

Town of Richey Council Meeting
APPROVED MINUTES
Monday, October 13, 2025—Town Office/Fire Hall
6:00 p.m.

Open Meeting and Pledge of Allegiance: Meeting called to order at 6:02 PM

Roll Call of the Council Members and Guests: Mayor Brown, Councilmember Clinton, Councilmember Gibson, Councilmember Ulrich, Councilmember Barnhart, Clerk/Public Works Chance Senner

Consent Items*:

Mayor Brown explained she felt that the Town’s tonnage going to the City of Glendive landfill for household garbage dumping was unusually high. She explained that she had contacted G&G and sent invoices and G&G is moving forward in addressing the issue. Mayor Brown asked for final comments and questions on the Consent Items. Motion made by Councilmember Gibson, seconded by Councilmember Barnhart to approve. All in favor, motion carried. See attached voting record.

- Approval of Minutes of the Previous Meeting(s)
- Monthly Bank Reconciliation
- Monthly Payroll, Claims, and Journal Entries

** **Consent Items** are those upon which the presiding officer considers no discussion should be necessary. However, at the beginning of each meeting, any Council Member may request one or more items to be removed from the consent agenda for the purpose of discussion prior to a separate vote on the item(s). The presiding officer shall schedule such discussion and vote immediately following adoption of the consent agenda.*

Correspondence:

Sheriff’s / Dispatch Report - Councilman Barnhart commented on the seriousness of calls to the sheriff’s department and the need for police presence.

Letter of Compliance to resident at 111 Royal Ave West about debris on Main Street - Mayor Brown commented that she had received many calls from residents about the dumping and the public was upset about it happening. She informed Council that herself along with Public Works hand delivered the letter to the resident.

Letter of Compliance to out-of-town resident for unauthorized garbage dumping in Town without having an account - Councilmember Gibson commented that she was pleased that this was addressed and that it is unfair to the paying customers of Richey to pay for other people's garbage disposal.

Eastern Plains Economic “My Town” with the Department of Commerce - Council continues to be in consensus that programs and opportunities like this need to be spearheaded by the businesses of the community, such as a Richey Business group or Richey Chamber of Commerce. Mayor Brown said that the Town of Circle and Terry have good models to follow for small towns.

Inquiry from Bloomfield resident about starting a new garbage service company in the area - Mayor Brown stated that she received a call from the Bloomfield resident about this idea. She asked the resident to email his contact information to her to share with the Council. She did not receive a follow up response from him. She also stated that the Town is not responsible for the residents outside of town and it would be best for him to personally contact people and start a petition for change of service. G & G has not broken contract with the Town of Richey in service.

Thank you cards to residents who have torn down and cleaned up dilapidated properties - Mayor Brown shared a thank you note written to residents with the Council.

Public Comment for items not on the agenda: None

Mayor’s Report: See attached report.

Council Reports and Concerns: None

Committee Reports: None

Public Works / Clerk’s Report - Delinquent accounts:

Clerk/Public Works Chance Senner notified the Town Council of three delinquent accounts at the addresses 205 2nd Street West, 314 1st Street East, and 212 Antelope Avenue West. Attached in Council packets were copies of the Cash Report, Statement of Expenditure - Budget vs. Actual, and the Statement of Revenue - Budget vs. Actual. He then updated Council on recent/ongoing public works activities such as, finishing up with the durapatcher for the season, finishing out the cold mix behind the Town Hall for street patching, inspecting manholes and sewers in preparation for sewer main cleanout, applying Biolynceus enzymes to the lagoon cells, summarizing the warranty work done by Easton Companies in late September, and having the Cenex station mount new tires and service the town pickup.

Old Business:

1. Discussion and action to adopt Resolution 2025-09 to enact standard practice ambulance services policies and billing fee schedule.

Mayor Brown presented Draft Resolution 2025-09 to Enact Ambulance Policy, Procedure and Service Rates. The resolution proposed basic policy and procedures based on the State of Montana and rates to have an ambulance on standby on site. Councilmember Clinton noted that under the policy for reporting runs/incidents, the phrase “image-trend reports need to be sent to the destination facility within 48 hours” needs to be added. Council discussed the fact that in order for EMT’s to continue to serve under the Ambulance Department, a Department under the Town of Richey, they will need to sign and agree to the policy once it is approved by Council. Councilmember Barnhart had pointed out that if a deadline is set in order for the new policy to be signed, complications could arise due to scenarios such as lost mail or busy times. Barnhart recommended to move the signature page to the end of the updated policy and billing schedules to ensure that it covered the fact that recipients have fully read and understood the agreement. It was also discussed to purchase a tablet to ease paperwork for EMT’s when they perform runs. Motion made by Councilmember Barnhart to adopt Resolution 2025-09 to Enact Ambulance Policy, Procedure and Service Rates with the requested change of Councilmember Clinton and the requested change of Councilmember Barnhart to move the signature page to the end of the whole document. Seconded by Councilmember Gibson. Councilmembers Gibson, Barnhart, and Ulrich in favor, Councilmember Clinton abstaining as she is the department head. Motion carried. See attached voting record.

