

**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 #1701 on Monday, May 18<sup>th</sup>, 2026, in the Council Chamber at City Hall.

**Call To Order:**

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

Present were Mayor Taylor, Councilors Brooke Bolin, Gail Burger, Brian Crompton, Ethan Kolp, Erica Schaefer, Brian Zimmerman, Administrator Sam Sikes, Deputy Clerk/Treasurer Rey Ortiz, and (via Zoom) City Attorney Dean Chisolm.

**Approve minutes for Council Meeting #1698 dated April 6, #1699 dated April 20, and #1700 dated May 4, 2026:**

Councilor Zimmerman **MADE A MOTION** to approve City Council meeting minutes #1698, #1699, and #1700, Councilor Burger **SECONDED**.

During discussion, Councilor Zimmerman noted a correction to meeting #1699 to show him as present, not via Zoom. Also, noted he would need to abstain from the vote on #1698, he was not present. Councilor Kolp noted he would also need to abstain from #1700, he was not present. Since council members needed to abstain from different sets of minutes, Councilor Zimmerman retracted his motion and council agreed to take each set separately.

Councilor Zimmerman **MADE A MOTION to approve City Council meeting minutes #1698. Councilor Crompton SECONDED.**

Councilor Zimmerman recused from voting, not present.

**Public Comment:** None.

Councilors Bolin, Burger, Crompton, Kolp, Schaefer voted **FOR**.

**MOTION PASSED.**

Councilor Zimmerman **MADE A MOTION** for #1699, Councilor Bolin **SECONDED**.

Councilor Zimmerman noted he was present for the meeting, not via Zoom.

**Public Comment:** None.

Councilors Bolin, Burger, Crompton, Kolp, Schaefer, Zimmerman voted **FOR**.

**MOTION PASSED.**

Councilor Zimmerman **MADE A MOTION** to approve City Council meeting #1700, Councilor Schaefer **SECONDED**.

Councilor Kolp recused from voting, not present.

**Public Comment:** None.

Councilors Bolin, Burger, Crompton, Schaefer, Zimmerman voted **FOR**.

**MOTION PASSED.**

**Department Head Reports:**

**City Administrator:** Administrator Sikes reported building permits for April. Five permits sold, 3 new roofs, 1 new residence, and 1 new deck, totaling \$3,878. Fiscal year to date 28 permits sold for \$16,027 compared to 27 permits sold for \$40,000 at this point last year and 34 for \$33,000 the year prior; the difference is attributed to fourplex and Coven housing being built in those years. The building program is not budget-dependent on permit revenue, the building inspector receives 75% of permits sold.

**Committee Reports:**

**Cemetery/Parks:** Mayor Taylor explained the Fire Department has requested to place a building at Fireman's Park to house the 1932 and 1956 Mack fire trucks and requesting that be put into the Parks Committee. Council Kolp accepted and will get a meeting scheduled.

**Lights/Streets/Sidewalks:** Councilor Burger reported the committee met on Friday, May 15 to continue discussion on additional downtown parking. Commissioner Tesky has been in contact and the committee is coordinating with the county to work up some ideas.

**Budget Committee:** Mayor Taylor reported the preliminary budget was reviewed last Thursday and ready to be presented to committee.

**Shade Tree:** Councilor Kolp reported an Arbor Day Foundation celebration was held April 24 at Fireman's Park, planted one maple in the park and two flowering cherry trees in the cemetery.

**Public Comment Non-Agenda:** None

**Public Hearing – 1208 Nevada – Variance Request, Board of Adjustments:**

Mayor Taylor opened the Public Hearing at 7:11 pm.

Mayor Taylor explained the Libby Board of Adjustments is holding the public hearing to receive comments on approving or denying an eight-foot fence variance at 1208 Nevada Avenue, request submitted by Steve Parker.

Councilor Crompton asked how far the fence would be set back from the street and whether it would impact a neighbor's driveway visibility. Mr. Parker confirmed the fence would be set back six feet from the city right-of-way. Administrator Sikes noted the building permit process with the building inspector would ensure that setback is adhered to.

Councilor Zimmerman **MADE A MOTION** to approve the eight-foot-high privacy fence for the Parker residence at 1208 Nevada Avenue. Councilor Burger **SECONDED**.

Mr. Sikes explained complaints had been received regarding the property owner occupying city property along the river. Photographs had been forwarded from an investigation begun last fall and requested that the variance approval include a condition requiring the property owner to remove any fencing or property encroaching on city property within 60 to 90 days.

Councilor Zimmerman felt that matter was not part of the paperwork before council and should be treated as a separate issue.

**Public Comment:** None

Councilors Bolin, Burger, Crompton, Kolp, Schaefer, Zimmerman voted **FOR**.

**MOTION PASSED.**

Mayor Taylor closed the Public Hearing at 7:16 pm.

