

### **March 18, 2025, Regular Council Meeting (210 E. Crofoot)**

Council Members in attendance were Curtis Green, Tammy Todd, Diane Kaatz, Jan Bowey. Also in attendance were Mayor Robert Stump and Clerk/Treasurer Kristi Millhouse.

**Guests:** Kaylie Theis, Duke Gilman, Del Bieroth, Michael Douglas, Penn Spell, Catherine McRae, Jennifer Martens (Via Zoom – left after 15 minutes), CJ Bartolomei, Dennis Holschbach, Sally Schendel, Daniel Gil (Madison County Sheriff's Department)

Mayor Robert Stump called the meeting to order at 6:00 pm with the Pledge of Allegiance.

**Public Comment Non-Agenda Items:** Sally Schendel invited the public to a library event called Dark Skies Program on March 27<sup>th</sup>. To be presented by Sabre Moore.

Duke Gilman introduced himself as the commissioner representing the Sheridan area. Duke told everyone that the remodel of the County Courthouse will be on the ballot that comes out in April. The ballots need to be returned by May 6<sup>th</sup> to the County. None of the polls will be open for the May election so everything will be done via the mail. The commissioners will be writing a resolution for the courthouse. Currently the courthouse cannot be used, and the commissioners need to decide on repairing it.

**Consent Agenda:** Discussion occurred regarding the consent agenda. Jan made a motion to approve the consent agenda. Tammy seconded the motion. No further comments. Motion passed with a unanimous vote.

### **NEW BUSINESS**

**Resolution 2025-04 Adoption of the procurement and accounting policies:** Discussion occurred. Tammy made a motion to approve resolution 2025-04 adoption of procurement and accounting policies. Curtis seconded the motion. No further comments. Motion passed with a unanimous vote.

**Resolution 2025-05 Adoption of changes to the employee handbook:** Discussion of the handbook and changes occurred. Diane made a motion to adopt resolution 2025-05 for the updated employee handbook. Jan seconded the motion. No further comments. Motion passed with a unanimous vote.

**New Construction:** Becky and Ron Kent (121 Main St) are requesting approval to build a shop with apartments above the shop on their property. Discussion occurred. The Council would like the Kents to attend the next council meeting so they can have their questions answered regarding setbacks, clarification of whether the trailer will be removed or not, the number of apartments above shop in order to install water meters correctly, and what are the highway

setbacks. Curtis made a motion to table the decision until the next council meeting. Tammy seconded the motion. No public comment. Motion passed.

**Memorandum of Understanding between the Town, SCCF and SAPRD:** Kaylie Theis, representative of the Sheridan Community Charitable Foundation (SCCF), asked the council to approve the Memorandum of Understanding (MOU) between the Town of Sheridan (Town), SCCF, and Sheridan Alder Park and Recreation District (SAPRD). The MOU needs to be updated, so that SCCF can get funding for the baseball field improvements. The past MOU was for the pavilion. The new MOU is amended to say baseball field instead of pavilion, and has updated dates. No other changes were made to the MOU from the last one. Jan made a motion to authorize the mayor to sign the MOU between the Town, SCCF, and SAPRD at his discretion. Diane seconded the motion. No further comments. Motion passed with a unanimous vote.

**Retention Schedule:** Clerk/Treasurer Kristi Millhouse explained that the State of Montana has a retention schedule for documents and there is a specific section for local governments. The retention schedule tells us how long we need to keep documents. Mayor Stump and Kristi have been organizing the office and going through paperwork. They would like a motion and approval from the council to shred items per the retention schedule requirements. Discussion occurred. Jan made a motion to approve the Mayor and Clerk/Treasurer to remove documents in line with the States Retention schedule last updated October 2023. Diane seconded the motion. No further comments. Motion passed with a unanimous vote.

**Health Insurance Rates:** Clerk/Treasurer Kristi Millhouse provided information regarding the health insurance rates currently being paid by the Town and the estimated rate increases for the upcoming fiscal year. Kristi needs to send in the Town's choices for health insurance to MMIA and needs a decision on what the Town is going to contribute to employees' costs. Diane made a motion to approve the cost of the Madison plan with the percentage increase. Jan seconded the motion. No further comments. Motion passed with a unanimous vote. Dennis commented on the care credit application that may assist the employees with costs for health insurance.

