

**\*\* Page 1\*\* A SUMMARY OF PROCEEDINGS OF THE CITY COUNCIL MEETING  
CITY OF THREE FORKS, MONTANA, JULY 9<sup>TH</sup>, 2024**

**JULY 9<sup>TH</sup>, 2024,** The Three Forks City Council met at the Three Forks City Hall (Council Chambers), 206 Main Street and via Zoom. (Zoom is a virtual meeting tool which the City began using due to COVID-19 and social distancing guidelines and continues to use to encourage participation from the safety of one's home.) The meeting was presided over by Mayor Johnston. Mayor Johnston called the meeting to order at 6:00 P.M.

**ROLL CALL:** City Council members George Chancellor, Gene Townsend, (Warren) Garret Buchanan, Ed Tharp, and Roxi McDermott. Reagan Hooton was excused. City Treasurer Kelly Smith and City Clerk Crystal Turner were present at City Hall. City Engineer Jessica Salo (of Great West Engineering) and Engineer for Trails Ahren Hastings (of Solutions Engineered, LLC) attended via Zoom.

The record reflected a quorum with the attendance of five (5) Council members and the meeting was held.

The **Pledge of Allegiance** to the American Flag was led by Mayor Johnston. Mayor Johnston reminded the audience this meeting was audio and video recorded and may be streamed via Zoom and on our Facebook page. The Mayor also reminded all to familiarize themselves with the policy of conduct for this public meeting on the back of their agenda.

**GUESTS:** Gloria Howland, Bret Robinson; Leann Bryant attended via Zoom.

**PUBLIC COMMENTS/CONCERNS (For items not on the agenda)**

There was no public comment for items not on the agenda.

**CONSENT AGENDA**

Mayor Johnston read the Consent Agenda into the record as follows:

- a. Claims Paid due to Timeliness for the Fiscal Year End and to Mail Utility Bills on 6/28/2024 in the Amount of \$46,694.71
- b. Three Forks Rodeo Arena Board Claims Paid due to Timeliness for the Fiscal Year End on 6/28/2024 in the Amount of \$939.00
- c. City Claims to be Paid
- d. Three Forks Rodeo Arena Board Claims to be Paid
- e. Council Minutes of 6/11/2024
- f. Zoning and Planning Board Minutes 5/16/2024
- g. RCREI, LLC Final Plat Approval Exempt from Subdivision Review
- h. City Attorney 2-Year Contract with Susan B. Swimley, Attorney and Counselor at Law 7/1/2024 - 6/30/2026
- i. Ingram Library Services Service Agreement for Discounted Books

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Crystal Turner said Item F should be pulled again because the Zoning & Planning Board has not met in order to review and approve them.

Councilman Chancellor moved to approve the consent agenda with the exception of Item F. Councilwoman McDermott seconded the motion. There was no public comment.

**Motion Passed Unanimously.**

**PUBLIC HEARINGS**

**Public Hearing and Decision on a Resolution of Intent to Adopt the Capital Improvements Plan (CIP)**

Mayor Johnston read the resolution, which would be #421-2024, into the record in its entirety. Jessica Salo reviewed the changes to the draft presented tonight that were recommended from the last meeting's version: more explanation to the water section to understand the calculations; added a lead service line replacement with background on why it is needed and what has been done thus far; added text to stormwater regulation update; modified and added detail to the dates by the remodels planned with HB355 money; more clarification on the Madison River Levy District project which is not a city project; big table of projects was reordered by ascending years. Appendix C that is being finalized by Lee Nellis needs to be inserted as well.

The Council had no additional changes and thanked Jessica for the updates incorporated.

Councilman Townsend moved to accept Resolution #421-2024, a resolution of intent to adopt the Capital Improvements Plan. Councilman Chancellor seconded the motion. There was no public comment. Crystal Turner reported the resolution mentions how many times the public meetings were advertised, but emails were also sent out to those subscribers of Three Forks' news three times, and combined over 50 Facebook posts and website updates offering that comments will be accepted by the public. "Other than Gloria Howland and the surveys received, there has been very little public input on this document and I just wanted the Council to know that," Crystal said.

**Motion Passed Unanimously.**

**REPORT OF OFFICERS**

City Treasurer Kelly Smith reported she has just starting compiling items for the AFR to close out the 2023-2024 fiscal year, and she is also preparing for a FEMA floodplain audit in August.

City Clerk Crystal Turner did not have a report.

**REPORT OF COUNCIL COMMITTEES (if any)**

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George Chancellor reported the Ambulance report (see packet for detail).

**UNFINISHED BUSINESS**

**Flood project** - Nothing to update, other than a meeting this Thursday with the team is hoping to have an update from U.S. Fish Wildlife Services.

**Water Project** - Jessica Salo provided an update that the screen for Well 2C was going to be installed. She has received some emails the last couple days about issues with the casing fitting properly in the bore hole. She will get with HydroSolutions to identify the issues and work on correcting them.

