

MCA 2-3-212. Minutes of meetings. Minutes must include without limitation: (a) the date, time, and place of the meeting; (b) a list of the individual members of the public body, agency, or organization who were in attendance; (c) the substance of all matters proposed, discussed, or decided; and (d) at the request of any member, a record of votes by individual members for any votes taken.

APPROVED MINUTES

The Libby City Council held regular meeting #1671 on Tuesday, February 18, 2025, in the Council Chamber at Libby City Hall.

Call to Order:

The meeting was called to order at 7:00 pm by Mayor Williams.

Present were Mayor Williams, Councilors Melissa Berke, Gail Burger, Ian Smith, Kristin Smith, Hugh Taylor, Brian Zimmerman, Administrator Sam Sikes, Clerk/Treasurer Leann Monigold, and (via Zoom) City Attorney Dean Chisholm.

Announcements: Councilor Ian Smith announced his immediate resignation and said he would be relocating to Troy for his new job.

Mr. Smith left the meeting.

Approve minutes for Regular Council meetings #1670 held February 3, 2025:

Councilor Zimmerman **MADE A MOTION** to approve the meeting minutes 1670, Councilor Berke **SECONDED**.

Councilor Taylor **ABSTAINED**, he was not present.

Councilor Zimmerman realized he was also not present. Mayor Williams explained that would leave us without a quorum to approve the minutes, they could vote as long as they felt the substance of it accurately reflected the meeting.

Mayor Williams noting there are only three voting members who were present to vote for these minutes. Councilors Berke, Burger, and K. Smith voted **FOR**.

MOTION PASSED.

Committee Reports:

Mayor Williams explained the rearrangement on the agenda under the Committee Reports.

Administrator: Administrator Sikes reported 20 building permits were sold in January totaling \$33,061. One permit was sold for 13 buildings for the housing on Commerce Way, 8 roofs, 15 new builds, 1 major remodel, 1 carport, 1 addition, and 1 deck.

The Sewer Department is losing an employee who sought employment elsewhere, the job opening will be posted in the next two weeks.

Police: Chief Ercanbrack introduced new Libby Police Officer, Timothy Steffenson. Chief Ercanbrack swore in Officer Steffenson.

Building: Councilor Taylor announced a meeting will be scheduled in the next couple of weeks for the Blackburn request.

Fire: Councilor Zimmerman reported 9 call were responded to for the month of January, 2 calls in City, 4 calls in Rural Fire District (RFD), 3 calls outside City or RFD. 1 vehicle, 2 structure, 2 mutual aid with LVA, 3 false alarms, and 1 miscellaneous for a total of 9 calls in 2025.

Lights/Streets/Sidewalks: Councilor Zimmerman announced a meeting will be scheduled for Wednesday the 26th at noon to go over information regarding the Sooter's request for land abandonment on City Service Road.

Ordinance: Councilor K. Smith announced a meeting will be scheduled Tuesday the 25th to revisit the Distracted Driving Ordinance at the request of the chief.

Planning/Zoning: Councilor K. Smith announced a meeting will be scheduled Monday the 24th to review some minutes. Ms. Smith informed Mayor William the Board of Heath would not be meeting again until May 13th.

Public Comment on Non- Agenda Items:

None.

Old Business: None

New Business:

Approve 2-year budget for Local Government Study Commission:

Vince Backen, Study Commissioner, presented the template for the Local Government Study Commission budget of \$30,000 and assured Council they anticipate using very little of the funds. Mr. Backen requested a portion of the budget be used to rent an office space at the old high school for \$200 a month and announced the Study Commission is going to be using the Maki Theater for their meetings.

Councilor K. Smith expressed concern about taxpayers, who have voted for the Study Commission, to spend money to rent a space somewhere else when Council Chambers is where city business is conducted and chambers are available to be utilized at least 20 or more days of the month, suggesting it would be very beneficial if the Study Commission set a regular meeting schedule for the public to know, such as, every fourth Wednesday of the month the Local Study Commission will always meet in Council Chambers.

Councilor Zimmerman pointed out the Ponderosa Room is also available, allowing for ample space at City Hall that is free.

Mr. Backen expressed frustration and explained why they feel the Maki Theater would suit them better and explained they would like an office with a locking door, feeling the space that has been provided is inadequate for their needs. Stating they will have private things there, such as interviews, working sessions where they don't need to be disturbed and would not have to disturb anyone at City Hall.

Councilor K. Smith inquired what is the plan for the community engagement they have budgeted \$1000 for. Mr. Backen said he did not have his paperwork with him to answer the questions but would have been able to answer if they had attended the meeting at the Maki Theater.

Councilor Zimmerman explained the time they have chosen to have their meetings is during working hours, so he is unable to make it, but have read the minutes that have been provided but do not cover all of the meetings.

