

TOWN OF BROADUS
Regular Council Meeting
January 7, 2025 @ 6:00 pm

In Attendance: Mayor Chad Gatlin; Councilperson Wanda Smith; Councilperson Lori Turnbough; Councilperson Cody Morris; Clerk/Treasurer Josie Morris, Public Works Raymond Ragsdale

Mayor Gatlin called the meeting to order at 6:02 pm. Following the pledge of allegiance council reviewed the previous minutes and claims from 12/24 and 1/25. No concerns, Mayor Gatlin called for a motion to approve the consent agenda items; Councilperson Turnbough made a motion to approve all consent agenda items, councilperson Morris second the motion; motion carried.

Public comment open; no comment received.

Unfinished business began with continued discussion on putting a limit of the number of pets/animals per residence in the future for residents within town limits. This discussion and decision stems from a hope to avoid any health or safety concerns. There has not been any decision made at this time.

Public comment open; no comment received.

Staff reports began with public works Ragsdale updating council on the training that him and Clerk Morris completed on the iamGIS software which is a mapping system that shows all the town's manholes, water lines, sewer lines, fire hydrants, water meters, etc. to track replacements, maintenance, additions, etc. Henry Shovic, with Shovic Associates will be her Friday the 17th to review address adjusting to have the Town match the County and 911 addresses. Ragsdale also informed council that the Amende sewer project has been completed, with 3 new sewer lines being added to the town's customer list.

Councilperson Lori made a motion to approve the new sewer and dumpster charges for the 3 new customer accounts that are annexed into the town; councilperson Morris second the motion; motion carried. Clerk Morris gave an update on behalf of Public Works Zimmer who has been busy plowing and moving snow, maintaining all equipment and servicing, as well as working with Clerk Morris on the progression of the "Smooth Streets" project through House Bill 355 (SLIPA) Funding that the Town is set to receive this year. Clerk Morris then began her administrative report by informing the council that the Annual Financial Report for the Fiscal Year ending on June 30, 2024 has been completed and submitted to the state. Denning, Downey, and Associates CPAs worked on the unaudited financials alongside the clerk to get this report filed. The clerk also informed the council of a few days at the end of January that she will be working remotely due to having to be gone on personal leave. The clerk has a laptop for work fully set up with all necessary software and government security for the device. Mayor Gatlin gave previous approval on the limited use of remote work, when necessary, as long as all work gets completed as necessary. Clerk Morris updated council on the progress of ARPA, House Bill 355 (SLIPA), Montana Main Street Program (MMS), and the Montana Community Reinvestment (MCR) grants that are in progress in year 2025.

Public comment open; no comment received.

No new business to discuss at this time.

The following claims were reviewed and approved by Council:
(DECEMBER)

12732	ACTO International	Supply	185.00
12733	Hawkins Water Treatment	Chlorine Cylinders	110.00
12742	Torgerson's	Skid Steer Repair & Supply	4019.23

12746	Verizon	Utility	157.32
12747	Alderman Oil Co.	Propane	514.50
12748	USA Bluebook	Supply	197.72
12749	Hawkins Water Treatment	Chlorine Cylinders	110.00
12750	Broadus Foods	Supply	49.18
12751	Barbero Auto & Ag	Supply	198.43
12752	Department of Administration	AFR Filing Fee FY 6/24	550.00
12731	Grant's Hardware	Supply	202.57

(JANUARY)

12755	Powder River County	Law Enforcement	1750.00
12757	Wanda Smith	Reimbursement	40.00
12758	Cody Morris	Reimbursement	40.00
12759	Lori Turnbough	Reimbursement	40.00
12760	Chad Gatlin	Reimbursement	50.00
12768	The Corner Store	Fuel	239.76
12769	Energy Laboratories	Supply	63.00
12770	Alderman Oil Co.	Kerosene	45.00
12771	Powder River Examiner	Advertisement	54.00
12772	Ferguson Waterworks	ARPA	6324.71
12773	Shovic Associates LLC	GIS Work	482.00
12774	Grant's Hardware	Supply	332.42
12775	Denning, Downey, & Associates	AFR & Audit Work	9040.50
12776	Torgerson's	Supply	2478.31

With nothing further before the council, Mayor Gatlin called for a motion to adjourn; Councilperson Morris made a motion to adjourn; Councilperson Turnbough second the motion. Mayor Gatlin adjourned this regular meeting of the Broadus Town Council at 6:41 pm.

