MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF ROUNDUP HELD ON AUGUST 15, 2023 AT 7:00 P.M. IN THE CITY COUNCIL CHAMBERS AND GOTO MEETING.

The meeting was called to order by Mayor Jones. Clerk/ Treasurer Lanter conducted roll call with council members, Long, Liggett, Vivirito, Erickson, Carlson, McCleary, Toombs, and Fisher present. Also, present were Assistant Clerk Mann and Compliance Officer Hoiland. Attorney Brooks was present via video. Director Sibley was absent.

*Moved by Vivirito seconded by Liggett to approve the minutes of the August 1, 2023 meeting. All in favor. Motion carried.*

*Moved by Fisher, seconded by Liggett to approve the agenda adding Claims and Theresa Doumitt as visitor. All in favor. Motion carried.*

**Law Enforcement: Undersheriff Bednar-** Forgot to submit numbers, will do tomorrow or combine with next month’s numbers.

No Public Comment.

**Visitors: Theresa Doumitt of RCP (Roundup Community Partners)-**Gave her quarterly report, council was given a handout.

Invited council to ribbon cutting September 8.

Gave update on Central School project, handout shows plans for new playground. Will be no cost to the city.

Welcome Plaza and Kiosk project was delayed because of contractor’s personnel issues. The avenue is being widened by 5 ft. As soon as the construction is completed, would like to have a block party. Maybe coordinate something with the market on main street.

**Albert Carlson with Green Oilfield**- Had issues when trying to subdivide property. The transfer of property adjacent to the Refuse District to the city was never completed. Would like to deed this property for the cost of taxes that have been paid, to someone to clear this up. Also, the road that goes through his property with city water and sewer, all private property. Would like to dedicate this roadway to city for cost of survey. **Mayor Jones-** Comments to property adjacent to the Refuse District, “It would be up to the council to decide if we have use for the property. Better if it was turned over to the County or Refuse District. It would be a great location for junk vehicles for county.” In regard to the roadway Mayor and Mr. Carlson talked to Lon, he says whatever we need to do regards to the road easement or right of way we need to do it, we need to make this happen. Council is good with mayor moving forward with a commitment from the city to pay up to $3,500 for the surveying cost. Will have this as an action item at next meeting. Mayor will keep Mr. Carlson posted on when meeting will be with county.

**Mayor Jones:**

* **Leagues of Cities and Towns conference in Helena-**Council is welcome to go. Will be held in October.
* Working with Pam Carter and Housing Authority to update and amend lease agreement with Homes on the Range property/Restroom. Need to do a resolution and pay $99.00 to cover 99 years. Council is good with moving forward. Will work with Brent on a resolution to adopt.
* **Floodplain**-Met with Cody Marxer the administrator last week. She is contracted with the city and county. Letters of substantial damage to structures in the Flood Plain can be attached to properties. She is also our point person for the Growth Policy.
* **Community Survey**-Handed out draft. Council good with mayor handling survey. Cody Marxer will handle public notice. Also went over Flood Plain updates.
* **Coffee Coral**-Need to initiate 1316 process to get them into compliance. If they aren’t, they can’t get flood insurance. **Brent-** Coffee Coral has not cooperated much.

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**Attorney Brooks:**

* Lease with Homes on the Range looks fine.
* Recommend the council look at both the old and new court agreement.

**Compliance Officer Hoiland:** No permits.On the PUD (Planned Unit Development)**,** we can’t just throw it out the window like people think we can. Law doesn’t permit that. It’s my job to go over it. **Fisher-** County properties aren’t being taken care of. We need to take care of them and send them a bill. **Mayor-** Bruce will work on it.

**Unfinished Business;**

* **TIF District Board Members-**Tabled
* **On-Street Parking Ordinance-** Tabled