Councilor K. Smith inquired if Council could approve 1 year budget or if it had to be two-year. Mayor Williams explained that the Resolution to fund the Study Commission was for two years at \$30,000.

Mr. Backen explained the documents the Study Commission has been working on.

Councilor K. Smith inquired if the information will be available on the City's website.

Clerk/Treasurer Monigold explained a new City Website is being designed and there will be a page for the Study Commission information to be placed.

Mr. Backen explained where and how they plan to interact with the community and what types of interaction the Study Commission plans on doing along with hearing complaints. Councilor K. Smith highlighted the goal of the Study Commission is to study the form and structure of local government, not to hear complaints.

Councilor K. Smith **MADE A MOTION** to approve 2-year budget for Local Government Study Commission, Councilor Berke **SECONDED**.

Councilor Taylor expressed concerns about transparency, noting the budget went out with the agenda and now the Study Commission is asking for it to be modified without a chance for the public to see the modifications.

Mr. Backen and Council discussed the modifications to the budget and when the Study Commission plans on fine tuning it. Councilor Taylor informed Mr. Backen that council has to approve all expenditures.

Karen Dinkins, formally on the Study Commission, informed Council not all of the minutes have gone out, the meetings are scheduled for the 2nd and 4th Wednesday of every month at 5:30pm at City Hall, and the minutes are going out 48 hours prior with the agenda. She will no longer be taking the minutes for the Study Commission. Ms. Dinkins highlighted what the Study Commission has been discussing and about their timeline.

John Bebee, Vice Chair of Study Commission, explained he has been taking the training and reassured Councilor K. Smith the commission is to study the legislative body and explained the different types of legislative bodies. The Commission has finished the bylaws, they will be going out to the public. Mr. Bebee explained what they have been working on and their plans for public engagement and public participation.

Councilors Berke, Burger, K. Smith, Taylor, and Zimmerman voted **FOR**.

MOTION PASSED.

Approve support letter for Montanore permit:

Councilor K. Smith **MADE A MOTION** to approve the support letter for Montanore, Councilor Zimmerman **SECONDED**.

John Bebee expressed his appreciation for the support letter.

Councilors Berke, Burger, K. Smith, Taylor, and Zimmerman voted **FOR**.

MOTION PASSED.

Reappoint Roberta McCanse for Planning Board/Zoning Board term expiring 2027:

Mayor Williams explained the reappointments were added separately to the agenda because of the different expiring dates on their terms. She is trying to bring the Planning Board and Zoning Board into equal expiration times, that is why one has a two-year appointment, and one has a three-year. Two people on the planning board will be expiring in 2026, two in 2027, and two in 2028 to help get on that rotation.

Councilor Zimmerman **MADE A MOTION** to reappoint Roberta McCanse for her term on the Planning/Zoning Board, Councilor K. Smith **SECONDED**.

Councilors Berke, Burger, K. Smith, Taylor, and Zimmerman voted **FOR**.

MOTION PASSED.

Reappoint Mark Andreassen for Planning Board/Zoning Board term expiring 2028:

Councilor Zimmerman **MADE A MOTION** to reappoint Mark Andreassen to the Planning/Zoning Board, Councilor Burger **SECONDED**.

Councilors Berke, Burger, K. Smith, Taylor, and Zimmerman voted **FOR**.

MOTION PASSED.

Approve all claims received to date:

Councilor Zimmerman **MADE A MOTION** to approve all claims received to date, Councilor Burger **SECONDED**.

Councilors Berke, Burger, K. Smith, Taylor, and Zimmerman voted **FOR**.

MOTION PASSED.

Approve all business license applications received to date:

Elite Fire Protection and Wye Delta Solar Inc.

Councilor Zimmerman **MADE A MOTION** to approve all business license applications received to date, Councilor Berke **SECONDED**.

Councilors Berke, Burger, K. Smith, Taylor, and Zimmerman voted **FOR**.

MOTION PASSED.

Unfinished Business:

Discussion to amend Libby Development Fund Policy and application process:

Council Discussed going over the written policy at the next meeting.

General Comments from Council:

Mayor Williams explained the draft policy handout for committees and council committees was put together to give a better understanding of how committees work and thinks it would be a good addition to the City's Policy and Procedures.

Councilor K. Smith recommended removing a portion that describes what happens once it moves on to the council, feeling it was not necessary. Council agreed to have the draft policy added to the agenda for discussion.

Councilor Zimmerman highlighted the fact, there is now an empty Council seat. Mayor Williams announced the vacancy will be advertised.

ADJOURNMENT:

Councilor Zimmerman **MADE A MOTION** to adjourn, Councilor Berke **SECONDED**.

Councilors Berke, Burger, I. Smith, and K. Smith voted **FOR**.

MOTION PASSED.

Mayor Williams adjourned the meeting at 7:41pm.

Mayor Peggy Williams

Attest: _____

Clerk/Treasurer Leann Monigold