Chad Gatlin, Mayor

Josie Morris, Clerk/Treasurer

TOWN OF BROADUS
Regular Council Meeting
February 4, 2025 @ 6:00 pm

In Attendance: Mayor Chad Gatlin; Councilperson Lori Turnbough; Councilperson Cody Morris; Clerk/Treasurer Josie Morris, Public Works Cassidy Zimmer; Councilperson Raevyn Slovek Via Phone with Guests Waylon Billing; Tracy Thomas; Linda Bird

Mayor Gatlin called the meeting to order at 6:00 pm. Following the pledge of allegiance council reviewed the previous minutes and claims from 1/25 and 2/25. With no concerns, Councilperson Turnbough made a motion to approve the consent agenda items reviewed above; Councilperson Morris second the motion; motion carried and all consent agenda items approved.

Public comment open; Linda, Tracy and Waylon took the floor on behalf of the Powder River Area Economic Development Council (PRAEDC) to discuss the pilot tourism grant in terms of some funding desired to go toward park improvements. Council members along with Public Works Zimmer were asked what improvements they had in mind or desired to be done in the future. With feedback from PRAEDC, it was decided that a proposal for new playground equipment would be submitted to PRAEDC for the grant. None of these projects are guaranteed as the PRAEDC has to decide what is most important to spend the funds on and what projects fit the tourism aspect of the grant. Some sort of gazebo upgrade or pavilion installation was also considered and might be proposed as well.

Staff reports then began with Public Works Zimmer updating council members on all the plowing lately, new cutting edges ordered of which the cost is going up unfortunately for both the plow and big loader bucket. Zimmer dropped the motor out of Clifford and dropped it off at RPM Motors in Gillette, WY and we are awaiting a quote to rebuild the motor. Zimmer also informed council of the in-progress attempt to get some trees trimmed yet this winter with the help of local companies.

Clerk Morris reported that she is in the progress of getting caught up on paperwork, administrative duties, and standard reporting after being out of the office. Morris is also coordinating with Denning, Downey, and Associates CPAs to get necessary documentation to them to complete the audit for fiscal year ending June 2024. Clerk Morris informed council members that 2025 alcohol license dues have gone out to local businesses with payments being received. Updated past due notices for water, sewer, and garbage utilities will be going out at the end of the month as well as updated violation of nuisance ordinance letters. Morris reported that she has no report on behalf of Public Works Ragsdale other than he will be back in the office Monday, February 10th.

Public comment open; no comment received.

No new business to discuss at this time.

The following claims were reviewed and approved by Council:

(JANUARY)

12777	PRCO MSU Extension	Big Sky Big Leadership Program	150.00
12681	PRCO Treasurer	2024 Real Estate Tax	4103.90
12779	Boss Inc	Supply	50.00
12778	Alderman's Quikstop	Fuel	349.19
12788	Verizon	Utility	157.35
12787	Arbor Day Foundation	Membership Dues	30.00
12786	Noble Law Firm PC	Legal Services	105.00
12784	Alderman Oil Co.	Propane	227.50
12783	Cass Zimmer	Mileage Reimbursement	350.00
12782	Energy Laboratories	Water Sample	63.00
12781	Timeclock Plus, LLC	Annual License Charge	280.50
12789	MMIA	Previous Balance	476.52
12790	Cass Zimmer	Storage/Hauling of Coal	1668.08
12791	PRCO Treasurer	Refund from 12-24; P & I '24 Taxes	1070.26

(FEBRUARY)

