

Fairfield Town Council Meeting Minutes
August 9, 2023

Mayor Tacke called the regular meeting to order at 6:36 p.m.

Those Present: Mayor, Loren Tacke; Council Members: Ron Dauwalder, Carmen Staigmiller, Chuck Brown and Scott Hoyt; Public Works Department, Nick Dale; and Clerk/Treasurer, Tammy Comer.

Also Present: Jeremiah Theys, Great West Engineering joined via phone at 6:54 pm.

July 12, 2023 minutes were amended to state Councilor President Ron Dauwalder called the meeting to order as Mayor Tacke was not present at that meeting. Councilor Dauwalder made a motion and Councilor Hoyt seconded the approval of the July 12, 2023 regular meeting minutes as amended. The motion carried by a vote of 3 ayes and 0 nays.

Public Comment: None.

Agenda Changes, Deletions, or Additions to Reports: Delete new business 5a as Diane Hausmann decided not to discuss the murals in town.

Old Business:

- A) Jeremiah Theys of Great West Engineering stated that the Storm Water PER was complete and they would turn in the final draw so the town could receive grant payment reimbursement of \$15,000 from MCEP. He explained the priorities were to complete stormwater pipe on 4th Avenue North and 7th Street, as 7th Street takes all of the runoff water for the town. The cost of the entire stormwater project is expected to cost about \$14.4 million. The first phase is projected to cost between three and four million dollars. The second phase would include 3rd Avenue North to Central then to the infrastructure on 7th Street. The third phase would include the south, southeast and Central Avenue draining from west to the east. The fourth phase would include everything on the west side of town draining to Greenfield Irrigation District. The projected construction start date for phase one is 2026. Mr. Theys added that all of this information was included in the Capital Improvement Plan. He encouraged the town to move forward with the storm water project as there are grants available to help fund this project.

Mr. Theys stated that the Capital Improvement Plan was close to being completed. They were waiting for estimates from the public works department on a few items listed in the CIP. He advised the council to use this document when doing the budget each year.

Mr. Theys said there were many more applications for the sidewalk projects because of the \$5,000 reimbursement from MDT. He hoped Fairfield would be successful in grant funding this application cycle. With no questions for Mr. Theys, he left the meeting at 7:06 pm.

New Business:

- A) Councilor Brown made a motion seconded by Councilor Staigmiller to approve Resolution No. 443 amending ordinance 11.06 short-term rentals. The motion carried by a vote of 4 ayes, and 0 nays.
- B) Resolution No 444 Exhibit A was amended to state councilors in place of council woman/man. Councilor Dauwalder made a motion seconded by Councilor Hoyt to approve Resolution No. 444, as amended, approving wages, salaries, and compensations for the officers and employees for the 2023/2024 fiscal year. The motion carried by a vote of 4 ayes, and 0 nays.

- C) Councilor Hoyt made a motion seconded by Councilor Dauwalder to approve Resolution No. 445 for fiscal year 2023-2024 special assessments for street maintenance. The motion carried by a vote of 4 ayes, and 0 nays.
- D) Councilor Hoyt made a motion seconded by Councilor Dauwalder to approve Resolution No. 446 for fiscal year 2023-2024 special assessments for streetlight and garbage. The motion carried by a vote of 4 ayes, and 0 nays.
- E) Councilor Dauwalder made a motion seconded by Councilor Staigmilller to approve the preliminary budget for fiscal year 2023-2024. The motion carried by a vote of 4 ayes, and 0 nays.
- F) Councilor Brown made a motion seconded by Councilor Staigmilller to approve the three year contract with audit firm, Strom and Associates. The motion carried by a vote of 4 ayes, and 0 nays.
- G) Councilor Dauwalder made a motion seconded by Councilor Hoyt to approve a fifty cent raise for Tammy Comer, Clerk/Treasurer, for receiving her Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks. The motion carried by a vote of 4 ayes, and 0 nays.
- H) Councilor Hoyt made a motion seconded by Councilor Brown to approve change order number two which includes installation of 1 ½” and 2” service lines in certain areas of phase one of the water project. The motion carried by a vote of 4 ayes, and 0 nays.
- I) Mrs. Comer stated that she had received the contractor’s fourth draw application for payment. The project draw had been submitted and waiting for MCEP and ARPA grant funding payment. She asked council for approval of the draw so she could pay the contractor and the Department of Revenue (for gross receipts tax) as soon as the grant payment was received. Councilor Dauwalder made a motion and Councilor Hoyt seconded the approval of the contractor’s fourth draw application. The motion carried by a vote of 4 ayes, and 0 nays.
- J) Mrs. Comer explained that there were a couple options to close on the loan with Rural Development in the water project. One option was to close on the loan for the amount in contingency. Doing this would not allow for any other change orders to be covered outside the current contingency amount. Option two would be to close on the full amount (\$263,000) of the loan with Rural Development. Doing this would result in a small water rate increase but would allow for any other change orders that happened to arise. Mrs. Comer said they dealt with a similar situation in the wastewater spray irrigation project. It was decided to close on the entire loan amount and if there was money left over from the project, that money would be paid down on the principal of the loan. Mrs. Comer said she preferred this way to make sure all expenses were paid in the project. Councilor Dauwalder made a motion and Councilor Hoyt seconded the approval to close the RD loan for the full amount of the loan. The motion carried by a vote of 4 ayes, and 0 nays.
- K) Mayor Tacke suggested moving additive alternate #4 to phase two of the water project since there would only be about \$10,000 left in contingency for any unforeseen change orders that may come up during the project. He said it was discussed in the construction meeting today that if the town opts to proceed with the twelve foot of pavement to butt up to our existing, failing streets, the pavement would not hold up. To chip seal 36 feet wide (average) on 7th Street and 4th Avenue (the base bid) would cost \$260,000. That amount would not include additive alternates 1-3 street repair/replacement. Mayor Tacke said it was discussed with the engineer and bond council that a small water rate increase would probably need to be implemented. Councilor Dauwalder mentioned that the water rates need to be restructured. Nick Dale added that currently a resident with a ¾” line pays the same as a resident with a 1 1’2” line, so he agreed that the rate structure needed to be redone. Mrs. Comer said that the Town has an appointment with Rural Water in November to look at the current rate structure and discuss how to proceed. Councilor Dauwalder asked if the easements had time limits. After reviewing the easements, Councilor Dauwalder stated the easements were permanent. With no further discussion, Councilor Dauwalder made a motion seconded by Councilor Brown to keep

