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**City of Choteau
PO BOX 619
CHOTEAU, MT 59422-0619**

406-466-2510

OFFICIAL MINUTES OF THE OCTOBER 7, 2014 MEETING

OF THE CITY COUNCIL

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

Staff present was Deputy Clerk Mary Corey and Public Works Director Kelly Hirsch. Finance Officer Jodi Rogers was excused.

Citizens present were Melody Martinsen of the Choteau Acantha, John Morris and Rich Lusky.

CALL TO ORDER

Mayor Conatser called the meeting to order at 7:01 p.m.

APPROVAL OF THE MINUTES

A motion to approve the minutes of the Special Meeting of October 3, 2014 meeting was made by Council Member Owen, seconded by Council Member Crawford. Council Members Owen, Crawford and Merja voted aye. Council Member Lannen was excused.

A motion to approve the minutes of the September 16, 2014 meeting was made by Council Member Crawford, seconded by Council Member Merja. Council Members Crawford, Merja and Owen voted aye. Council Member Lannen was excused.

REQUESTS TO BE OUT OF STATE

Mayor Conatser requested to be out of state October 14-16, 2014. A motion to approve the request was made by Council Member Merja, seconded by Council Member Crawford. Council Members Merja, Crawford and Owen voted aye. Council Member Lannen was excused.

UNFINISHED BUSINESS

DOWL HKM WASTEWATER TREATMENT PLANT PROGRESS REPORT

Mayor Conatser reported that the Equipment Procurement Bidding Documents were received and the contract was awarded to WesTech. There have been revisions to the pump building. The building will be raised approximately four feet to minimize the amount of building that will be constructed below the water table. They are looking at modifying the site layout to include space for two propane tanks and looking at different ways to get a phone line into the property. They have decided to re-visit the lagoon reclamation until they know if the pond will need to be de-watered or not. Mayor Conatser stated that in speaking with Public Works Director Hirsch, there is a mouse infestation in the UV building that will need to be addressed. Council Member Merja asked if it is a design issue. Mayor Conatser replied that it is not. We will get some estimates on what it will take to fix it.

Mayor Conatser reported that in the next 30 days we will:

Award project to equipment manufacturer and get under contract with WesTech and issue "Notice to Proceed – Shop Drawings".

Update the engineer's estimate reflecting the selected vendor.

Finalize site and building elevations based upon selected vendor's equipment.

Proceed with site adjustments and all site civil piping drawings based upon selected equipment and required footprints of the process tanks.

NEW BUSINESS

VOTE ON CHANGING TIME OF OCTOBER 21, 2014 MEETING

Mayor Conatser reported that Sarah Converse of Sweet Grass Development would like to have a public meeting at 5:30 to discuss and get input on the regional impact statement. Ms. Martinsen stated that she does not feel this would need to be an official City Council meeting. Mayor Conatser agreed and wants to make sure that everyone that wants to attend will come. He stated that it can either be a separate meeting or can go into the council meeting when Sarah has concluded. Council discussed the issue and a motion to change the meeting time of the October 21, 2014 to 5:30 was made by Council Member Crawford, seconded by Council Member Merja. Council Members Crawford, Merja and Owen voted aye. Council Member Lannen was excused.

VOTE ON PERMIT AND PROCEDURE FOR STREET EXCAVATIONS OR OPENINGS

Mayor Conatser reported that this is a form Public Works Director Hirsch developed with help from himself and some of the local contractors. Public Works Director Hirsch explained that the streets and alleys that are being opened to repair leaks are not being repaired correctly and are settling. He stated that contractors need to saw the street when opening. When closing, they need to dry compact the material or use non-shrink material and hot mix to patch the hole. The repair also needs to have a one year warranty in case any problems arise. It will save money if they are repaired right the first time. Council Member Merja asked if there will be a penalty if we are not notified that work is going to be done. Public Works Director Hirsch replied that we get one call locates so we are pretty aware if something is going to be done. Council Member Lannen asked through Mayor Conatser if 3-4 inches of asphalt instead of 2 inches would be more in line. Public Works Director Hirsch replied that we generally have only 2 inches of asphalt. Mayor Conatser explained that we do not have the money in our street budget to keep repairing the same spots over and over. A motion to approve the permit and procedures was made by Council Member Merja, seconded by Council Member Owen. Council Member Owen asked if it had to be part of the ordinance that a permit is required. Mayor Conatser replied that it is already in the ordinance. We are just changing the procedure. Council Members Merja, Owen and Crawford voted aye. Council Member Lannen was excused.

VOTE TO AUTHORIZE SIGNING OF NOTICE TO PROCEED ONCE CONTRACTS ARE EXECUTED

Mayor Conatser explained that this gives him permission to sign the notice to proceed or Council President Lannen in his stead. A motion to approve the signing of the Notice to Proceed was made by Council Member Owen, seconded by Council Member Merja. Council Members Owen, Merja and Crawford voted aye. Council Member Lannen was excused.

CLAIMS

A motion to approve the claims for September was made by Council Member Owen, seconded by Council Member Crawford. Council Members Owen, Crawford and Merja voted aye. Council Member Lannen was excused.

PUBLIC WORKS DIRECTOR'S REPORT

Public Works Director Hirsch reported that a leak detection survey was done. It encompassed the entire City of Choteau. They found six leaks. Two of those have been repaired. One was a service line in the vacant lot across from the Catholic Church. Another was on the South East side of the Courthouse. They also repaired a leaking pipe at the waterworks building. The rest will be repaired before winter. The crew repaired the lagoon road, hauled gravel, patched potholes, graded alleys, put away the picnic tables, blew out the sprinklers and checked fire extinguishers. There were 198 recyclers last month, 119 from the city and 79 from the county. They shipped a load of cardboard and paper for \$192.00. He explained that the site is no longer manned. He is going to close down the grass clipping pile, people are starting to put leaves and brush in the pile.

FINANCE OFFICER'S REPORT

Mayor Conatser reported that Finance Officer Rogers is at a conference in West Yellowstone. He will be attending Wednesday and Thursday.

MAYOR AND COUNCIL REPORTS

Mayor Conatser stated that he sent two letters to residents. One to stop scrapping in "B" residential and the other to clean up his yard, also in that same area. Also, there was a letter sent to inform the residents that they could not park a 5th wheel trailer on their neighbor's property and allow hunters to stay in it.

Council Member Merja has had some residents expressing concern about the hospital situation. He volunteered to go to their board meetings. Mayor Conatser replied that it is their board. We can provide input but it is their decision to make.

ZONING PERMIT REPORT FOR SEPTEMBER 2014

Name	Address	Description
None		

PUBLIC COMMENT

None

ADJOURNMENT

A motion to adjourn the meeting at 7:42 p.m. was made by Council Member Crawford, seconded by Council Member Merja. Council Members Crawford, Merja and Owen voted aye. Council Member Lannen was excused.

John W. Conatser, Mayor

Mary E. Corey, Deputy Clerk

