

**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 a special meeting on Wednesday, December 24, 2025, in the Council Chamber at Libby City Hall.

### **Call to Order:**

The meeting was called to order at 12:00 pm by Mayor Williams.

Present were Mayor Williams, Councilors Melissa Berke, Gail Burger, Ethan Kolp, Kristin Smith, Hugh Taylor, Brian Zimmerman, Administrator Sam Sikes, and Clerk/Treasurer Leann Monigold.

### **Announcements:**

Tabitha with the LOR Foundation announced that the foundation opened approximately \$74,000 in disaster or emergency funds when the current situation started. The county and schools have used a portion of that. She wanted to let the city and any nonprofits listening know that they still have about \$17,330 left that can be expended through the end of the year should there be need for water or any emergency funds. The funds that are available for emergency use must be used by December 31st, as the foundation will roll over to a new year budget on January 1.

### **New Business:**

#### **Approve contract with ER Assist Inc for assistance in recovery of FEMA funds and other expenditures regarding lower Flower Creek Reservoir emergency actions:**

Mayor Williams introduced Erin McCauley from ER Assist. Ms. McCauley explained that ER Assist is a disaster management company and would work as a consultant to provide support for identifying and obtaining FEMA funds to recover from the disasters experienced over the last couple of weeks.

Councilor Smith inquired how long the company had been in operation. Ms. McCauley stated approximately 10 to 15 years and that she has been with the company for seven years.

Councilor Smith asked about their success rate in recouping FEMA funds. Ms. McCauley responded that as long as a disaster is declared, they have never not recouped FEMA funds. She explained there are a lot of hoops to jump through and some projects may be denied by FEMA for certain reasons, so it's hard to quantify a success rate. For example, if FEMA finds through Google Maps that damage was pre-existing, sometimes they only receive partial funding.

Councilor Kolp asked about the contract amount not to exceed \$80,000, whether that was yearly or over the three-year course of the contract. Ms. McCauley clarified that amount is over the course of the contract and can be modified if needed.

Mayor Williams asked about paragraph 16, portion E, regarding FEMA financial assistance being used to fund the contract. Ms. McCauley explained they cannot create a contract that's contingent on FEMA funding. They will get their invoices reimbursed from the FEMA disaster, provided that it is declared. Their job is to make sure the disaster is declared, and if it's not, they won't continue working up to the not-to-exceed amount.

**Public Comment:**

Vince Backen commented that it seems like something the city could do.

DC Orr commented he resides directly in the flood zone of Flower Creek. He expressed concerns about the use of IP funds and questioned whether those funds should have been used for dam maintenance. He requested information about this matter and suggested a forensic audit of IP funds to determine how they were allocated.

Clerk/Treasurer Monigold explained she has been talking with Laurel and Erin as well as Jamie regarding the finance portion. Wanting to get a rundown on everything she had to keep track of, including timecards, forms for the rigs, and keeping track of generators. She explained there are multiple things that must be tracked very carefully and worries that with all the paperwork they were showing her, she doesn't think she could keep up on it to where the city would get the proper funding back. She stated she really believes ER Assist would be a great help.

Administrator Sikes commented that when dealing with FEMA and emergency protective measures and funding, words matter. If the city doesn't use the exact verbiage and exact words, that's how things get thrown out. That's why the city needs people with experience in these matters who do this for a living, because the money they can get reimbursed far outweighs what the consultant costs.

Clerk/Treasurer Monigold added that the city could be looking at two to possibly three years or more before seeing a dime.

Mayor Williams pointed out that the Disaster and Emergency Services people who were assisting with recovery were very excited to see Laurel come in and spoke very highly of this company.

Councilor Zimmerman **MADE A MOTION** to approve the contract with ER Assist for the assistance and recovery of FEMA funds, Councilor Burger **SECONDED**.

Councilor Zimmerman stated he would **ABSTAIN** from voting.

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

**MOTION PASSED.**

**ADJOURNMENT:**

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

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

**MOTION PASSED.**

Mayor Williams adjourned the meeting at 12:14 pm.

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

\_\_\_\_\_  
Mayor Hugh Taylor

\_\_\_\_\_  
Clerk/Treasurer Leann Monigold