



# City of Libby Libby Montana

www.cityoflibby.com

PO Box 1428  
952 E. Spruce Street  
Libby MT, 59923  
(406) 293-2731  
Fax (406) 293-4090

---

## REGULAR COUNCIL MEETING #1670 MONDAY, FEBRUARY 3, 2025 @ 7:00 PM COUNCIL CHAMBERS – CITY HALL

### **CALL TO ORDER:**

- Pledge of Allegiance
- Prayer by Joseph Miller
- Roll Call
- Welcome/Announcements
- Approve minutes for Regular Council meetings #1669 held January 21, 2024.

### **COMMITTEE REPORTS:**

- City Administrators Report
- Fire
- Police
- Ordinances
- Lights/Streets/Sidewalks
- Building
- Water/Sewer
- Zoning Commission
- Cemetery/Parks
- Finance
- Wildlife
- Local Government Study Commission
- 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.

- 1.) Blackburn's request for lease at Riverfront Park.

**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. County's request for City to donate one acre of land for Animal Control.
2. Approve all claims received to date.
3. Approve all business license applications received to date.
  - a. Lexy Cleaning, 2515 Kootenai River Rd, Individual, House Cleaning.
  - b. Lina's Cocina, 74 airstrip Rd., Individual, Sourdough goods, breads, bagels, waffles, ect.

**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.

- 1.) Discussion to amend Libby Development Fund Policy and application process.

**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:** 1/30/25



1/30/2025  
Peggy Williams  
City of Libby

RE: Notice of RRGL Planning Grant Award

Dear Mayor Williams,

Congratulations! You have been awarded a \$40,000.00 RRGL planning grant for the Libby Wastewater PER. The City of Libby must enter into an executed grant agreement with DNRC. Project costs incurred after the date of this award letter may be eligible for reimbursement.

**APPLICANT ORGANIZATION must enter into a grant agreement with DNRC prior to requesting reimbursement for eligible project costs.**

To begin your project, we will need the following items:

1. [budget tracking spreadsheet](#)
2. scope of work
3. [grant management plan](#)
4. committed funding letters for this project.

Startup conditions (above) must be submitted by **March 14, 2025**. If startup conditions are not submitted by this date, the planning grant application may be rescinded, and the project might not move forward to a DNRC grant agreement.

Upon receipt and review of these startup conditions, the DNRC grant manager will develop the grant agreement and you will receive a version to sign via DocuSign or Mail. Please sign the agreement and return them to us for final signatures and approval.

Thank you for your application and we look forward to working with your organization on your project and planning needs and contact Katherine Certalic if you have any questions: [kcertalic@mt.gov](mailto:kcertalic@mt.gov) or 406-444-3146.

Sincerely,

A handwritten signature in blue ink that reads "Katherine Certalic". The signature is written in a cursive, flowing style.

Katherine Certalic  
RRGL Planning Grant Program Manager

**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.

## **UNAPPROVED MINUTES**

The Libby City Council held regular meeting #1669 on Tuesday, January 21, 2025, in Council Chamber at Libby City Hall.

### **Call to Order:**

The meeting was called to order at 7:02 pm by Mayor Williams.

Present were Mayor Williams, Councilors Melissa Berke, Gail Burger, Kristin Smith, Hugh Taylor, Brian Zimmerman, Administrator Sam Sikes, Clerk/Treasurer Leann Monigold, and (via Zoom) Councilor Ian Smith and City Attorney Dean Chisholm.

**Announcements:** None

### **Approve minutes for Regular Council meetings #1668 held January 6, 2025:**

Councilor Zimmerman **MADE A MOTION** to approve minutes for regular Council meeting 1668, Councilor Berke **SECONDED**.

DC Orr expressed frustration for the approval of three sets of minutes with the same vote in the previous meeting and felt it was a violation of his Constitutional right to participate.

Councilors Berke, Burger, K. Smith, Taylor, and Zimmerman voted **FOR**. Councilor I. Smith voted **AGAINST**.

**MOTION PASSED.**

### **Committee Reports:**

**Administrator:** Administrator Sikes reported the Local Emergency Planning Committee (LEPC) had met and announced the Interactive Public Warning System (IPAWS) was ready for use once the LCSO dispatchers were trained how to use the system. The warnings will be sent out to cell phones similar to an Amber Alert.