12812	Denning, Downey, & Associates	FY23-24 Closing; GASB Work; BMS	14623.70
12811	Grant's Hardware	Supply	235.65
12810	Barbero Auto & Ag	Supply	611.35
12809	Broadus Foods	Supply	17.97

12808	EMC Insurance Companies	Premium	1564.22
12807	Alderman Oil Co.	Remaining Balance	176.05
12806	Broadus Insurance Services	Surety Bond	115.50
12805	Local Government Services	FY24 Fire Dept AFR Fee	55.00
12798	Chad Gatlin	Reimbursement	50.00
12797	Raevyn Slovek	Reimbursement	40.00
12796	Lori Turnbough	Reimbursement	40.00
12795	Cody Morris	Reimbursement	40.00
12794	Wanda Smith	Reimbursement	40.00
12792	PRCO Clerk/Recorder	Law Enforcement	1750.00

With nothing further before the council, Mayor Gatlin called for a motion to adjourn; Councilperson Morris made a motion to adjourn; Councilperson Turnbough second the motion. Mayor Gatlin adjourned this regular meeting of the Broadus Town Council at 6:458 pm.

Chad Gatlin, Mayor

Josie Morris, Clerk/Treasurer

TOWN OF BROADUS

Regular Council Meeting

March 4, 2025 @ 6:00 pm

In Attendance: Mayor Chad Gatlin; Councilperson Lori Turnbough; Councilperson Cody Morris; Councilperson Raevyn Slovek; Clerk/Treasurer Josie Morris, Public Works Cassidy Zimmer; Public Works Raymond Ragsdale

Mayor Gatlin called the meeting to order at 6:00 pm. Following the pledge of allegiance council reviewed the previous minutes and claims from 2/25 and 3/25. With no concerns, Councilperson Turnbough made a motion to approve the consent agenda items reviewed above; Councilperson Smith second the motion; motion carried and all consent agenda items approved.

Public comment opened; no comment received. No unfinished business to discuss at this time.

Staff reports then began with Public Works Ragsdale updating council on normal water meter change outs to update our older meters or failing meters, system updates on iamGIS which is a new software that allows all public works to keep a record of fire hydrants, manholes, water & sewer lines, water meters, curb stops, valves, etc. It is a long process entering all the data at first but will be a great way to update and maintain records moving forward. ARPA projects are on pause at the order of the federal government.

Public Works Zimmer updated council on the continued plowing and ice removal, quotes on new pavilion and playground equipment for the PRAEDC group in the hopes of applying the proposals to the Pilot Tourism Grant. Zimmer also informed the council about the full removal of four dead trees within the Cottonwood Park as well as trimming multiple dead or dying branches off multiple trees.

Clerk Morris addressed the council on a resolution to be signed by the Mayor for the Community Heart and Soul program. The council also did an internal review of the first draft of the growth policy simple sharing comments and questions to pass onto Great West Engineers who are aiding in the completion of the growth policy update. Next, the Powder River Conservation District has two members up for re-

election as urban supervisors which are appointed by incorporated municipalities within the district and serve 3-year terms. With no concerns on their re-election Mayor Gatlin asked for a motion to appoint Gloria Rosencranz and Floyd Huckins as urban supervisors for another term; Councilperson Turnbough make a motion; Councilperson Morris second the motion; motion carried and supervisors re-elected. Then Public Works Ragsdale and Clerk Morris discuss the municipal waterline extension for some citizens that have requested it within crane acres in the future. Mayor Gatlin being one of the citizens who would like to have the waterline extension at his business shop. This extension is possible but will take some further discussion and research on the exact costs, if the water line needs to be sized up, how many connections there will be, how and when to shut off valves to complete the extension. Before any project is started, all citizens living within crane acres will be made aware of the situation and be given a choice to also become a town of Broadus water utility customer or to remain on their own well. Lastly, Ragsdale and Morris brought to the attention of the council an inquiry from the Broadus Boot & Tack regarding a question of abandonment of Rue Avenue near the creek and buildings. Further research is needed before this can be completed and coordination with land owners will also be necessary. At this time, Mayor Gatlin called for a motion to continue the process of researching the proper procedure to complete the abandonment of this street and move forward as able; Councilperson Morris make a motion and Councilperson Turnbough second; motion carried.