## **BOARDS AND COMMITTEES**

**Madison County Planning Board:** Penn Spell, representative of the Town of Sheridan for the Madison County Planning Board (MCPB), provided the council with a report on the subdivision regulations. The planning board had a public hearing on February 24<sup>th</sup>. The meeting was well attended. The planning board recommended approval of the draft subdivision regulations to the County Commissioners. Penn stated that he had proposed one change in the section regarding family transfers to the MCPB, that they did not approve. He felt that they needed to change the ability for a transferee (person in the family that receives the property) to be able to do something with the land (e.g., sell) at a set time limit instead of what the State law says, "up to

two years.” He feels that this is a defective law and is unenforceable. Penn was also told that the County did address this issue in a resolution or an ordinance where they changed the standards to set timeline. Penn went to the clerk and recorder’s office, and they were unable to find this resolution/ordinance. Penn wanted to know what the Council would like him to do. Should he go before the Commissioners during the readings of the subdivision regulations, write a letter, or let the topic go. Penn also talked to Ken Walsh about the situation and Ken stated he would look into it and try to fix it at the next legislative session. Penn will do nothing unless he hears otherwise from the Town and will leave it to Ken Walsh to manage.

Duke Gilman commented that he will investigate the ordinance/resolution. The first reading of the subdivision regulations was today 3/18/25. The second hearing will be in two weeks.

**Main Street Improvement Team (MSIT):** No report

**Park District Board:** No report. Mayor Stump reported that the Town made the second payment for the pool liner. Jan asked if the Town had met their payment obligation for the pool liner. Kristi responded yes, they have and the request for reimbursement has been sent to the State. The payments are being processed through the Town because of the grant requirements and tracking sheets that need to be submitted to the State.

**Sheridan Community Charitable Foundation (SCCF):** No additional report

**Zoning Committee:** Jan Bowey reported on behalf of the zoning committee. Zoning did not meet in March. They are waiting for the survey information to come back from WWC Engineering. The surveys were to be completed by March 14<sup>th</sup>. The zoning committee will meet again in April.

**Local Government Study Commission (LGSC):** Tammy reported on behalf of the LGSC. The LGSC is looking for a replacement for the Study Review Commission. This is a two-year commitment and requires three (3) individuals from the Town to be on the commission. Tammy is an ex-officio member (non-voting). April 28<sup>th</sup> the commission will have a public forum at the Senior Center. Local Government Center will do training with the commission at 4:30 and the public forum will be 6:30 to 8:00 pm.

## **REPORTS**

**Sheriff’s Report:** Written report received. Deputy Gil reviewed the report with the public.

**Library Report:** Reports in packet. Bob read the library report.

**Attorney:** No Report

**Fire Department:** Catherine McRae reported on behalf of the fire department. The fire department responded to five calls this month. The department increased by two volunteers.

The fire department has up to eighteen volunteers. Catherine stated that individuals are willing to volunteer now that they are out of that building. Paused and then stated because we have room now.

**Public Works:** No Report

**Clerk/Treasurer Report:** Kristi reported that she has been working on policy and procedures for the past few weeks. Three were approved tonight. The current policy being worked on is the safety policy. She is planning to have it on the agenda for next month. The Town has also purchased an eye station, hard hats, safety vests, and earplugs for the public works department. Kristi has also been going through the accounting, utility billing, and payroll items and looking into the discrepancies identified by the auditors this past June. She believes she has found \$16,350 of the \$30,000 difference.

**Council Reports:** Jan commented on the mediation with the rural fire board. She felt that it was mediated very well. It is important to allow the governing bodies to govern and the Town and the Fire Board worked well together.

Diane: Diane agreed with the comments made by Jan.

Tammy commented that she also agrees with Jan's comments.

Curtis asked about an update on Well 7. Bob commented that the well is done but the piping connection to the Manifold building has not been approved by DEQ. Bob sent an email to Scott with WWC Engineering today for a parts list so the Town can get materials ordered to finish the well set up and connection.

**Mayor's Report:** Mayor Bob reported that following mediation two weeks ago, Bob, Jan, Tammy, from the Town and Bruce Peterson and Del Bieroth of the Rural Fire Board met last week and went line by line through the interlocal agreement. That version has been sent off to the attorney today. The Fire Board's copy will be sent off tomorrow to their attorney per Del.

Mayor Stump also reported that the Town is making plans to remodel the fire hall so we can start using it.

**Council Review:** The next council meeting will be April 14, 2025, at 6:00 pm.

**Adjournment:** Tammy made a motion to adjourn the meeting at 7:43 pm. Jan seconded the motion. Motion passed with a unanimous vote.

ATTEST:

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Kristi Millhouse, Clerk/Treasurer

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Rob Stump, Mayor