2. Discussion of Phase 3 Water Infrastructure:

- a. Water main crossing connecting 2nd Street West with 2nd Street Northwest
- b. Purchasing land on Wheat Ave. & Main Street North from BNSF
- c. SRF Loan and Loan Forgiveness amount and utility rate funding

Mayor Brown notified Council that SFR Loan forgiveness has moved from 75% to 50%.

- d. Need for utility easements from property owners on 3rd Street East

Mayor Brown presented a color coded map to Council to show parties interested in Burlington Northern land within Town limits, and a map detailing properties along 3rd Street East expressing the need for utility easements. The Town does not own the streets on North Main and Wheat Avenue where there are water and sewer lines established. There has to be either easements done or purchase of property before water and sewer lines can be replaced. Mayor Brown asked Council if they were interested in moving forward with the process of purchasing Burlington Northern Land. Council was in agreement. Mayor Brown stated that she has been in contact with surveyor Troy Jensen for his input and reached out to an appraisal firm in Miles City to get a quote on appraise pricing. She also stated that there is a lengthy legal process involved with purchasing and easements and the Town Attorney has to be involved. She also presented the idea that a loan from the Garbage fund could be used as money to purchase the street property. Mayor Brown asked for final questions and comments. There were none.

3. Discussion and possible action to move on forward on purchase bids of portable generator and required wiring at RO plant; possible donation from Glendive Masons.

Mayor Brown asked Councilmember Ulrich if there were any updates on purchase prices of a portable generator. Councilmember Ulrich responded that he reached out to Jeremy Alley at Bad Lands Truck Sales although the main contact he was to go through was out of office and he is expecting a call. He stated that he has a number of used generators available for sale. Mayor Brown stated that the cost of the generator could be split out of water, sewer and the general fund and that she has been in contact with Sandy Stinnett with the Glendive Masons on the possibility of donated help.

4. Adoption of the Code of Ordinances of the Town of Richey updated through CivicPlus, LLC (tabled until November).

New Business:

5. Council approval for a 5 year extension for the Great West On-Call Contract per Montana Procurement Law Motion made by Councilmember Gibson to approve Great West Amendment to Owner-Engineer Agreement Amendment No. 1. Seconded by Councilmember Clinton. All in favor, motion carried. See attached voting record.
6. Discussion and possible action to adopt by resolution and change of ordinance a revised penalty rate for unpaid town utilities per resident request.

Mayor Brown and Clerk Senner reached out to other Towns to gather data on utility penalty fees. The Montana Public Service Commission was contacted to ensure there were no regulations on penalties imposed for utilities by municipalities; there were no regulations. Mayor Brown then informed the Council that the 18% was established in 2013 and is in the Town of Richey’s ordinance, and the change would have to be a change in the ordinance. Consensus, after much discussion, Council was in agreement on keeping the 18% penalty per ordinance as is.

7. Discussion and possible action to adopt by resolution a 1% annual wage increase for employees and set wage for temporary employees and short-term workers.

Mayor Brown presented a draft resolution to Council detailing annual wage increases for part-time and full-time employees and set wages for temporary/short term employees. Motion made by Councilmember Ulrich to approve the Resolution Establishing Annual Longevity Wage Increase and Hourly Wages for Temporary Employees & Short Term Employees. Seconded by Councilmember Barnhart. All in favor. Motion carried. See attached voting record.

- a. Short-term help to install the rest of the water meters.

Public Works Director Chance Senner stated that he was in need of added help to get the rest of the meters installed before winter and has presented the idea to a couple of residents who are willing to help. Mayor Brown stated she has agreed to the short - term help as it needs to be done. A short discussion took place on the definitions of short-term help and temporary help which is defined in the personnel policy. There was also a consensus by Council that temporary and short-term help need to clock in to the time clock, proper paperwork needs to be completed for worker’s compensation coverage and short-term employees are to use the Town equipment and vehicles and not their own.

- 8. Discussion and possible action to adopt Richey Saddle Club annual water billing resolution.
Motion made by Councilmember Gibson to approve the Resolution of the Town of Richey to Enact Water Service Charge for the Richey Rodeo Grounds as written. Seconded by Councilmember Ulrich. All in favor, motion carried. See attached voting record.
- 9. Discussion and adoption of the Waste Water Preliminary Engineering Report (tabled until November meeting)

Adjournment: Motion made by Councilmember Barnhart to adjourn the meeting. Seconded by Councilmember Gibson. All in favor, motion carried. See attached voting record. Meeting adjourned at 8:20 PM.

Public comment is listed on the agenda for individuals to discuss any public matter not otherwise specifically listed on the agenda. If any individual desires to speak about an item specifically listed on the agenda, time will be allowed and identified by the mayor as “Any public comment?” when the item comes up for discussion and/or action.

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ATTEST: _____
Chance Senner, Deputy Clerk

APPROVED: _____
NaDean Brown, Mayor