

CITY OF LIBBY

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REGULAR COUNCIL MEETING #1644

JANUARY 2, 2024 @ 7:00 PM

COUNCIL CHAMBERS – CITY HALL

CALL TO ORDER:

- Pledge of Allegiance
- Prayer by Cornelius Girod
- Roll Call
- Welcome
- Approve City Council meeting #1643 minutes dated December 18, 2023.

ANNOUNCEMENTS:

COMMITTEE REPORTS:

- City Administrators Report
- Fire
- Police
- Ordinances
- Lights/Streets/Sidewalks
- Building
- Water/Sewer
- Zoning Commission
- Cemetery/Parks
- Finance
- Wildlife
- City-County Board of Health
- Park District Manager of Projects

PUBLIC COMMENT ON NON-AGENDA ITEMS: This is an opportunity for the public to offer comments related to issues that are not currently on the agenda that the council has jurisdiction over. Public comment is limited to 3 minutes.

OLD BUSINESS: Each previous agenda item will be introduced by the mayor with a description of the item and explanation for the recommended action to be taken. Following council discussion on each item there will be an opportunity for public comment. Public comment is limited to 3 minutes concerning the agenda item being discussed only.

NEW BUSINESS: The mayor will introduce each new agenda item with a description of the item and an explanation for the recommended action to be taken. Following council discussion on each item, there will be an opportunity for public comment. Public comment is limited to 3 minutes concerning the agenda item being discussed only.

1. Approve sponsorship of LOR grant – Montana Department of Labor & Industry – Pilot Industry Awareness campaign.
2. Approve all Beer, Wine or Liquor License applications received to date.
 - a) Libby Quik Stop, LLC, 120 W. 9th St.
3. Approve all Coin Operated Licenses received to date received to date.
 - a) Pastime Bar & Lounge, 216 Mineral Ave.
4. Approve all business license applications received to date.
 - a) Dollar General Store #25010, 131 Education Way, Corporation, Retail – general merchandise.
 - b) Silver and Stardust LLC, 41778 Hwy 2, LLC, Handcrafted jewelry sales – mobile, homebased, and online.
 - c) So Help Me Haley, 107 Vicks Ln., Individual, In home care to include, daily tasks, cleaning, cooking, bathing, daily living, feeding, grocery shopping, and indoor/outdoor maintenance.
5. Approve all claims received to date.
6. Elect council president (per council policies and procedures).

UNFINISHED BUSINESS: Each item will be introduced by the mayor (or assigned liaison) with a description of the item. Following council discussion on each item, there will be an opportunity for public comment. No action will be taken. Public comment is limited to 3 minutes concerning each item.

GENERAL COMMENTS FROM COUNCIL: Public comment will not be taken during this portion of the meeting

ADJOURNMENT:

The manner of Addressing Council:

- Each person, not a Council member, shall address the Council at the time designated in the agenda or as directed by the Council, by stepping to the podium or microphone, giving that person's name and address in an audible tone of voice for the record, unless further time is granted by the Council, shall limit the address to the Council to three minutes.
- All remarks shall be addressed to the Council as a body and not to any member of the Council or Staff with no personal remarks allowed.
- No person, other than the Council and the person having the floor, shall be permitted to enter any discussion either directly or through a member of the Council, without the permission of the Presiding Officer.
- Any person making personal, impertinent, or slanderous remarks or who shall become boisterous or disruptive during the council meeting shall be forthwith barred from further presentation to the council by the presiding officer unless permission to continue is granted by a majority vote of the council.

ATTENTION:

To access this meeting electronically with **ZOOM**,
Dial: 253-215-8782
Meeting ID: **4042719951**
Password: **151041**
Posted: 12/28/23

UNAPPROVED MINUTES

The City Council held Council Meeting #1643 on Monday, December 18, 2023, in the Council Chambers at City Hall.