The following claims were reviewed and approved by Council:

(FEBUARY)

12826	Northern Truck Equipment	Supply	1683.82
12825	Energy Laboratories	BAC Water Sample	63.00
12824	Verizon	Utility Bill	157.35
12823	Alderman Oil Co.	Propane	1008.25
12822	Noble Law Firm PC	Legal Services	45.00
12821	Northwest Pipe Fitting Inc	Supply	31.84
12820	The Corner Store	Fuel	689.07
12800	Town of Broadus	Utility Services	575.61
12799	TRECO	Utility	2654.00
12828	Barbero Auto & Ag	Supply	286.02
12827	Broadus Volunteer Fire Dept.	Reimbursement	249.95

(MARCH)

12836	TRECO	Utility	2745.00
12835	Chad Gatlin	Reimbursement	50.00
12834	Raevyn Slovek	Reimbursement	40.00
12833	Lori Turnbough	Reimbursement	40.00
12832	Cody Morris	Reimbursement	40.00
12831	Wanda Smith	Reimbursement	40.00
12829	Powder River County	Law Enforcement	1750.00

With nothing further before the council, Mayor Gatlin called for a motion to adjourn; Councilperson Morris made a motion to adjourn; Councilperson Slovek second the motion. Mayor Gatlin adjourned this regular meeting of the Broadus Town Council at 6:50 pm.

Chad Gatlin, Mayor

Josie Morris, Clerk/Treasurer

TOWN OF BROADUS
Regular Council Meeting
April 1, 2025 @ 6:00 pm

In Attendance: Mayor Chad Gatlin; Councilperson Lori Turnbough; Councilperson Cody Morris; Councilperson Raevyn Slovek; Clerk/Treasurer Josie Morris; Public Works Raymond Ragsdale; Sheriff Devin Boman; Guest Kelda Page

Mayor Gatlin called the meeting to order at 6:00 pm. Following the pledge of allegiance council reviewed the previous minutes and claims from 3/25 and 4/25. With no concerns, Councilperson Slovek made a motion to approve the consent agenda items reviewed above; Councilperson Turnbough second the motion; motion carried and all consent agenda items approved.

Public comment open – Guest Kelda Page informed council that she is now the county DES (Disaster Emergency Services) contact and was recommended to be the town's as well. Kelda brought a memorandum for Mayor Gatlin to sign approving this appointment. Councilperson Slovek made a motion to approve the appointment and sign documentation; Councilperson Morris second the motion; appointment approved and motion carried. Mayor Gatlin signed document and the County Commissioners will sign it as well.

Unfinished business began with addressing any updates on the growth policy draft, municipal waterline extension, and the boot and tack right-of-way abandonment; no updates or changes on any of the discussions; nothing to report.

Staff reports began with Public Works Ragsdale updated the council on his work to replace out dated or failing water meters at multiple residences. This has taken a few weeks to complete along with daily tasks. These updates have also been added to the iamGIS software as well as a complete list in progress of all curb stops and valves. Reports continued with Clerk Morris reading Public Works Zimmer's written report to council which listed the use of 18 bags of last years all weather road patch and a new pallet being delivered. The youth soccer program will begin in Cottonwood Park next week, April 8th and go until May 8th. Many trees have continued to be trimmed on the outside perimeter of the park to remove all dead or dying branches and trees. There have been multiple stumps that Zimmer has been grinding down; street right of ways have been swept; and a steel lid for the well pit was built for Amende's in their expansion of water services in Vallejo loop. Public Works Zimmer made a trip to Billings for broom wafers and a trip to Rapid City, SD for new dumpsters as well as working on some repairs for current dumpsters. Clerk Morris began her report by informing council that past due accounts of 90-120+ days will be reviewed this week with notices being sent out to necessary citizens. Clerk Morris then went over major fund remaining appropriations since we are in the last quarter of the current fiscal year budget (2024-2025).

