



## CITY OF LIBBY

952 E. SPRUCE | POST OFFICE BOX 1428

PHONE 406-293-2731 | FAX 406-293-4090 | WEBSITE: [www.cityoflibby.com](http://www.cityoflibby.com)

# REGULAR COUNCIL MEETING #1639

OCTOBER 16, 2023 @ 7:00 PM  
COUNCIL CHAMBERS – CITY HALL

### **CALL TO ORDER:**

- Pledge of Allegiance
- Prayer Jeff O'Connell
- Roll Call
- Welcome
- Approve City Council meeting #1638 minutes dated October 2, 2023

### **ANNOUNCEMENTS:**

Proclamation declaring October as domestic violence awareness month

### **COMMITTEE REPORTS:**

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

**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. Approve LOR Grant-Street Radios.
2. Approve LOR Grant-Pocket Park Improvements.
3. Approve MT. Department of Labor & Industry, Banner Proposal.
4. Approve Resolution #2023, Amendment of the Design and Construction Standards.
5. Discussion on names for Mineral Avenue Pocket Park.
6. Approve all claims received to date.

**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.

**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:** 10/10/23

## **UNAPPROVED MINUTES**

The City Council held Council Meeting #1638 on Monday, October 2, 2023, in the Council Chambers at City Hall.

### **Call to Order:**

The meeting was called to order at 7:00 pm by Mayor Peggy Williams.

The Pledge of Allegiance was completed, prayer was by Marcus Girod, roll call commenced. Present were Mayor Williams, Councilors Gary Beach, Melissa Berke, Zach McNew, Kristin Smith, Brian Zimmerman, Administrator Sam Sikes, Clerk-Treasurer Leann Monigold, and (via Zoom) City Attorney Dean Chisholm.

Mayor Williams welcomed all those present.

### **Approve City Council minutes for meeting #1637 dated October 2, 2023:**

Councilor Zimmerman **MADE A MOTION** to approve City Council minutes for meeting #1637 dated October 2, 2023, Councilor Berke **SECONDED**.

DC Orr, 1117 Nevada Ave., read his comments as they were written in meeting Minutes #1637 and agreed with them and explained why he disagreed with Mayor Teske's past decision to not seek new council for IP Settlement and Mayor Williams's decision to approve the light on the flagpole in the Cemetery.

Councilors Beach, Berke, McNew, Smith, and Zimmerman voted **FOR**.

### **MOTION PASSED.**

### **Announcements:**

Mayor Williams explained a request was made to proclaim that October is National Domestic Violence Awareness Month.

Mayor Williams read Proclamation.

### **Committee Reports:**

**Administrator:** Administrator Sikes reported the sewer department is running smoothly and Deanna and Fred are completing maintenance that has not been completed in the past. The success of the Sewer Department has been with the assistance of the streets crew and city mechanic and can't thank them enough for their help.

The DEQ made a few minor corrections to the new SOP on all the portions that were submitted, which included the required testing and reporting that is required for the city to keep its discharge permit. Soon, the city will start submitting the operational and maintenance sections to the SOP for approval. We are building the SOP so almost anyone can go down to the Sewer Department, without training, and be able to complete the basic

testing and operations to keep the plant functioning until help arrives. The maintenance portion will track all the general maintenance when we have a change in personnel.

The DEQ should be here in the next 3 to 4 weeks to see the improved performance of the plant and offer any advice moving forward. The next big steps will be maintenance on the inside of the clarifiers and oxidization ditch to extend the life of the plant, which will be up in 2026. There is still a job opening at the plant, and hope to have it filled soon.