**Public Hearing – Habitat Homes – Variance Request, Board of Adjustments:**

Mayor Taylor opened the Public Hearing at 7:16 pm.

Mayor Taylor explained the Libby Board of Adjustments is holding the public hearing to receive comments on a variance request received from Habitat for Humanity wanting to build on 403 Utah Avenue and put two dwellings there instead of the one that is currently there.

Councilor Zimmerman noted the packet reflected approximately three neighboring property owners against and six not opposed and asked if any members of the public were present regarding the request. None came forward.

Robert Reeves, Board President of Kootenai Valley Partners Habitat for Humanity, presented the variance request. The plan is to divide the property at 403 Utah Avenue (Fifth and Utah) into two lots of approximately 4,762 square feet each, slightly below the required 5,000 square feet, to allow construction of two homes for partner families. Partner families build sweat equity by participating in construction of their own home and purchase the completed home at construction cost on a 30-year note at 0% interest. Volunteer labor, national material donations, and professional subcontractor services are used to keep costs low.

Councilor Kolp **MADE A MOTION** to approve the variance request from Habitat for Humanity, Councilor Burger **SECONDED**.

**Public Comment:** None

Councilors Bolin, Burger, Crompton, Kolp, Schaefer, Zimmerman voted **FOR**.

**MOTION PASSED.**

Mayor Taylor closed the Public Hearing at 7:20 pm.

**New Business:**

**Approve amendment to Skate Park project – replacing two approved benches with one picnic table:**

Ben Montgomery presented a request to amend the approved skate park project to replace two previously approved benches with one commercial grade picnic table. The table would be similar in quality and still within the approved budget.

Councilor Burger inquired since the table would be movable, will it would be secured. Mr. Montgomery explained it would not be fixed to the ground to allow city crews to move it as needed for mowing.

Administrator Sikes noted that unlike the other picnic tables which are on concrete pads, a freestanding table in a grassy area would require seasonal employees to stop and move it during mowing. He suggested placing it on a concrete pad for ease of maintenance.

Councilor Zimmerman recollected the benches were originally planned to be on concrete to make mowing easier.

**Public Comment:** None

Councilor Kolp **MADE A MOTION** to approve the amendment to the skate park project, Councilor Crompton **SECONDED**.

Councilors Bolin, Burger, Crompton, Kolp, Schaefer, Zimmerman voted **FOR**.

**MOTION PASSED.**

**Approve Logger Days Fun Run 5K Event and Route on June 20th:**

Sarah Long presented a request for Logger Days to host a 5K fun run on June 20. The route would start at the Memorial Center, go to the Mill Ponds, up to JNeils, down the highway, and back to the Memorial Center. The route was reviewed with Officer Luthey, and no road closures are anticipated. A pancake breakfast will follow the event.

Councilor Zimmerman **MADE A MOTION** to approve the Logger Day Fun Run 5K event and route on June 20, Councilor Burger **SECONDED**.

**Public Comment:** None

Councilors Bolin, Burger, Crompton, Kolp, Schaefer, Zimmerman voted **FOR**.

**MOTION PASSED.**

**Approve Engineer Services for 1<sup>st</sup> and Montana Lift Station:**

Administrator Sikes explained the lift station at 1<sup>st</sup> and Montana handles approximately one third of the city's sewage. The wet well dates to the 1920s or 1930s and the station has been failing due to pump design issues. The city applied for \$1.2 million in grants but did not receive the CDBG portion

of \$434,000; a resolution to commit those funds from the sewer operational and capital improvement funds will be coming forward. TD&H Engineering, which completed the wastewater PER, will handle the engineering and planning for the lift station. All advertisement requirements back to 2022 have been met. Engineering costs are estimated at 10-15% of the overall project or approximately \$150,000 and will be paid from grant funds. If the project comes in too expensive, engineering costs can still be reimbursed.

Councilor Zimmerman **MADE A MOTION** to approve the engineering services for the First and Montana Lift Station, Councilor Burger **SECONDED**.

**Public Comment:** None.

Councilors Bolin, Burger, Crompton, Kolp, Schaefer, Zimmerman voted **FOR**.

**MOTION PASSED.**

**Approve CDBG Planning Grant:**

Administrator Sikes explained that at the League of Cities conference in Billings last October, WWC Engineering offered to include Libby in a group of communities for which they are developing Capital Improvement Plans, as the undertaking requires meeting specific state and federal legal requirements. A CDBG grant of \$30,000 is available to offset the estimated \$40,000 cost of the plan. If the grant is not awarded, the project will not move forward as the city cannot absorb the cost. WWC Engineering was selected given their successful completion of the sewer PER.

Councilor Burger inquired whether the project would proceed without the grant. Mr. Sikes confirmed it would not.