Mr. Sike announced he had provided testimony to the MCEP Long-Range Planning Committee in Helena over the MCEP grant for the Wastewater Lift Station. Libby is ranked last for grant funding so by showing up personally to represent the city will hopefully help increase the chance to secure funding. Tomorrow Mr. Sikes will be returning to Helena to provide testimony to the RRG Long-Range Planning Committee to help secure funding for the RRG grant.

**Lights/Streets/Sidewalks:** Councilor Zimmerman reported they have received a quote from Twisted Turtle for the crosswalk flags, but the kits would have to be purchased from a different company, trying to keep it local, will also be going to Flash 56 to see if they can provide a bid. The

cost seems to be substantially more than anticipated due to the City of Libby logo. Once the figures are gathered there will be another committee meeting scheduled to try and move forward.

**Local Government Study:** DC Orr, temporary Chair, explained the history and purpose of the Local Government Study Commission. Mr. Orr introduced Vince Backen, temporary Co-Chair, explaining he is considered the historian because he has researched the history of the City Government studies. Karen Dinkins, temporary Secretary and has become the organizer, but due to some changes in her life will be leaving the city limits and thought it was best to appoint someone at an early stage in the process and has offered to remain as an assistant. Mr. Orr gave a brief background for the candidate to be appointed, John Bebee and explained at this point the Commission is encouraging public involvement and will be writing regular reports.

**City-County Board of Health (BOH):** Councilor K. Smith reported a meeting was held the 14<sup>th</sup> with updates from various Health Department programs. Zero to Five will be transitioning to a new coordinator, BOH is sponsoring a survey for Smoke Free Parks. One of the main discussions was about the Crisis Response Team that had been abruptly stopped without much explanation. The County received a grant to fund that project, and it was discussed if the BOH would house and administer the grant. The Communicable Disease Response Plan was approved and the plans to expand the landfill will be moving forward.

**Public Comment on Non- Agenda Items:**

John Bebee commented on new items he became aware of, first was the US Forest Service open comment period regarding MMC, Montanore-Hecla, doing exploratory stuff in the Cabinets and encouraged Council to support that. Second, Fish, Wildlife and Parks has grant money available to local governments for shooting range equipment and encouraged Council to investigate that funding

**Old Business:** None

**New Business:**

**Per FWP request: Be it known that the city is creating a list of those residents willing to accept wild turkeys harvested within the city limits under the City's harvest permit:**

Councilor Taylor explained the city received a permit to harvest some turkeys but there have been difficulties, churches can no longer take them because they are not FDA certified and the food bank has no way to process them so will only take them if they are ground up and processed. After meeting with the new biologist, he has agreed to let the city create a list to donate the turkeys to the public. FWP wants a list created and to inform the public they could be put on the list by contacting City Hall and if harvested they will be distributed.

Karen Dinkins inquired if anybody in the county could get on the list or only city residents. Councilor Taylor said anybody could get on the list.

**Approve Resolution 2051 authorizing deer harvest on city owned property for the purpose of testing for CWD:**

Mayor Williams explained the resolution.

Councilor Zimmerman **MADE A MOTION** to approve Resolution 2051, Councilor Berke **SECONDED**.

Councilor Taylor, liaison with FWP, has noticed the majority of the CWD harvest has come from outside city limits, so spoke with the new biologist about focusing more on harvesting deer inside city limits, the use of city property would be able to increase those numbers and encouraged members of the public to reach out if they would like to have deer trapped on their property.

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

**MOTION PASSED**

**Approve \$6,448.00 LOR grant to build and maintain a radio tower at the water treatment plant:**

Justin Williams explained new radios were purchased last year but didn't not have a better reach than the handhelds, so a repeater was mounted on the existing tower using pieces and parts to put it together. Mr. Williams reached out to LOR about a new tower. The new radios have been reprogrammed and now have exceptional communication in all direction now.

Councilor Zimmerman **MADE A MOTION** to approve \$6,448.00 LOR grant to build and maintain a radio tower at the water treatment plant, Councilor Burger **SECONDED**.