Water Department, the county has been in a sustained drought for the past few years. The lack of incoming water flow has been mitigated by the increased storage provided by the Flower Creek Dam over the past couple of years. The city may not always have enough storage or supply of incoming water to keep up with demand, especially if there is another year worse than this one. Over this winter, the city will be looking at ways to help mitigate any further loss of water by looking into increased storage, infrastructure upgrades, and asking the public for assistance in water conservation if the need arises. To help accomplish this, the city is already completing a Preliminary Engineering Report to identify infrastructure upgrades, working with the US Forest Service on hydrology projects, and will be looking at State and Federal grants to increase our storage capacity. The city will also be preparing an action plan that will trigger responses according to the flow rate of incoming water and the amount of storage on hand. As a city, we must have plans in place to ensure that our precious resource of water is properly maintained.

The city is still receiving Lead Service Line inventory letters and would like to thank everyone who has already returned the questionnaire and ask one more time that, if you have not submitted your letter, please do so. It is now less than a year until the report is due.

The CVGC Water main is within 30 days to completion.

**Streets:** Justin Williams reported the streets crew has been busy patching potholes, brushing right of way, and preparing for winter plowing activities, jetting mains and sweeping around town, trying to keep up with the leaves as they come down. Two water main repairs have been completed, one on Cabinet Heights and one on Louisiana between 3rd and 4th Street. Cabinet Heights water main project is moving right along, and a shutdown is scheduled for Wednesday for tie-ins on the north end of the project, requiring coordination with plant operations. Bathrooms at Fireman's Park and Fred Brown Pavilion are closed for the season, and the campground has been closed and barricades placed. Women's bathroom at Fireman's Park has been vandalized and will require painting before opening in spring. The crew has been assisting in repairs, identifying other areas of neglect at the WWTP, doing an incredible job with the overall operation, and getting the plant headed in a solid direction. In the process of getting equipment run through the shop in preparation for winter.

**Zoning:** Councilor Smith announced the Zoning Commission had a meeting on Monday, September 25th, with a big turnout and more input. The Commission would like to make more changes to the Residential Districts before making an official recommendation to Council.

**Board of Health:** Mayor Williams announced the September meeting was cancelled and October meeting will be training.

**Public Comment on Non-Agenda Items:** None.

**Old Business:** None.

**New Business:**

**Approve Libby Area Business Association's Halloween Road Closure on Mineral Ave from Dome Theater to the Brewery, 3:30 - 6pm for Trick or Treat and use of City barricades:**

Gail Burger, 302 California Ave., Libby Area Business Association, requested a street closure with use of the barricades for Halloween on Mineral Ave. from Dome Theater to the Brewery.

Councilor Smith **MADE A MOTION** to approve Libby Area Business Association's Halloween Road Closure on Mineral Ave from Dome Theater to the Brewery, 3:30 - 6pm for Trick or Treat and use of City barricades, Councilor Beach **SECONDED**.

Councilor Zimmerman recommended moving the street closure up to the Blvd since the Trunk of Treat will be held at the school. Ms. Burger agreed.

Councilor Smith **ACCEPTED AMENDMENT TO HER MOTION**.

Councilors Beach, Berke, McNew, Smith, and Zimmerman voted **FOR**.

**MOTION PASSED.**

**Approve Ordinance #2010, Amendment of the Design and Construction Standards:**

Mayor Williams announced the Ordinance would be pulled from the agenda explaining it should have been a resolution because the ordinance was not being amended, only the design standards. It will be changed to a resolution and will be on the agenda for October 16<sup>th</sup>.

**Approve Resolution #2022, Declaring Certain City of Libby Property as Surplus, and Authorizing its Disposal at Auction:**

Mayor Williams read Resolution #2022.

Councilor Zimmerman **MADE A MOTION** to approve Resolution #2022, Declaring Certain City of Libby Property as Surplus, and Authorizing its Disposal at Auction, Councilor Berke **SECONDED**.

Councilors Beach, Berke, McNew, Smith, and Zimmerman voted **FOR**.