Call to Order:

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

The Pledge of Allegiance was completed, prayer was by Tom Cole, roll call commenced. Present were Mayor Williams, Councilors Gary Beach, Melissa Berke, Zach McNew, Hugh Taylor, Brian Zimmerman, Administrator Sam Sikes, Clerk/Treasurer Leann Monigold, and (via Zoom) City Attorney Dean Chisholm. Councilor Kristin Smith was not in attendance.

Mayor Williams welcomed all those in attendance.

Approve City Council minutes for meeting #1642 dated December 4, 2023:

Councilor Zimmerman **MADE A MOTION** to approve City Council minutes for meeting #1642 dated December 4, 2023, Councilor Beach **SECONDED**.

Councilor Taylor abstained.

Councilors Beach, Berke, McNew, and Zimmerman voted **FOR**.

MOTION PASSED.

Chief Ercanbrack introduced new Libby Police Officer Seth Power.

Announcements:

Mayor Williams announced City Offices will be closed Friday, December 22nd through Christmas Day, December 25th, and January 1st for New Years.

Swearing in for newly elected council members will be December 27th at noon to give time to for the documentation to be registered at the Clerk and Records office prior to the 1st council meeting in January so they are eligible to vote.

January meetings will be on the 2nd and the 16th due to holidays falling on Monday.

Committee Reports:

Administrator: Administrator Sikes reported submitting a bubble map for the future Land Use map of Libby and will go along with the Growth Plan. WWC Engineering did a great job creating the map and is ready to go to the Committee for alterations.

Building report for November and December: November, two permits sold, one for a new deck and one for a new roof for a total of \$413. December, three permits sold, two for new roofs and one for a carport. Thirteen permits sold so far this year for a total of \$7700 compared to this time in 2022 was 27 permits sold for \$16,000 and in 2021 was 17 permits sold for over \$16,000. Unsure why permit sales are down but the city has not been getting

new house permits like in the past. Hoping for a recovery because the fund that was created for Building Code Enforcement must be self-sustaining to continue in the program.

SLIPA funds, (State and Local Infrastructure Partnership Act). Before December 31st ideas had to be solicited, after speaking with the leads and department heads, the Mayor and Mr. Sikes came up with a list of four items to look at. First, use the funds for the lift station at 1st and Montana Ave., second, to rebuild Spruce Street by the tennis courts, third, to do 10th Street on the block behind McDonald's and Kaiju, and fourth, putting a commercial heated roof on City Hall since it is an emergency dispatch. To use SLIPA funds the City will have to pay a portion of the project, the lift station would not be able to be engineered completed in time, so the funds could not be used for it. Presented were maps showing the Spruce Street project, \$231,304 is dedicated as long as the City has the \$57,000 matching funds, that can come out of our Gas Tax. Spruce Street has already been looked at to be rebuild with City funds, so the best plan would be to use SLIPA funds to rebuild Spruce St. and at the same time the Streets Crew could work on 10th St. to knock out both in one year taking care of a lot more roads. Curbs and sidewalks will have to be redone also, so during bidding, the bids will have to show how many lineal feet they could do to include the curbs and sidewalks with rebuilding of the street and must be looked at as a collector road that requires a larger base to withstand heavier traffic. Along with this project the tennis court parking lot paved, mapped and designed properly, and potentially a parking lot by Department of Revenue hopefully increased at the same time.

Police: Chief Ercanbrack reported the department has been busy, three vehicles have been reported stolen and recovered. Warrants are being issued for all the suspects. Officer Luthey is done with field training and doing great work on his own.

Water/Sewer: Councilor Zimmerman announced they are still waiting for some numbers to look at the Commercial Rates so a meeting can be scheduled, a meeting will also be scheduled, or an item added to an agenda to look at the wording in our Water Regulations.

Finance: Clerk/Treasurer Monigold reported the Annual Financial Report was accepted by the State last week, the annual report for the Department of Commerce was submitted last week, and currently preparing the annual USDA-RD and DNRC reports to be submitted.