Tabitha Viergutz explained the acceptance of the grant would become the start term date and end May 1, 2025, pending completion of all expenditures, if not accepted, the commencement would be considered null and void, at this time LOR has an intent to fund the \$6448.

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

**MOTION PASSED**

**Approve \$28,160 LOR grant for the addition of skatepark feature in Fireman's Park:**

Tabitha Viergutz explained the grant was originally requested by a Libby community member, then moved into the parks committee. The funding would start with the acceptance of the grant funds and would end august 1 2025 pending completion of expenditures. If not accepted, it would be considered null and void, at this time LOR has an intent to fund a total of \$28,160 in building the skate park featured.

Councilor Zimmerman **MADE A MOTION** to approve \$28,160 LOR grant for the addition of skatepark feature in Fireman's Park, Councilor K. Smith **SECONDED**.

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

**MOTION PASSED**

**Appoint Christian Montgomery for three-year term on Planning/Zoning Board:**

Mayor Williams explained this is a reappointment of Christian Montgomery for the three-year term on the planning zoning board. The position was advertised, and there were no applicants. It is recommended Mr. Montgomery be reappointed this time for a three-year term.

Councilor K. Smith **MADE A MOTION** to reappoint Christian Montgomery to the Planning/Zoning Commission, Councilor Zimmerman **SECONDED**.

DC Orr commented he had found out the Planning/Zoning board had not taken minutes and disagreed having the same Commission for the last six years with no rotation of new members and believes the Commission should be out in the community looking for new members to be involved. Mr. Orr requested a report on what they are doing to correct the fact they don't take minutes. Mayor Williams called Point of Order, the question on the floor is the appointment.

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

**MOTION PASSED**

**Appoint John Bebee to Government Study Commission:**

Councilor K. Smith **MADE A MOTION** to appoint John Bebee to Government Study Commission, Councilor Berke **SECONDED**.

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

**MOTION PASSED**

Mayor Williams explained Mr. Bebee would be sworn in after adjournment.

**Use requests for Riverfront Park (continued discussion):**

The council discussed concerns and ideas about Mr. Blackburn's request to lease an area at Riverfront Park for a mobile fly shop.

The council discussed the Farmers Market request to use an area in Riverfront Park and if there would be conflict with Mr. Blackburn's request for the same area.

Councilors Taylor and I. Smith do not support Mr. Blackburn's request.

John Bebee commented on his support for economic growth and suggested approving the request on a seasonal basis.

DC Orr inquired about the area being discussed for Mr. Blackburn's request. Mayor Williams explained it is the area in Riverfront Park. Mr. Orr commented about concerns Councilor I. Smith had mentioned regarding the concession stand at the falls in relation to Mr. Blackburn's request.

**Six-month budget review:**

Clerk/Treasurer Monigold presented the budget update and explained both revenue and expenditures are on track at the halfway mark in the budget, highlighting the unexpected revenue from the cannabis tax. Ms. Monigold acknowledged all departments were doing a wonderful job with their budgets.

Councilor K. Smith noted the increase in Street Opening Permits.

Administrator Sikes noted, with the lack of snow fall, there have been no extra costs in overtime for the Streets Crew and hoping to be able to transfer extra funds to the Capital Improvement Plan at the end of the year.

**Approve all claims received to date:**

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

Mayor Williams stated the public is welcome to look at them, they are available on Monday afternoon prior to the meeting, ask the front desk, Leann, or Sam and they can show you the claims.

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

**MOTION PASSED.**

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

Cabinet Mountain Mechanical, D/C Windows and Doors, G.O.A.T. Cleaning Services, Mountain Valley Publishing LLC, Nomad Expression, and Speedy's Handyman Services.

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

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

**MOTION PASSED.**

**Unfinished Business:**

**Discussion to amend Libby Development Fund Policy and application process:**

Mayor Williams stated a grant writer has been discussed, she put together a draft RFQ no for Council to review. It is a request for qualifications for grant writing services to help develop a list



of qualified grant consultants assisting and securing funds through grant opportunities, it also lists the scope of the services, qualifications, and proposal formats and submission requirements.

