



**REGULAR MEETING OF THE CITY COUNCIL**  
**OF THE CITY OF CONRAD, COUNTY OF PONDERA, STATE OF MONTANA**  
**HELD AT CONRAD CITY HALL ON October 1<sup>st</sup>, 2024**

The City Council of the City of Conrad, County of Pondera, State of Montana, met in regular session at Conrad City Hall on October 1<sup>st</sup>, 2024, at 6:00 p.m.

Present: Mayor David Cates, Alderman Amber Schoenrock, Alderman Karla Breeding, Alderman Carrie Doty, Alderman Darryl Burditt, Police Chief Cory Smith, Library Director Tiffany Christensen, Payroll/Admin Clerk Julie Orcutt, Public Works Director Dave Zimbelman

Absent: None

Guests: Morgan Johnson, Agnes Fowler joined late

Teleconference Guests: 1 unknown caller

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

Action: Read and approve minutes of the September 17<sup>th</sup>, 2024 regular council meeting

- Motion by Alderman Breeding, Second by Alderman Schoenrock, to approve the minutes of the September 17<sup>th</sup>, 2024 regular meeting, as presented
  - Motion Carried Unanimously

1.Action on Claims and Payroll:

Claims: # 28421-28442 (refer to the claim approval list)

Payroll: refer to Payroll Approval Page

- Motion by Alderman Schoenrock, Second by Alderman Breeding, to approve the claims and payroll as presented
  - Motion Carried Unanimously

2.Action on Water Contracts: None

3.Correspondence: None

4.Public Comment: None

5.Department Reports:

Police Department – Chief Cory Smith noted the month of September was busier than previous months. Gave incident report Job fair at CHS went well. He is asking that everyone lock doors on your cars, there has been a lot of car theft attempts. There is also an increase on suspected overdoses. EMS/Ambulance crew sent thanks to Officers Karlik and Christiaens for response and help at accident on Hwy 91. More details in report (see attached).



Public Works – Public Works Director Dave Zimbelman reported on current projects, getting ready for winter. Getting ready for alley clean-up. (See attached report for details)

Public Library – Director Tiffany Christensen reported on visits to the library and digital visits. Needs paperwork for SLIPA matching grant from Mayor. Projects have started. Environmental report found asbestos in basement but air quality is fine. Abatement will cause delay in basement project. May need budget amendment to include this cost. (See attached report for more details)

Finance Officer – Finance Officer Jodi Rogers is absent, attending meeting, sent financial report for August which is balanced. (see attached report)

6. Discussion/Action: 2<sup>nd</sup> Reading of Ordinance 428, Adopting MPORS for City Police Officer Retirement. Mayor Cates read the ordinance out to all. Will go into effect in 30 days after second reading. Alderman Breeding asked whether the second reading of the Ordinance be separate from adopting it. Since it was already approved, it does not need to be a separate motion, per City Attorney.

- Motion by Alderman Schoenrock, Second by Alderman Doty, to approve Ordinance 428 with an effective date of 10/01/2024.
  - Motion Carried Unanimously

7. Discussion/Action: Request for cones for Spirit Week at Meadowlark School, October 5<sup>th</sup>, 2024 Asking for cones to put out in order to paint the street for Spirit Week leading up to Homecoming.

- Motion by Alderman Breeding, Second by Alderman Doty, to approve
  - Motion Carried Unanimously

8. Discussion/Action: Adopt New Clerical Job Descriptions.

Previous clerical job descriptions were: Finance Officer, Billing Clerk and Payroll Clerk. Work was done by the Mayor and current clerical staff to re-evaluate and define job descriptions and duties to better fit current situations. Finance Officer was split into 2 positions, both being part-time, with job duties specific to finance and clerk being divided. This led to a new position of City Clerk being formed. Other duties were defined for Billing Clerk to include Treasurer to assure compliance with City Code and MCA. Duties and training requirements were refined and added to Payroll Clerk to include Administrative Clerk and office manager/supervisor.

