

[Agendas Minutes](#)

[Mayor Council Members](#)

[Choteau Acantha](#) [Choteau Chamber of Commerce](#) [Choteau Jaycees](#) [Choteau Schools](#) [Montana Road Conditions](#) [State of Montana Tourism](#) [Teton County](#)

[Teton Pass Ski Resort](#) [Teton County Sheriff's Office](#)

[City Code](#)

## City of Choteau

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### OFFICIAL MINUTES OF THE APRIL 1, 2014 MEETING

#### OF THE CITY COUNCIL

Present were Mayor Jack Conatser, Council Member Stewart Merja, Council Member Jill Owen, Council Member Rose Crawford and Council Member Dan Lannen.

Staff present was Finance Officer Jodi Rogers and Public Works Director Kelly Hirsch.

Citizens present were Melody Martinsen of the Choteau Acantha; Paul Wick, Teton County Planner and Rich Lusk.

#### CALL TO ORDER

Mayor Conatser called the meeting to order at 7:00 p.m.

#### APPROVAL OF THE MINUTES

A motion to approve the minutes of the March 18, 2014 meeting was made by Council Member Crawford, seconded by Council Member Merja. The motion passed with all in attendance voting aye.

A motion to approve the minutes of the March 27, 2014 special meeting was made by Council Member Lannen, seconded by Council Member Merja. The motion passed with all in attendance voting aye.

#### REQUESTS TO BE OUT OF STATE

Council Member Owen requested to be out of state April 4-12, 2014. Mayor Conatser requested to be out of state April 10-14, 2014. A motion to approve the requests was made by Council Member Crawford, seconded by Council Member Lannen. The motion passed with all in attendance voting aye.

#### UNFINISHED BUSINESS

#### NEW BUSINESS

#### DISCUSSION ON UPDATING FLOOD PLAIN ORDINANCE - PAUL WICK

Paul Wick explained that the model regulations for the flood plain have been updated. They are available on the DNRC webpage. He stated that the only decision to be made at this point is to adopt or not adopt them. There is only a small amount of wiggle room for changes. He explained that communities participating in the National Flood Insurance Program are required to have up-to-date flood plain management regulations. We are required to update to the new standards within six months. He explained that the new revisions have been out for approximately 30 days. The first thing to decide is the area that the regulations will cover. He will recommend to the county to exclude the incorporated areas because he feels those areas will need to make a few decisions for themselves. He reported that the City of Choteau has base elevations established. Parts of the city are zone A and zone B. He is recommending the city adopt something similar or the same as the county but just the boundaries of the city limits. He also suggests the city have a flood plain administrator. The planning department will be the administrator for Teton County. Also, the city has the ability to adopt some, all or none of the higher standards. One of the higher standards is cemetery's would be prohibited in the flood hazard area. He suggests taking the higher standards out, they can be voted back in later if need be. He explained that he spoke with the DNRC to see if the higher standards were in place, could we expect lower premiums. They replied that it might be a possibility but there was no real definitive answer. He will ask FEMA the same question when they come to town. He strongly suggests the City adopt them on their own so there is an avenue for appeals. He stated that the City could use the county planning office as the flood plain administrator but there would have to be a formal arrangement made. Council discussed the different options and decided that using the county planner as the flood plain administrator was a good idea.

#### 8 - SUBSTITUTION OF COLLATERAL NOTICES

Mayor Conatser asked if there were any questions, there were none.

#### VOTE ON CTEP SIDEWALK PROJECT ENGINEER SELECTION

Mayor Conatser explained that the qualification packets for the CTEP Sidewalk Project were read and scored. Council Member Merja asked if we have to match funds. Finance Officer Rogers replied that we have to come up with 13.681 percent. The high scorer was DOWL HKM. Council

Member Lannen stated that DOWL HKM already has the area surveyed whereas the other engineering firms do not so we might be able to have one more block replaced. A motion to accept DOWL HKM as the engineers for the project was made by Council Member Merja, seconded by Council Member Crawford. The motion passed with all in attendance voting aye.

#### VOTE ON LAW ENFORCEMENT CONTRACT

Mayor Conatser reported that the contract changed in respect to the length on the contract. It was changed to yearly with the option of extending it. Council Member Own stated that the animal issue was not added into the contract. Mayor Conatser replied that we have been talking to Undersheriff Gjerde who brought us a sample ticket from Fairfield so we could have our own made up. If we have a complaint and he is available, Under Sheriff Gjerde will deliver the ticket. Mayor Conatser reported that the contract is for \$127,003.00 with a cost of living increase each year. A motion to approve the contract was made by Council Member Owen, seconded by Council Member Lannen. The motion passed with all in attendance voting aye.

#### VOTE ON PROSECUTION SERVICES AGREEMENT

Mayor Conatser stated it helps in case we have a felony case. The county attorney will work with our city attorney to prosecute the case. The agreement is \$6667.80 per year. A motion to approve the agreement was made by Council Member Lannen, seconded by Council Member Merja. The motion passed with all in attendance voting aye.

#### DISCUSSION ON CONFLICT OF INTEREST FORM RECOMMENDED BY AUDITORS

Mayor Conatser explained that the form is pretty self-explanatory. The auditors just want to make sure that we don't buy from people that are related to council members just because they are family.

#### CLAIMS APPROVAL

Council Member Merja asked if we need to farm out computer repairs. Finance Officer Rogers explained that we need someone that knows Black Mountain, our computer software. A motion to pay the claims for March was made by Council Member Merja, seconded by Council Member Owen. The motion passed with all in attendance voting aye.

#### PUBLIC WORKS DIRECTOR'S REPORT

Public Works Director Hirsch reported that there were a few meter repairs, water samples were taken, sewer mains were cleaned, the UV bulbs were changed, limbs were trimmed in alleys and near street signs, they burned the brush piles and hauled recyclables to Great Falls.

#### FINANCE OFFICER'S REPORT

Finance Officer Rogers reported that we received a letter from FEMA. They will be here on the 15<sup>th</sup> to audit us and the county. She was told there are only 29 homes in Choteau that carry flood insurance. There should be a lot more.

#### MAYOR AND COUNCIL REPORTS

Council Member Merja stated he is still working with someone on composting. That person also has an idea on recycling.

Mayor Conatser stated that Kevin Johnson of DOWL HKM would like to have the Mayor, Public Works Director and some of the council to meet him in Bozeman to visit some wastewater treatment plants in Big Sky and Rigby, Idaho. Rigby has the exact same plant as the one we will be getting. Council Members Lannen, Merja and Crawford expressed interest.

#### ZONING PERMIT REPORT FOR MARCH 2014

Name	Address	Description
None		

#### PUBLIC COMMENT

Rich Lusky asked if the City is going to have their Community Clean-Up week this year. Mayor Conatser replied that is has been discussed but no time has been set yet. He further stated that if we have to guard the dumpster to prevent tire dumping, we will not have it.

#### ADJOURNMENT

A motion to adjourn the meeting at 8:20 p.m. was made by Council Member Merja, seconded by Council Member Owen. The motion passed with all in attendance voting aye.

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John W. Conatser, Mayor

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Jodi L. Rogers, Finance Officer