Public comment open; Sheriff Boman requested to be put on the regular agendas as an additional staff member to give a regular monthly report; clerk will make the change on next months meeting. Sheriff Boman also discussed his hopes for a SRT (Special Response Team) in our area with surrounding counties; nothing is set in stone at this time. Boman also informed the council that Deputy Kinzer will be sent to training as a school resource officer to help enhance our connection with our schools and its students. Lastly, Boman briefly discussed the different placement choices for the upcoming new camera system.

New business began with Clerk Morris informing the council on the Broadus Community Open House April 22, 2025 in the courthouse lobby from 4:00-7:00 pm with all community members welcome to

attend. There will be refreshments provided and we hope to have the community provide support, feedback, and enthusiasm for revitalizing Broadus. This community event is being hosted by the Pilot Tourism Grant Committee, PRAEDC, MSU Extension, and the Town Office.

The following claims were reviewed and approved by Council:

(FEBRUARY)

12876	Barbero Auto & Ag	Supply	4268.00
12877	Team Lab	Fine Road Patch	1375.00
12878	Grant's Hardware	Supply	265.56
12871	Naxin Safety	Medical Supply	98.28
12872	Energy Laboratories	BAC Water Sample	63.00
12874	Verizon	Utility	157.35
12875	Broadus Foods	Supply	53.95
12870	Broadus Tree Service	Tree Trimming	2500.00
12868	Quill	Supply	73.99
12869	American Welding & Gas Inc	Annual Cylinder Lease	58.51
12867	Local Government Services	Late AFR – Fire Relief Ass.	55.00
12866	Alderman Oil Co.	Propane	591.00
12865	Dept. Of Treasury IRS	IRS Tax Deposits Due	4374.72
12829	Powder River County	Law Enforcement	1750.00
12831	Wanda Smith	Reimbursement	40.00
12832	Cody Morris	Reimbursement	40.00
12833	Lori Turnbough	Reimbursement	40.00
12834	Raevyn Slovek	Reimbursement	40.00
12835	Chad Gatlin	Reimbursement	50.00
12836	TRECO	Utility	2745.00
12851	Shovic Associates	GIS Mapping	537.62
12852	Shovic Associates	GIS Work	2252.64
12853	The Corner Store	Fuel	330.50
12854	Noble Law Firm PC	Legal Services	30.00
12855	Alderman's Quikstop	Fuel	545.12
12856	Local Government Services	AFR Late Fee	110.00
12857	Boss Inc	Supply	105.98
12858	High Country Ag Marketing	Supply	137.40
12859	Grant's Hardware	Supply	174.91
12860	Trumps Repair	Labor	110.00
12861	Dept. of Environmental Quality	Annual	637.50
12862	MT Courts of Limited Jurisdiction	2025 Judge Conference	300.00
12863	Josie Morris	Reimbursement	275.76
12864	Josie Morris	Reimbursement	500.00

(APRIL)

12879	Powder River County	Law Enforcement	1750.00
12881	Wanda Smith	Reimbursement	40.00
12882	Cody Morris	Reimbursement	40.00
12883	Lori Turnbough	Reimbursement	40.00
12884	Raevyn Slovek	Reimbursement	40.00
12885	Chad Gatlin	Reimbursement	50.00
12890	AFLAC	Premium	89.64
12893	Northern Truck Equipment Corp	Dumpsters/Trip Spring	3899.94

12894	Fulton Electric	Office Light Repair	303.52
12895	Powder River Examiner	Subscription	38.00
12896	The Corner Store	Fuel	281.37

With nothing further before the council, Mayor Gatlin called for a motion to adjourn; Councilperson Morris made a motion to adjourn; Councilperson Slovek second the motion. Mayor Gatlin adjourned this regular meeting of the Broadus Town Council at 6:52 pm.

Chad Gatlin, Mayor

Josie Morris, Clerk/Treasurer

NO MAY MEETING – CLERK GONE TO CONFERENCE & MAYOR GONE TO STATE GOLF