Park District Manager of Projects: Tony Petrusha reported, vitalization of the Park District board of directors, trying to get them under MCA and how special districts are governed and duties, biggest part of that is the MOU with the County, Port Authority, and Park District. Property transition with the Port Authority will be about 180 acres left that will not be commercially viable and will be designated as recreation. The Parks District will be responsible for funding. The city will be added to the MOU as soon as everything is settled with the current MOU.

Port Authority Swim Pond, the final design has been completed with a grant from LOR. New Water Rights with DNRC is in the process, should hear something by April if there are no findings. Lincoln County Credit Union donated \$47,000 for the purchase of pond liner and other materials. County road crew are giving in-kind services as weather permits for the needed digging, they were able to dig to test for ground water and those levels came up pretty high so will be testing if the ground water is coming from the fishpond.

Long range agreement for a foundation is to support funding for recreation facilities in the district, when the revenues generated through real estate sales in the Port, part of the TEDD district requirements is that money gets reinvested in Port. Plans are to take some of that money to make a foundation for an escrow account to utilize the dividends.

A grant request was submitted for the 1200 feet of sidewalk along Balsam Street from the bridge to the middle school, have not received a response.

Working with commissioners to include a pedal track in Pioneer Park. The County Attorney has reviewed it, a transmittal letter was received from Pioneer Society to leave Pioneer Park in a natural state. County Attorney determined a pedal track would not disrupt the natural state and is on the County Commissioners' agenda for January 18th at 11am. Then will proceed to the preliminary engineering design.

A few grants out there, Rebuilding American Infrastructure with Sustainability and Equity (RAISE) discretionary grant has a funding of \$1.5 billion for 2024. The minimum RAISE grant award is \$5 million, except for projects located in rural areas then minimum is \$1 million. He would be willing to submit the application if a project was identified and would qualify. Applications are due at the end of January.

Councilor Beach inquired what type of projects they would have to be. Mr. Petrusha explained they would have to be infrastructure projects, but the definition is broad.

Wildlife: Councilor Taylor reported the local biologist is waiting on legal opinion for the Turkey draft and Committee is waiting on a response for the CWD information.

Public Comment on Non-Agenda Items:

John Bebee, 704 E 9th St., suggested repairing the ditch along Education Way as an infrastructure project.

Old Business: None.

New Business:

Approve all Beer, Wine, or Liquor License applications received to date:

American Legion Club, 319 California Ave., Black Board Bistro, 803 Mineral Ave., and Cabinet Mountain Brewing Company, 206 Mineral Ave, Cabinet View Country

Councilor Zimmerman **MADE A MOTION** to approve all Beer, Wine, or Liquor License applications received to date, Councilor Berke **SECONDED**.

Councilors Beach abstained.

Councilors Berke, McNew, Taylor, and Zimmerman voted **FOR**.

MOTION PASSED.

Approve all Coin Operated Licenses received to date:

American Legion Club, 319 California Ave. and VFW #1548, 114 W 2nd St.

Councilor Zimmerman **MADE A MOTION** to approve all Coin Operated Licenses received to date, Councilor Berke **SECONDED**.

Councilors Beach, Berke, McNew, Taylor, and Zimmerman voted **FOR**.

MOTION PASSED.

Approve all business licenses received to date:

Handyman for Hire and HELYN'S Jewelry Store

Councilor Zimmerman **MADE A MOTION** to approve all business licenses received to date, Councilor Beach **SECONDED**.

Councilors Beach, Berke, McNew, 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 Berke **SECONDED**.

Councilors Beach, Berke, McNew, Taylor, and Zimmerman voted **FOR**.

MOTION PASSED.

General Comments from the Council:

Mayor Williams thanked Councilor McNew for his two years of service on City Council and announced the swearing in for new Council and new Council terms would be December 27th at noon to give time to register with the County prior to the 1st council meeting in January.