**MOTION PASSED.**

**Approve proposed mural for Mineral Avenue Pocket Park:**

Councilor McNew introduced Heather Robertson from the Alternative School and explained her students have proposed the painting of a mural behind the wings that Todd Berget made. Giving the history, Rotary club had commissioned Todd Berget to make the wings with a mural behind it but unfortunately, he passed before the project was finished. If mural is approved by Council then the next step is to procure the funding to put a pad in front of it 12" X 12' along with moving the heat pump to the roof. After speaking with Chief Lauer, he is in agreement.

Heather Robertson, 34 Pine Crest Rd., explained the students are excited to get started and hoping for the middle of October, the idea is from the students. The students also had LOR foundation give ideas for the mural, the one proposed was what everyone agreed on. The students and the three teachers will be providing all the labor and creativity. The idea was brought to the alternative students last year, but weather was bad, and weather pending, starting in mid-October and hopefully finishing; if not, it will be finished in the spring.

Councilor Smith **MADE A MOTION** to proposed mural for Mineral Avenue Pocket Park, Councilor Berke **SECONDED**.

Councilors Beach, Berke, McNew, Smith, and Zimmerman voted **FOR**.

**MOTION PASSED.**

**Request for school signage for Montana/Spruce for Kootenai Valley Christian School:**

Tara Nieme, 1516 Utah Ave., Administrator at Kootenai Valley Christian School, explained the need to increase traffic signs around the school for children's safety. The school is requesting an increase in school zone signage and potentially a four-way stop at Montana Ave. and East Spruce, describing the need for the stop signs.

Mayor Williams proposed putting it into Streets Committee to review and come up with a proposed plan, Councilor Beach agreed.

**Approve all claims received to date:**

Councilor Zimmerman **MADE A MOTION** to approve all claims received to date, Councilor Berke **SECONDED**.

Mayor Williams reminded everyone if they are interested in looking at the claims, they are welcome to come in earlier in the day of the Council meeting and ask to see them.

Councilors Beach, Berke, McNew, Smith, and Zimmerman voted **FOR**.

**MOTION PASSED.**

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

H&R Block, Jason Schikora Photography, and Red, White & Brews.

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

Councilors Beach, Berke, McNew, Smith, and Zimmerman voted **FOR**.

**MOTION PASSED.**

**General Comments from the Council:**

Councilor Smith commented on the water level and drought conditions and suggested taking a radical approach for water conservation and possibly changing some ordinances not requiring people to water their lawns.

**Adjournment:**

Councilor Zimmerman **MADE A MOTION** to Adjourn and Councilor Berke **SECONDED**.

Councilors Beach, Berke, McNew, Smith, and Zimmerman voted **FOR**.

**MOTION PASSED.**

Mayor Williams adjourned the meeting at 7:30 PM.

\_\_\_\_\_  
Mayor Peggy Williams

Attest: \_\_\_\_\_  
Clerk/Treasurer Leann Monigold

## Libby City Council Meeting Request

10/16/2023 Meeting

### Request

- Approval to implement a marketing campaign utilizing existing light poles throughout Libby to raise awareness of local manufacturing and trades as a unique strength of the Libby community and a family-sustaining career pathway for Libby residents.

### Process

- Get approval from Libby City Council for career and trades awareness banner campaign
- Talk to manufacturers about using photos from their businesses without specific business names
- Create marketing banners to hang on existing light poles around Libby
- Ideally use a local photographer, graphic designer, and printer for the creation of the banners
- Hang banners on existing light poles on California Ave that already have banner brackets
- Hang banners on light poles on Mineral Ave – banner brackets TBD
- Hang banners on light poles on Highway 2 – banner brackets TBD
- Place marketing material in Libby, Troy, and Lincoln County High Schools
- Potentially fund the project in collaboration with LOR Foundation

### Questions and Items TBD

- Is there a schedule current banner use for Libby?
- When and for how long will the campaign banners be up exactly?
- Start with manufacturing then perhaps rotate to other industries sectors?
- Could also highlight what else is great about Libby as a campaign idea?
- Perhaps businesses that are highlighted could share in the cost?
- If/when City Council approves, then we will have planning meetings. Who all needs to be at those meetings?