A resolution will need to be passed at the next meeting to revise the Policy Manual.

- Motion by Alderman Breeding, Second by Alderman Schoenrock, to approve job descriptions as listed.
  - Motion Carried Unanimously

9. Discussion/Action: Request for Written Commitment for Genevieve Reiken Funds – Agnes Fowler has asked that the City commit in writing up to \$7500 for the Splash Park so that the Town Pump will match funds up to \$25,000 before the end of the October. Monies raised will off-set Intercap loan. Discussion regarding how much has already been given to the Splash Park and other entities that have community projects. Council asks for a specific number that would be matched by Town Pump to total \$25,000. Agnes will report back as soon as possible.



- Motion by Alderman Breeding, second by Alderman Doty, to commit to up to \$7000.00 towards the matching money for the Splash Park.
  - Motion Carried, 3 yay votes by Alderman Doty, Burditt and Breeding, 1 nay vote by Alderman Schoenrock

Agnes asked if City would be willing to write letters of thanks to donors that could act as a tax deductible receipt. This could help get more donations. She would help writing letters. City of Shelby is doing something similar. This can be addressed at a future meeting.

10. Discussion/Action: "Trunk or Treat" Street closure request 4:50-8 pm with event from 6-7:30 pm.

- Motion by Alderman Breeding, Second by Alderman Schoenrock, to approve this event.
  - Motion Carried Unanimously

11. Discussion/Action: ADOPTING THE 2024-2029 CENTRAL MONTANA REGION HAZARD MITIGATION PLAN AND ANNEX M: PONDERA COUNTY, Resolution 24-1311

Morgan Johnson from Disaster and Emergency Services for Pondera County reported on this mitigation plan. FEMA has approved as well as the state of Montana. This will make us eligible for Federal money in case of an emergency situation (usually weather related, but not limited to). Mayor Cates has a digital copy of this plan available if anyone would like to read it.

- Motion by Alderman Doty, Second by Alderman Breeding, to adopt and approve this Mitigation Plan.
  - Motion Carried Unanimously

12. Discussion/Action: Rescheduling November 5<sup>th</sup> Regular City Council Meeting – The next regular meeting is scheduled on Election Day, which is a holiday for employees. Alderman Schoenrock will be gone all that week, suggested only holding 1 meeting, but other meeting dates conflicted and 2 meetings are required. She will call in. Council members discussed their schedules. November 6<sup>th</sup> will work for everyone else. Julie will send Amber her packet information prior to this meeting.

- Motion by Alderman Schoenrock, Second by Alderman Breeding, to reschedule the first November regular meeting to Wednesday, November 6<sup>th</sup>, 2024 at 6:00 pm.
  - Motion Carried Unanimously

13. Discussion/Action: Stockman Bank CD Renewal for 1 year at 3.75% interest.

- Motion by Alderman Breeding, Second by Alderman Schoenrock, to renew Stockman Bank CD as listed with Alderman Schoenrock, Payroll Clerk Julie Orcutt and Billing Clerk Kim Cooney as signers.
  - Motion Carried Unanimously

14. Executive Session: Personnel Matter



- Alderman Breeding made a motion to move to Executive Session at 7:00 pm, Alderman Doty seconded.
  - Motion carried Unanimously

15. Mayor Cates re-opened the regular meeting at 7:40 pm.

16. Other Business: None

17. Items to Appear on the Next Agenda:

Discussion regarding police department personnel solutions and policy.

Resolution for job description update to policy manual.

Resolution to update Policy Manual to reflect the move to MPORS for Police Officers.

Discussion on starting process to raise rates for sewer and garbage.

18. There being no further business to come before the Council;

- Motion by Alderman Breeding, Second by Alderman Doty, to adjourn the meeting at 7:50 p.m.
  - Motion Carried Unanimously

A blue ink handwritten signature of David Cates, consisting of several loops and a long horizontal stroke.

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Mayor, David Cates

Attest

A blue ink handwritten signature of Amber Schoenrock, written in a cursive style.  
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Council President, Amber Schoenrock