Merry Christmas!

Adjournment:

Councilor Zimmerman **MADE A MOTION** to Adjourn and Councilor Berke **SECONDED**.

Councilors Beach, Berke, McNew, Taylor, and Zimmerman voted **FOR**.

MOTION PASSED.

Mayor Williams adjourned the meeting at 7:29 PM.

Mayor Peggy Williams

Attest: _____

Clerk/Treasurer Leann Monigold



December 26, 2023

Thanks so much for attending the information session for the Libby Industry Awareness campaign. It was great to see such a great turn out and get valuable feedback from local businesses. At that meeting we clearly heard that there is support for this effort, and that we can come together as a community to support our local workforce, with training and better communication and connections! This work is focused on helping to make a positive impact for the Libby business community, and help people understand the great opportunities that are available right here!

We heard at the meeting that several are interested in personalizing this promotion, by paying for business-specific banners. We understand how that might benefit your organization, and we are looking ahead to see how that can be implemented.

This project is currently in Phase 1. During this phase we anticipate that the expenses will be covered by the generosity of the LOR Foundation. <https://lorfoundation.org/communities/libby/> By utilizing this grant funding, we are working to bring attention to the entire Libby community, as a great place to live, learn, earn; and thrive! In this phase we want to build a very standardized and recognizable campaign that will resonate with the public and build recognition and awareness. While not utilizing paid business-specific options during this phase, the banners and posters will highlight Libby industries, drawing attention to the broad scope of opportunity here!

Phase 1 includes different pieces of this campaign. Quality banners and posters will be created and posted prominently throughout the town. Opportunities will be arranged for some employers to meet with students at the schools to talk about their business. We will be posting on social media and in the paper to draw attention to this effort. An exciting day is planned for "Workforce Expo 2024"! This is going to be a hands-on career exploration day for students, as well as a recruitment opportunity for finding great employees! We are looking forward to businesses coming and bringing the "tools of the trade" or tangible ways for students to really see the amazing things that happen in your workplace! We believe this will generate excitement for students to pursue skills and work right here in Libby. Look forward to more information about that soon. Save the date! This will be held on April 30th at the Libby Memorial Events Center!

By participating in this beginning phase of the project, your business will benefit from a no-cost-to-you promotion that includes banners and matching posters. These materials are versatile and can be effectively utilized on your website, social media, or local advertising, ensuring maximum exposure for your company. You will also be able to specifically highlight your business at the Expo!

After the Workforce Expo, we plan to evaluate the outcomes so far, and then shift to Phase 2 of this project. We want to use the experience to that point to help inform how to move forward, to help sustain support for employment and industry-specific training in Libby. We anticipate that at this point, it will be a good time for businesses to be able to invest in individualized marketing.



We know we are all stronger together. Thank you for being a part of this effort to strengthen business awareness, and the ability to Live, Learn, Earn and Thrive in Libby!!

Thank You

A handwritten signature in black ink, appearing to read "Janelle Kimberlin". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Janelle Kimberlin- Department of Labor and Industry Engagement Team

Janelle.kimberlin@mt.gov

John Caldwell-Department of Labor and Industry Engagement Team

John.caldwell@mt.gov

Section 2

1. Pursuant to MCA 7-4-4403 the council may elect a Chairperson (President) who in the absence of the Mayor shall act as Mayor pro tempore and may vote as other members of the council. In the absence of both the Mayor and Chairperson, the council may appoint a member to act as Chairperson pro tempore.
2. The Chairperson's term shall run until the first council meeting in January of even numbered years at which time the council may elect a Chairperson.
3. If the office of Chairperson is vacated the city council shall elect a new Chairperson at the first regular council meeting after the vacancy occurs. PART III. Council Vacancy Section 1 In the event of a vacancy on the council or office of Mayor as per 7