Some poles already have hardware for banners and are used seasonally.

### California Ave





Mineral Ave



Highway 2



## **RESOLUTION NO. 2023**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIBBY, MONTANA PROVIDING FOR THE AMENDMENT OF ORDINANCE NO. 1882 PROVIDING FOR THE ADOPTION OF THE DESIGN AND CONSTRUCTION STANDARDS FOR THE CITY OF LIBBY**

**WHEREAS**, the City of Libby, Montana passed Ordinance No. 1882 providing for the adoption of Design and Construction Standards for the City of Libby; and

**WHEREAS**, it is in the best interests of the City of Libby that such design and construction standards be periodically reviewed to ensure that they are consistent with changes and improvements in technology and methodology; and

**WHEREAS**, the City of Libby has reviewed such design and construction standards and has deemed it in the best interests of the City of Libby to adopt the changes set forth herein, necessary for efficient, effective, safe, and lasting construction within the City of Libby.

**NOW, THEREFORE**, be it hereby resolved that the following rules be amended as follows:

#### **CHAPTER TWO - DESIGN STANDARDS**

##### **3. Water System Design Requirements**

###### **Page II-3**

- Pipe Materials- AWWA C 900 DR 18, Class 235 pipe conforming to AWWA C-900 Standards.
- Water service lines- Each single-family residence will have an individual service. The minimum size will be  $\frac{3}{4}$  inch.
- Service line pipe up to 3 inches shall be polyethylene (PE), 471Q, IPS, Class 200 SIDR-7 conforming to AWWA C-901.
- Service line pipe four (4) inches and larger shall be DR-18 Class 235 PVC pipe, conforming to AWWA C-900 standards.
- Service saddles shall be Romac Model 1Q1N or 202N, stainless steel with CC threads for 1 inch to 3 inch. No single or double strap type saddles are allowed for PVC pipe.
- Corporation valves shall be 1 inch Ford Ball Corp. with CC thread inlet and grip joint outlet for IPS PE pipe, model Ford FB 1001-4-G or equivalent (Mueller).
- Curb Stops shall be Ford Ball Curb, Minneapolis Pattern with grip joints on the inlet and outlet for IPS PE pipe, model Ford B66-444M-G or equivalent (Mueller).

- All fittings for underground piping shall be ductile iron fittings, Class 350 SSB fittings conforming to AWWA C-153 Standards. All fittings shall be mechanical joint with retainer glands. Bolts shall be stainless steel or Cor-Blue.
- Valves shall be Mueller Resilient Seat wedge Valves Gate Valves conforming to AWWA C-509 and C-515 Standards or equivalent.

**Page II-4**

- Water meters shall be Sensus brand for  $\frac{3}{4}$  and 1 inch, Ipearl with TR/PL connector and cast-iron bottoms. Meters 1  $\frac{1}{2}$  to 4 inch shall be Sensus Omni C2 or T2.

- Meter boxes and meter setter for  $\frac{5}{8}$  and  $\frac{3}{4}$  inch shall be Mueller Thermal Coil Meter Box 2Q3-CS-15-72-F-B-A-L-N. Meter box and meter setter for 1 inch shall be Mueller Thermal Coil Meter Box 33Q-CS-18-72-F-B-A-L-N. Meter boxes of 2" services shall be Mueller. Meter boxes and meter setter for services larger than 2 inch shall be submitted for approval by the City of Libby.

**Page II-6**

- Wye's installed in existing mains will be Romac CB saddles manufactured for the specific pipe diameter. Saddles will be adhered with stainless steel straps. Saddles will have butyl rubber gaskets at the tap.

**PASSED AND ADOPTED** by the City Council of the City of Libby, Montana, and approved by the Mayor, this 16<sup>th</sup> day of October 2023.

Attest:

By: \_\_\_\_\_  
Peggy Williams, Mayor

\_\_\_\_\_  
Leann Monigold, Clerk/Treasurer