

**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 #1684 on Tuesday, September 2, 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 the annual Chainsaw Carving Event will begin Thursday.

### **Committee Reports:**

**Administrator Report:** Administrator Sikes reported the city has received three Statements of Qualifications for the Wastewater Preliminary Engineering Report (PER) and the review process will begin shortly. WWC Engineers provided a draft engineering plan and hydrology study for the spoils pilot project, hoping to complete that planning within two months for Council consideration. Phase I of the Spruce Street reconstruction will be closed out this week, only costing the city \$63,000 because of the \$231,000 SLIPA grant. Phase II began two weeks ago and is expected to be completed within three weeks, though drainage and waterline issues have caused some delays. Fireman's Park campground has closed for the season, except for three campers staying for the Circle Swede Gravel Ride event. Security cameras have been purchased for Fireman's Park, and installation will begin shortly in coordination with MMIA requirements.

**Streets Supervisor:** Justin Williams reported for the months of July and August, the striping and painting of downtown streets has been completed. Cemetery services included 8 cremations and 1 burial in July, and 5 cremations and 1 burial in August. Crew performed reservoir sampling, cleaning brush from around the storm retention pond, hauling waste from the wastewater treatment plant to the landfill, and yearly inspection of pressure-reducing valves (PRV) with seven repairs, sprinkler repairs in Riverfront Park, Cemetery, and along the Boulevard, street cleaning, storm drain cleaning. Sewer line cleaning and camera inspections have been completed on 69% of the mains, been gathering items for the auction taking place in September. A 10-inch water main rupture occurred August 29<sup>th</sup> near

6th and Nevada, requiring emergency repair. Crews completed sidewalk replacements, alley grading, and ditch cleaning. Illegal hydrant use continues to be a problem, and residents are encouraged to report any suspicious activity.

**Police:** Chief Ercanbrack reported 301 cases for the month compared to 219 in August 2024. Calls included 2 assaults, 13 disturbances, 7 threats, 9 thefts, 1 mental health call, 1 vagrancy, 11 welfare checks, 17 public assists, 9 911 calls, 2 juvenile problems, 8 ordinance violations, 24 suspicious activity calls, 10 crashes, 2 DUIs, 2 drug cases, and 132 traffic stops. Officer Smart and Officer Steffenson are doing well with field training; Officer Smart finishes this week. The Police Department hosted a defensive tactics training course attended by Sheriff's Office deputies, Troy and Eureka Police, and Border Patrol.

Councilor Smith inquired about the 24 suspicious calls, Chief Ercanbrack responded 1 ended up being a drug case, 8 were officers driving around and saw something and addressed it, the others were concerned citizens to address an issue.

**Finance:** Clerk/Treasurer Monigold reported the FY 2025-26 budget has been complied, awaiting signatures then will be submitted to the State.

**Public Comment Non-Agenda:**

D.C. Orr raised concerns about delays in public records requests involving police reports and temporary restraining orders. Cautioning Council, the actions of one elected official can reflect on all.

**PUBLIC HEARING Conditional Use Permit - Monica Riley request to operate salon at 1004 Idaho Ave.:**

Mayor Williams opened the Public Hearing at 7:21pm.

Monica Riley requested a Conditional Use Permit to operate a salon in her residence at 1004 Idaho Ave. Ms. Riley explained that the home has sufficient off-street parking, appointments will be scheduled for one client at a time, there will be no signs, no structural changes will be made.

Public Comment:

Mr. Orr, a neighbor, expressed support.

Mayor Williams noted that attached to the application were comments from the nearest neighbors, none of whom had any negative comment to make.

Mayor Williams adjourned the Public Hearing at 7:26pm.

**PUBLIC HEARING Conditional Use – Bill Corbett request for mobile trailer to be used as accessory dwelling at 191 Ravenwood:**

Mayor Williams opened the Public Hearing at 7:26.

Bill Corbett requested a Conditional Use Permit to place a mobile home on an acre adjacent to his current residence, intending to sell the main home to his son.

