

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 #1675 on Monday, April 21, 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, Ethan Kolp, Kristin Smith, Hugh Taylor, Brian Zimmerman, Administrator Sam Sikes, Clerk/Treasurer Leann Monigold, and (via Zoom) City Attorney Dean Chisholm.

Announcements: Mayor Williams announced Friday is Arbor Day and there will be a tree planting celebration at 4pm in Fireman's Park, everyone is welcome and join in on the activities.

Approve Approve minutes for Regular Council meetings #1674 held April 7, 2025:

Councilor Zimmerman **MADE A MOTION** to approve City Council meeting minutes 1674, Councilor Burger **SECONDED**.

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

MOTION PASSED.

Committee Reports:

Administrator: Administrator Sikes reported for the month of March, 3 building permits were sold, 2 for new building and 1 roof and remodel for \$6,385. Mr. Sikes announced Deanna Bee, lead operator at WWTP, is now certified and a new operator WWTP operator was hired, describing his background.

Fire: Councilor Zimmerman reported for February, LVFD responded to 9 calls, 3 calls in the city, 5 calls in Rural Fire District, 1 call outside of city and rural, 2 vehicles, 2 structure fires, 1 chimney, 2 ambulance mutual aid, 2 false alarms, a total of 18 calls. And for March, LVFD responded to 13 calls, 4 calls in city, 6 calls in Rural Fire District, and 3 calls outside of city and rural, 1 vehicle, 8 mutual aid with ambulance, 1 false alarm, and 3 propane, for that put a total of 31 calls this year.

Wildlife: Councilor Taylor reported the Committee will be looking at applying for a second permit.

Old Business: None

New Business:

Approve conditional use permit and business license for TB Machining LLC, 1404 Louisiana Ave:

Councilor Zimmerman **MADE A MOTION** to approve conditional use permit and business license for TB Machining LLC, 1404 Louisiana Ave, Councilor Burger **SECONDED**.

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

MOTION PASSED.

Approve Dominic Thom Eagle Scout project at City of Libby Cemetery:

Dominic Thom presented his Eagle Scout project marking graves that are sinking or have overgrown grass on them and will schedule a date to fix up the grave.

Councilor Zimmerman thanked Dominic and let him know it was appreciated, Councilor Smith stated it was a great project.

Councilors Berke, Burger, Kolp, Smith, Taylor, and Zimmerman voted in agreement **FOR** the Eagle Scout project.

Eagle Scout project was approved.

Approve Collective Bargaining Agreement with AFSCME Libby Montana Municipal Employees Local 3034:

Councilor Smith **MADE A MOTION** to approve **Collective Bargaining Agreement**, Councilor Zimmerman **SECONDED**.

Mayor Williams stated it was a really nice process this time around.

Mr. Sikes compliment Mayor Williams on a great job working with the Union to get the last two CBA's done before the fiscal year ended, prior years would not be done until months later making it difficult for the clerk/treasurer to go back and update retirements and vacations.

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

MOTION PASSED.

Approve appointment Steve Boyer to Police Commission, term expiring 2028:

Mayor Williams explained Steve has been on the Commission since it was put together a couple years ago, term ends this year. The position was advertised and did not get any other applicants, proposed reappointing Steve Boyer to the Police Commission for a new term.

Councilor Zimmerman **MADE A MOTION** to approve appointment Steve Boyer to Police Commission, term expiring 2028, Councilor Smith **SECONDED**.

Councilors Berke, Kolp, Smith, Taylor, and Zimmerman voted **FOR**.

MOTION PASSED.

Review budget for third quarter:

Clerk/Treasurer Monigold provided a quarterly review of the budget highlighting several areas of revenue and expenditures and explained with all of the special grants that have come in, the auditors recommend giving each one their own account for tracking, those updates still need to be made. Ms. Monigold said at the last Department Head budget meeting, Jeff Haugen said they have really started to see a difference in the amount of water they have to produce at the plant, since leak surveys and repairs have been made, less water is needed to be made.

Councilor Smith inquired about an expenditure line under Facilities in the LOR grant fund at about 300%. Ms. Monigold explained that fund is where all the unpredicted special grants have been going that were not budgeted, so when the accounts are created, the auditors had recommended, they will be easily identified to move.

Approve all claims received to date:

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

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

MOTION PASSED.

Approve all business license applications received to date:

Angels Helping Hand, Finer Time Home Solutions, Inspire Health and Wellness, The refinement Co., and Ucking Adorable.

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

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

MOTION PASSED.

Unfinished Business:

Discussion to amend Libby Development Fund Policy and application process:

Mayor Williams highlighted changes discussed at previous meetings, removing the word infrastructure from the policy so there was clarity, the fund would not be used for basic facilities or systems serving the community. Under "Use of Funds (A)", removed amount of the funds, under "Purpose", struck the word "new", leaving, no loans or grants to area businesses will be granted.

Councilor Smith suggested in previous paragraph to say, "the city took over funds in 2005, and desires....." and suggested under the statement "the funds may not be used for the following purposes" add the word "infrastructure" for clarity, since it will be prohibited there will be no need to ask under the eligibility question about the basic facility or system. Ms. Smith suggested separating statements about no new loans will be issued and have another about providing grants.

Council discussed grants, grant processes, and how to clarify the use of funds, without using the word grant, to aid in funding for those that come with a request and have other funding sources as well.

Council discussed the need for an application process and the importance of accountability.

Street Committee's recommendation regarding the abandonment of the city owned right-of-way off City Service Road:

Mayor Williams stated she has been working to put a timeline together and assemble all the information that has come in about the request, gathering recordings, emails, and personal conversations or meetings to have more information to help come to a conclusion, hoping to have that ready by the next meeting.

General Comments from Council: None

ADJOURNMENT:

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

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

MOTION PASSED.

Mayor Williams adjourned the meeting at 7:39 pm.

Mayor Peggy Williams

Attest: _____

Clerk/Treasurer Leann Monigold