**Report out from Council Committee Meetings:**

* **Codes & Ordinance Committee PUD (Planned Unite Development): Erickson-**Met at 6pm. No issues with Breezeway, set back, lack of green space, low impact commercial, and traffic impact survey. Shade structure on SE corner, would deed to the city, would have solar panels. We can add a memorandum of understanding, he would be responsible for it. There is a difference of opinion on parking. 40 spaces for parking total should be enough. More discussion needed. **Carlson**- Good with it, no issues. **McCleary**- Good with it. **Toombs-** Just concerned there won’t be enough parking. Maybe 15 spots off street parking. **Fisher-** Agree with Jeremy, 40 spaces should be enough. **Vivirito-** Fine with on street parking. **Liggett-** Diagonal on 1st street., not avenue, I like 15 spots off street. **Long-** I agree with Gary, would like to see up to 15 parking spots off street. Fadness suggested some on-site parking. **Mayor-** We need recommendations based on our own codes. Council recommends sending letters to neighbors again. Mayor will send letters. Park was not discussed. Will be an Action Item at next meeting.
* **Growth Policy-Ad Hock Committee:** Toombs, Fisher and Erickson volunteered.
* **Updating the CIP (City Capital Improvement Projects)/Community Survey:** Greg will work with us.
* **Floodplain discussion, substantial damage letter attached to properties-** Council is good with moving forward.
* **Interlocal agreement Justice Court Services:** **Mayor Jones-**New agreement changes, requesting $250.00 a month and signature lines. Discussed what would happen if contract was terminated. City contract with judge can’t be done for $250.00 a month. Meeting with the county Friday morning. **Carlson-** fine with it. **McCleary**-Fine with it. **Toombs-**$125.00, they keep saying they want to help with funding the pool, we have never gotten anything, but yet we put more into law enforcement and justice court. **Fisher-** I have to go with Gary on this. **Erickson**- No problem with it. **Vivirito-** Good as is. **Liggett-** I have heartburn with it, have to go with Gary. **Long-** I like the idea of negotiating. Toombs and Vivirito will try and make the meeting on Friday. Final Action at next meeting.

**Clerk Treasurer Lanter:** Council received Preliminary Budget.Mill value $2,048.00.

*MOVED BY LIGGETT, SECONDED BY ERICKSON TO APPROVE ERIK ENGSTROM TO BREAK GROUND ON THE EASTSIDE PROJECT UNDEVELOPED LOTS AND DEVELOP GUTTER SIDEWALK IN THE SPRING. ALL IN FAVOR. MOTION CARRIED.*

*No Public Comment.*

*MOVED BY ERICKSON, SECONDED BY VIVIRITO TO APPROVE A VARIANCE FROM BOOTH AT 220 2ND ST E, RESIDENCE WITH STUDIO. ALL IN FAVOR. MOTION CARRIED.*

*No Public Comment.*

*MOVED BY CARLSON, SECONDED BY MCCLEARY TO APPROVE AMENDED LEASE AGREEMENT FOR HOMES ON THE RANGE PROPERTY. ALL IN FAVOR. MOTION CARRIED.*

*No Public Comment.*

**Claims were read as follows:**

AEI #10526 $1,990.00 Musselshell Valley Equipment #10533 $1,390.00

Big Horn Signs #10527 $297.00 Northwestern Energy #10534 $14,604.01

Big Sky Linen #10528 $271.74 Picchioni’s IGA #10535 $183.50

COP Construction #10529 $5,400.00 Pitney Bowes #10536 $500.00

Culligan Water #10530 $80.00 USPS #10537 $2,400.00

DPC Industries #10531 $100.00 WWC Engineering #10538 $225.00

Great West Engineering #10532 $12,584.10

*MOVED BY TOOMBS, SECONDED BY FISHER TO APPROVE CLAIMS FOR THE PRECEDING MONTH AND DRAW WARRANTS ON THE TREASURY FOR THE SAME. ALL IN FAVOR. MOTION CARRIED*.

*No Public Comment.*

**Public Comment: Carlson**-Going back to the old central school. Has anyone addressed handicap parking? I just had a text asking about it. Is there State Law? **Doumitt-** Will have to look back at my notes or call Randy. We did have a lot of input from neighbors on the first PUD (Planned Unit Development), it should be less of an issue.

**Sharon McLeod-**PUD (Planned Unit Development) was approved before, shouldn’t have to go through this again.

**Margaret Doumitt-**Husband and I started a technology center for children with disabilities. Proud of what is being done in the community to support seniors and children to have access to that area. We support the passing of PUD (Planned Unit Development)

*MOVED BY CARLSON SECONDED BY MCCLEARY TO ADJOURN THE MEETING. MOTION CARRIED.*

*THE MEETING ADJOURNED AT 8:06 P.M.*

APPROVED BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sandra Jones- Mayor Tanya Lanter- Clerk Treasurer

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Cassandra Mann-Assistant Clerk