Councilor K. Smith emphasized the need to have somebody with community development skills, not just for grant writing, but can cultivate relationships with different funding agencies and believes there is enough work to keep someone on a part-time basis.

Mayor Williams acknowledged there was no dollar amount at this point and a base rate would have to be figured out for someone writing grants for the city. Some grants are small and beneficial to the city but do not provide income for the grant writer and would have to be subsidized.

Councilors Zimmerman and Burger agree a position with someone having grant writing, grant maintaining, and community development skills would be beneficial for the city.

Councilor Burger highlighted ideas she felt would be beneficial to have a grant writer.

Mayor Williams mentioned speaking with the DEQ regarding Riverfront Part, under their Operations Maintenance, they can help replace some of the trees and soil, but cannot do irrigation, so implementation money may be needed. Mayor Willaims also mentioned after speaking with Gus Byram, they are ready for the scope of work for the \$25,000 Downtown Technical Assistant grant, implementation money is also needed.

Councilor Zimmerman asked Ms. Burger if she had a number in mind for the use of the Community Development fund ideas. Councilor Burger said it would depend on the pay scale and skill level of a part-time person and could be looked at on a year by year basis.

**General Comments from Council:**

Councilor K. Smith noted there would be an Ordinance Committee scheduled to reconsider the Chief's proposal.

Councilor Zimmerman mentioned if anybody was interested in the water plant or sewer plant investment fees those amounts can be seen on the revenue side of the budget.

**ADJOURNMENT:**

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

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

**MOTION PASSED.**

Mayor Williams adjourned the meeting at 8:11pm.

\_\_\_\_\_

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

Mayor Peggy Williams

Clerk/Treasurer Leann Monigold

**LINCOLN COUNTY**

**STATE OF MONTANA**

BRENT TESKE, COMMISSIONER  
DISTRICT NO. 1, LIBBY

JIM HAMMONS, COMMISSIONER  
DISTRICT NO. 2, TROY

NOEL DURAM, COMMISSIONER  
DISTRICT NO. 3, EUREKA

CORRINA L. BROWN  
CLERK OF THE BOARD AND COUNTY RECORDER

January 28, 2025

City of Libby  
952 E. Spruce #100  
Libby, MT 59923

Subject: Proposal for Land Donation – Animal Shelter Site

Dear Mayor Williams,

Lincoln County respectfully submits this proposal requesting the City of Libby to donate approximately one (1) acre of land located south of County Shop Road, in the northwest corner of a parcel described as Section 34, Township 31 North, Range 31 West, E2SW LESS TRACTS (approximately 61 acres). The County has utilized this parcel for many years, housing a county-owned building that serves as an animal shelter.

The current building is beyond repair and does not meet the needs of the shelter. Lincoln County seeks to construct a new, improved facility to better serve the community's needs. To achieve this, we plan to apply for grant funding; however, grant requirements necessitate that the County own the land on which the new facility will be built. As such, we request that the City of Libby formally transfer ownership of a part of the identified parcel to Lincoln County to facilitate this important project.

The new shelter will provide enhanced services, including improved animal housing, adoption spaces, and effective shelter operations. The County is committed to ensuring that the facility meets modern standards for animal welfare and public accessibility. Ownership of the land will allow the county to invest in long-term infrastructure improvements without legal constraints. Additionally, this project will benefit the city by helping to manage the ongoing animal crisis more effectively, improving public safety and animal welfare within the community.

To ensure a smooth transition, Lincoln County will cover the costs associated with surveying the land and recording the deed transfer.

We appreciate the longstanding cooperation between Lincoln County and the City of Libby and hope to continue our shared commitment to serving the public effectively. We welcome the opportunity to discuss this proposal further and address any questions or concerns the city may have.

Thank you for your time and consideration. We look forward to your response and the opportunity to move forward with this critical project.

Sincerely,

A handwritten signature in black ink, appearing to read "Brent Teske", with a long horizontal flourish extending to the right.

Brent Teske  
Lincoln County Commissioner



**Ruler**

Line Path Polygon Circle 3D path 3D polygon

Measure the distance or area of a geometric shape on the ground

Perimeter: 0.16 Miles

Area: 1.01 Acres

Mouse Navigation Save Clear