library-
 - Mayor David Cates read the library report provided by Library Director Tiffany Christensen, commenting on how 34% of library content circulation is now digital (see attached document).
- Finance Officer-
 - Finance Officer Jodi Rogers reported that the November balance report was delayed because she was assisting a small community that was four days away from financial withholding by the state, but the annual financial report has been completed and approved. The specific date for the upcoming audit is pending but anticipated around February or March.
 - Jodi further reported that a budget amendment is needed for the fire relief fund to transfer money from the general fund, a step recommended by lenders in June to avoid an additional financial finding.

7. Swear in Newly Elected Officials:

- The Honorable David Cates, Mayor, administered the Oath of Office to the following newly elected officials:

Mayor:

David Cates

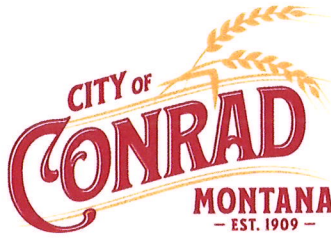
City Council:

Amber Schoenrock

Carrie Doty

Karla Breeding

Darryl Burditt

**City of Conrad**

413 S. Main St.

Conrad, MT 59425

406-271-3623

cityofconrad.com

- Carrie Doty, Alderman
 - Darryl Burditt, Alderman
 - Karla Breeding, Alderman
- The Honorable Jerad Walston, City Clerk, administered the Oath of Office to newly elected city official, David Cates, Mayor.
8. Discussion/Action: First Reading and Adoption of Ordinance #429, Amending Section 12 Title 9, Chapter 2 of the Conrad City Code (Parking Regulations)
- Mayor David Cates briefly discussed the necessity for the parking regulations outlined in the ordinance and the positive support of the community.
 - Motion by Alderman Carrie Doty, Second by Alderman Karla Breeding, to approve the adoption of Ordinance #429, Amending Section 12 Title 9, Chapter 2 of the Conrad City Code (Parking Regulations).
 - Motion Carried Unanimously
9. Executive Session: None
10. Other Business:
- Mayor David Cates discussed how the city code has not been fully recodified since 2015, and recodification is required every 5 years. There are also two ordinances that have not yet been codified.
 - City Clerk Jerad Walston is evaluating two potential providers, CivicPlus and American Legal, to perform a full recodification which is estimated to cost at least \$10,000.
 - A new system is desired to improve the user-friendliness and searchability of official documents and contracts, addressing previous difficulties in locating key documents like the original water contract.
 - Finance Officer Jodi Rogers also noted that Choteau has switched from American Legal to CivicPlus and noted it being more user friendly.
11. Items to Appear on the Next Agenda:
- Second Reading of Ordinance #429.

There being no further business to come before the Council,

12. Motion by Alderman Carrie Doty, Second by Alderman Karla Breeding, to adjourn the meeting at 6:29 p.m.
- Motion Carried Unanimously

Mayor:

David Cates

City Council:

Amber Schoenrock

Carrie Doty

Karla Breeding

Darryl Burditt



City of Conrad

413 S. Main St.

Conrad, MT 59425

406-271-3623

cityofconrad.com

A blue ink signature of David Cates, consisting of a large, stylized 'D' followed by a cursive 'Cates'.

Mayor, David Cates

Attest: A blue ink signature of Amber Schoenrock, written in a cursive style.

Council President, Amber Schoenrock