Mayor Williams pointed out pictures of the location were distributed of his home and the lot and there was a comment from Christy Derry supporting the placement of the trailer, also neighbors' comments, none of which protested. Mayor Williams explained the map.

Public Comment:

DC Orr expressed support for the Accessory Dwelling Unit Ordinance and hoped more people would take advantage of it.

Mayor Williams adjourned the Public Hearing at 7:30pm.

**New Business:**

**Conditional use permit - Monica Riley Request to operate salon at 1004 Idaho Ave- decision.:**

Councilor Smith **ABSTAINED**.

Councilor Zimmerman **MADE A MOTION** to approve the Conditional use permit for Monica Riley at 1004 Idaho Avenue, Councilor Berke **SECONDED**.

Public Comment: None

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

**MOTION PASSED.**

**Conditional use permit - Bill Corbit request for mobile trailer to be used as accessory dwelling at 191 Ravenwood-decision:**

Councilor Burger **ABSTAINED**.

**Mayor Williams stated the correct address is actually 193 Ravenwood Drive.**

Councilor Zimmerman **MADE A MOTION** to approve the request from Bill and Mike Corbett for the mobile trailer to be used at their property at 193 Ravenwood, 193. Councilor Smith **SECONDED**.

Councilor Smith expressed support noting the shortage of housing in Libby, the adjacent land use is similar and wouldn't care if it continued to be rented by someone else in the future, with the condition the home be properly skirted.

Public Comment: None

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

**MOTION PASSED.**

**Chamber of Commerce request for long-term building lease-introduction:**

Miranda Craven, Chamber Director, requested a long-term land lease and memorandum of understanding for the Chamber building at 905 West 9<sup>th</sup> Street, currently leased for \$1 per year. Ms. Craven explained a long-term agreement is needed to qualify for grant opportunities.

Mayor Williams clarified because they are seeking these grants, they need to have that long term lease which will give them some ownership. Explaining the original lease started out given them ownership but within six years the building was given to the city.

Councilor Smith expressed full support and believed Council should be expedient getting it done, the city doesn't need to take on that building and believed a good-looking building would be important for the Chamber to continue operating.

Councilor Kolp commented he believes that building serves as the local tourism and information center as well. Mayor Williams confirmed that.

Mayor Williams stated they plan to have that agreement ready for the next meeting.

City Attorney Chisholm explained either you own the property, or you don't, giving examples of what could be done in that situation and the lease language. Councilor Smith stated a long-term lease would satisfy the grant.

Public Comment:

Gary Hunsberger expressed support for the agreement.

DC Orr suggested clarifying the exact parameters of the real estate so there is no confusion of the area the Chamber can utilize.

**Kootenai Heritage Council request for Community Development Funds-decision:**

Gary Huntsberger, president of the Kootenai Heritage Council, requested \$19,672.57 from the Community Development funds to help replace the automatic burner in the heating system at the Memorial Center. Mr. Huntsberger described the work that needed to be done, as he had in the previous meeting and explained what grants have been received recently.

Councilor Zimmerman **MADE A MOTION** to approve Community Development Funds for the Kootenai Heritage Council for on their boiler, but in case there's anything unforeseen, suggested up to 25,000 if there are receipts to pay, Councilor Berke **SECONDED**.

Councilor Taylor does not support \$25,000, could see covering up to \$20,000.

Councilor Smith suggested keeping the amount of what the original estimate is.

Councilor Zimmerman **AMENDED THE MOTION** to the original amount requested.

Public Comment: None

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

**MOTION PASSED.**

**LOR offer to grant fund replacement of Ponderosa Kitchen Equipment- decision:**

Tabitha Viergutz with LOR Foundation explained one of the deputy clerks reached out with a grant request for the Emergency Community Shelter equipment. Some of the kitchen equipment in the Ponderosa Room has reached its shelf life and that room pairs as the Emergency Center for the City of Libby. Proposal is \$2,480 to replace the refrigerator, dishwasher, range stove, and cover delivery fees.

Mayor Williams commented explained the condition of the current appliances.

Public comment:

Gary Huntsberger agreed with the need to update.