**NEW BUSINESS**

**Three Forks Chamber of Commerce Discussion/Update on Banners for Main Street's Power Poles (Leann Bryant, Chamber President)**

Leann introduced herself and said she would like to chat about the Main Street light poles. "There are fixtures on the poles where the Christmas decorations go. Last year, we purchased new hardware for that and rolled out a campaign for the members to take advantage of an advertising/marketing opportunity. That was one of the comments seen as a barrier to retaining members, and we would like to help them advertise and get more business. We will order the banners, have them printed and maintained and they will not be tattered. You have probably seen similar [signs] in other towns. There are 12 available poles total, 9 of which are sold so far," Leann said.

Gene Townsend asked if they have someone to put them up? Leann answered yes, the Chamber has a volunteer who will install them. She added that these banners will come down the month of December. Crystal Turner explained complaints received in the past regarding signs or flags being above the American flags come President's Day and what the plan was regarding the banners if the City received more complaints because the banners would be above the American Flag for all the other flag-related holidays. Leann suggested that City Staff put back on the complainant what solution they would propose, as these banners will be above the American Flags. She added, "These are 24x48-inch signs." Garret Buchanan asked if they are individual business on each flag or all the same? Leann replied that they will be individual businesses, "Essentially it will be black and white banners with the Chamber's logo and then say *Three Forks Chamber proudly supports* [and then the business logo] *and asks that you support them too.*" Leann said she will send an email to show the Council the banner design.

No action taken, just informational for City and Chamber communication.'

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**Discussion and Decision on Recommendation of 2024 Headwaters Trail System Maintenance for Crack Seal and Seal Coat of 23,300 Lineal Feet along Frontage Road**

Trails Engineer Ahren Hastings said two bids were received: Yellowstone Pavement Solutions and Montana Sealcoating; Montana Sealcoating was the lowest responsible bidder by about \$15,000. Ahren recommends Montana Sealcoating perform the work, "It is in line with the budget Gene Townsend and I put together. Crystal and I have worked on a draft contract which I have provided to Montana Sealcoating." Ahren then explained the areas to be maintained: along Frontage Road to Droulliard Fishing Access, at the Madison River out towards Carpenter Road, and a small section towards Magris' ballfields on Main Street/Old Yellowstone Trail. Gene Townsend said he was happy with the bid results, "This company is out of Whitehall and I'm excited to see their work." Ahren added Montana Sealcoating will be using [subcontracting] Rocky Mountain Asphalt for the paving work, who has worked for the City in the past. He does not have any concerns right now and asked how the Council felt about potentially start early once they provide their certificate of insurance and sign the contract. "Would the Council be OK to let Randy [the mayor] sign it and then ratify the contract on the next available agenda?" The Council agreed to that as long as the paperwork was in place. Gene encouraged it since the weather is favorable for trail work right now, noting it does best in the heat. Ed Tharp said he was happy with the bid prices. There was no public comment.

Councilman Chancellor moved to accept Montana Sealcoating to crack seal and seal coat 23,300-lineal feet along the Front Road and the spur by the ballpark and allow the Mayor to sign once the contractor returns the service agreement. Councilwoman McDermott seconded the motion.

**Vote 5:0, Councilman Townsend abstained.**

**Review and Approval of Personnel Policy Changes**

Crystal Turner explained all the details of the Personnel Policy, which was a total of two items: to bring the policy into compliance with the updates of State law regarding gifts pursuant to 2-2-104, MCA.

Councilman Townsend moved we accept the changes just given to us in the Personnel Policy manual for the City of Three Forks. Councilman Tharp seconded the motion. There was no public comment.

**Motion Passed Unanimously.**

**Review and Approval of Hiring Policy Changes**

Crystal Turner explained all the details of the Hiring Policy changes, which totaled ten changes, to bring the policy into compliance with federal laws, ease for the interviewing committee, and record retention. (See packet of detailed changes or the track changes of the policy.)

There was no public comment.

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Councilman Townsend moved to approve the changes in the Hiring Policy for the City of Three Forks as presented to us. Councilwoman McDermott seconded.

**Motion Passed Unanimously.**

**PUBLIC COMMENTS/CONCERNS (for items not on the agenda)**

There were no public comments on items not on the agenda.

**MAYOR & COUNCIL ANNOUNCEMENTS**

There were no Mayor announcements. Roxi McDermott reminded all to attend the First Security Bank BBQ next Friday.

**AGENDA ITEMS FOR NEXT COUNCIL MEETING: July 23, 2024**

- Resolutions for SIDs, budget amendment, preliminary budget
- Resolution to Adopt on the Capital Improvements Plan
- Public Hearing and Decision on the Zoning and Planning Board's Recommendation on a Request for a Conditional Use Permit for the Property Located at Lots 3-6, Block 28 of the Three Forks Original Townsite for Two Multi-Family Buildings Containing Four Residential Units Each that is Within the Central Business District

**ADJOURNMENT**

Motion to adjourn the meeting was made by Councilman Chancellor, seconded by Councilman Buchanan. **Motion Passed Unanimously.** The meeting was adjourned by acclimation at 6:46P.M.

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Randy Johnston, Mayor

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Crystal Turner, City Clerk