

**Mayor:**  
David Cates

**City Council:**  
Amber Schoenrock  
Carrie Doty  
Karla Breding  
Darryl Burditt



**City of Conrad**  
413 S. Main St.  
Conrad, MT 59425  
**406-271-3623**  
[cityofconrad.com](http://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 16<sup>th</sup>, 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 Breding, 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 18<sup>th</sup>, 2025, regular council meeting.
  - Motion by Alderman Carrie Doty, Second by Alderman Karla Breding, to approve the minutes of the November 18<sup>th</sup>, 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 Breding, 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

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## 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:

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- Carrie Doty, Alderman
- Darryl Burditt, Alderman
- Karla Breding, 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 Breding, 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.

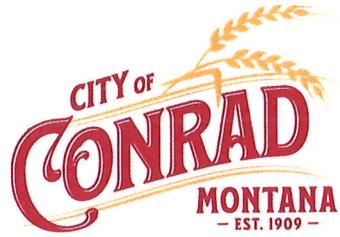
There being no further business to come before the Council,

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

- Motion Carried Unanimously

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A blue ink signature of the name "David Cates".

Mayor, David Cates

Attest: Amber Schoenrock  
Council President, Amber Schoenrock