Councilor Smith **MADE A MOTION** to accept the contribution from LOR for \$2480 for the Ponderosa Room upgrade, Councilor Burger **SECONDED**.

Public Comment: None

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

**MOTION PASSED.**

**LOR offer to grant fund Council Chambers Audio and Visual Equipment-decision:**

Tabitha Viergutz with LOR Foundation explained the Clerk/Treasurer and City Administrator reached out for a grant request to update the audio-visual equipment, to improve the engagement of the public with local government and explained the TVs would be on rollers that could be moved around so it would be easier for the public to engage. Proposal is \$24,000 and includes audio and visual components needed for the upgrade and has been approved by the LOR Foundation. Clerk/Treasurer Monigold elaborated on the audio equipment included.

Councilor Smith **MADE A MOTION** to accept LOR's commitment of \$24,000 to upgrade audio and visual equipment to better engage residents, Councilor Zimmerman **SECONDED**.

Public Comment: None

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

**MOTION PASSED.**

**Approve Planning Board recommendation for Board Vacancy – Jaden Ueland:**

Councilor Burger **ABSTAINED**.

**Mayor Williams explained that Planning Board term would expire in January of 2027 to bring the terms to compliance, two terms would then expire each year.**

Jaden Ueland introduced himself.

Councilor Smith **MADE A MOTION** to appoint Jayden to the Planning Board, Councilor Berke **SECONDED**.

Public Comment:

DC Orr said the Planning Board has struggled historically to meet its legal and procedural requirements. noting for two years, the board operated without forming a Zoning Commission and lacked understanding of its duties. Councilor Berke called **POINT OF ORDER** questioning what that comment had to do with the appointment. Mr. Orr said he was encouraging Mr. Ueland to educate himself.

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

**MOTION PASSED.**

**Approve Resolution # 2061 Declaring Certain City of Libby Property as Surplus and Authorizing Its Disposal at Auction:**

Mayor Williams read Resolution 2061 and explained the 15x21 portable dance floor included.

Councilor Smith **MADE A MOTION** to approve Resolution 2061, Councilor Burger **SECONDED**.

Public Comment:

DC Orr commented he wanted to make sure none of the items belonged to him.

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

**MOTION PASSED.**

**Approve all claims received to date:**

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

Mayor Williams reminded the public that if anyone is interested in viewing the claims they are available during the day of the meeting.

Public Comment: None

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

**MOTION PASSED.**

**Approve all business license applications received to date:**

Timberjack Handyman Services LLC.

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

Public Comment: None

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

**MOTION PASSED.**

**Unfinished Business:**

### **Community Development Coordinator Job Description-discussion:**

Mayor Williams explained the documents that were submitted, one is a draft job description for a Community Coordinator, the second is lengthier, explaining what is included.

Mayor Williams announced a meeting with Jen McCully with KDRC would be tomorrow at 4pm and everyone is invited to attend.

Councilor Burger suggested postponing the discussion until after the meeting with KRDC.

Public comment:

Tabitha Viergutz commented LOR is a free resource for fund sourcing for projects aimed at rural communities. They can assist in finding funding sources and reading through completed grants from the city. They also offer assistance for larger projects and can assist in proving the completion of grants free of charge. Their services are available to help find suitable funding sources for projects.

DC Orr expressed concerns about potential conflicts of interest between the City and KRDC, referencing past discussions. Questioning the purpose of the \$640,000 Cedar Street water main extension, suggesting it primarily benefits private development, and raised concerns about the long-term impact of such projects on city water and sewer infrastructure and how future expansion costs will be addressed. Councilor Smith called **POINT OF ORDER** questioning what that comment had to do with a grant writer. Mayor Williams told Mr. Orr to stay with the grant writer topic.

### **General Comments from Council:**

Councilor Taylor announced the Study Commission would be publishing their preliminary findings on the 27<sup>th</sup> of September.

### **ADJOURNMENT:**



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

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

**MOTION PASSED.**

Mayor Williams adjourned the meeting at 8:15 pm.

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Mayor Peggy Williams

Attest: \_\_\_\_\_

Clerk/Treasurer Leann Monigold