Councilor Kolp noted he attended a class on capital improvement plans the prior week in Billings and that a CIP is required to receive certain state and federal grants and encouraged the council to find a way to get it done.

Councilor Zimmerman **MADE A MOTION** to approve the CDBG Planning Grant. Councilor Crompton **SECONDED**.

**Public Comment:** None.

Councilors Bolin, Burger, Crompton, Kolp, Schaefer, Zimmerman voted **FOR**.

**MOTION PASSED.**

**Approve Planning activities:**

Administrator Sikes explained this is a required accompanying document to the CDBG grant application confirming the city will follow applicable laws. It is a formality required by CDBG as part of the grant process. WWC Engineering will administer the grant.

Councilor Burger asked for clarification on whether there were two separate grants. Mr. Sikes confirmed it is the same grant; this is a separate required form within the same application process.

Councilor Bolin **MADE A MOTION** to approve planning activities. Councilor Burger **SECONDED**.

**Public Comment:** None.

Councilors Bolin, Burger, Crompton, Kolp, Schaefer, Zimmerman voted **FOR**.

**MOTION PASSED.**

**Approve City Administrator Sikes as designated Environmental Certifying Official:**

Mayor Taylor explained this item designates the City Administrator as the environmental certifying official responsible for the environmental review process associated with the 2026 CDBG grant award. Mr. Sikes noted this is a required check-in-the-box to ensure all projects and equipment purchases associated with the grant meet environmental requirements.

Councilor Burger inquired whether Mr. Sikes would be the administrator of the CDBG grant. Mr. Sikes confirmed WWC Engineering would handle administration; his role is limited to the environmental certification.

Councilor Zimmerman **MADE A MOTION** to approve City Administrator Sam Sikes as the designated environmental certifying official, Councilor Burger **SECONDED**.

**Public Comment:** None.

Councilors Bolin, Burger, Crompton, Kolp, Schaefer, Zimmerman voted **FOR**.

**MOTION PASSED.**

**Approve all claims received to date:**

Mayor Taylor explained three council members attended training and their travel expenses will be voted on separately so each individual can abstain from voting on their own claim.

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

**Public Comment:** None.

Councilors Bolin, Burger, Crompton, Kolp, Schaefer, Zimmerman voted **FOR**.

**MOTION PASSED.**

Councilor Zimmerman **MADE A MOTION** to approve travel expenses for Councilor Crompton. Councilor Burger **SECONDED**.

Councilor Crompton **ABSTAINED**.

Councilors Bolin, Burger, Kolp, Schaefer, Zimmerman voted **FOR**.

**MOTION PASSED.**

Councilor Bolin **MADE A MOTION** to approve travel expenses for Councilor Kolp, Councilor Schaefer **SECONDED**.

Councilor Kolp **ABSTAINED**.

Councilors Bolin, Burger, Crompton, Schaefer, Zimmerman voted **FOR**.

**MOTION PASSED.**

Councilor Zimmerman **MADE A MOTION** to approve travel expenses for Councilor Burger. Mayor Taylor **SECONDED**.

Councilor Burger **ABSTAINED**.

Councilors Bolin, Crompton, Kolp, Schaefer, Zimmerman voted **FOR**.

**MOTION PASSED.**

**Approve all business licenses received to date:**

Edgewater Land Service LLC, Plumb Tech Plumbing, and Mountain Fitness Corporation. Council discussed the Plumb Tech Plumbing and Heating application, was incomplete — missing description of services, answers to licensing history questions, and signature, and was submitted on a 2025 application form. Plum Tech will be returned to the applicant for completion and brought forward at the next council meeting.

Councilor Zimmerman **MADE A MOTION** to approve all business license applications received to date, items A and C, Councilor Schaefer **SECONDED**.

**Public Comment:** None.

Councilors Bolin, Burger, Crompton, Kolp, Schaefer, Zimmerman voted **FOR**.

**MOTION PASSED.**

**Unfinished Business:** None.

**General Comments from Council:**

Councilor Burger inquired about an update for the Community Development position. Mayor Taylor stated it needs to be brought back forward for application review, will be placed on the next council agenda.

Councilor Kolp reported the engineering report on Hall Road bridge repairs has been completed and the city will be working with the Port Authority and Lincoln County Parks District on next steps.

Mayor Taylor wished everyone a wonderful Memorial Day weekend and noted events at the Veterans Memorial downtown and the cemetery. He also announced that the city has completed its officer-involved shooting review and Chief Ercanbrack is back to work.

**ADJOURNMENT:**

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

Councilors Bolin, Burger, Crompton, Kolp, Schaefer, Zimmerman voted **FOR**.

**MOTION PASSED.**

Mayor Taylor adjourned the meeting at 7:38 p.m.

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Mayor Hugh Taylor

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

Clerk/Treasurer Leann Monigold