added alternative four out of phase one and make it a priority in phase two of the water project. The motion carried by a vote of 4 ayes, and 0 nays.

Committee Reports:

A) Fairfield Volunteer Fire Department: Fire chief, Nick Dale stated that the fire engines were all tested and passed. He said fire restrictions were in place in Teton county through the completion of harvest. There were few calls this past month. Nick said the construction crew was running temporary water out of the fire department for water services around the area of the fire department.

B) Teton County Sheriff's Report: No one was present and no reports were submitted from the Sheriff's Office. No report from the Prosecuting Attorney, and the JP had three cases for the month of July.

Business Licenses and Zoning & Encroachment Permits: There were two zoning permits submitted, including:

1. 6 4th Street North wants to remove existing storage building behind bank.
2. 19 1st St SW wants to install a 30' x 40' fence on northeast corner of property.

After Nick and Chuck made sure all setbacks were met as set on the permits, they approved the permit listed above.

Mayor's Report:

A) Mayor Tacke stated that Great West is working on planning grants for phase two of the water project and a wastewater project to fix the issues down at the lagoon.

B) Mayor Tacke said they will need to reschedule the October Council meeting as the Montana League of Cities and Towns Conference in Helena was October 11-13. Council agreed to hold the meeting on October 18th at 6:30 pm.

C) Mayor Tacke said he was working on updating the pool policy as it was really outdated.

Department Reports:

A) Public Works Department, Nick Dale reported M.E.T. would be out to work on the telemetry next week and the attorney would be out to look at the lagoon Thursday at 9:30 am. He added that he and Chuck would be working on potholes just as soon as time allowed.

Nick stated that the water pumped amount would be skewed because the temporary water lines are not metered in the water project. There were also a couple of leaks that would be fixed soon. Nick suggested adding a clause to the current water ordinance for the depth of curb stops. They ran across one curb stop that was around two foot deep.

B) Clerk/Treasurer, Tammy Comer stated that they would have to wait to bring in fall dumpsters as the yard is occupied by the contractors. They may not do the cleanup day, and just bring in the dumpsters. They will look into it, the closer it gets to the end of the water project.

Town Council Reports: Councilors said they are getting comments on potholes.

Approval of Monthly Claims: Councilor Brown made a motion and Councilor Hoyt seconded the approval of claims 965749 through 965793 for \$67,381.02. The motion carried by a vote of 4 ayes, and 0 nays.

Public Comment: None

Councilor Hoyt made a motion and Councilor Brown seconded to adjourn the meeting. The motion carried by a vote of 4 ayes, and 0 nays. The meeting adjourned at 8:00 p.m.

The next regular Town Council meeting will be Wednesday, September 13, 2023, at 6:30 pm in the Town Office.

Loren B. Tacke, Mayor

ATTEST:

Tammy L. Comer, Clerk/Treasurer