

TOWN OF CLYDE PARK
Town Council Meeting Minutes
November 12, 2025 – 7:00 p.m.
Clyde Park Town Hall

Call to Order & Pledge of Allegiance

Mayor **Sydney Wiley** called the regular meeting of the Town Council of Clyde Park to order and reconvened following the PER and water-rate public hearing.

The **Pledge of Allegiance** was recited.

Roll Call

Council Members Present: James Walsh, Dave Sarrazin, Teresa Saari, Brian Eckenrod, Roger Chandler

Staff Present: Mayor: Sydney Wiley, Clerk/Treasurer: Stacy Mills (via Zoom), Deputy Clerk: LouAnn Barr, CSO/Water Operator: Bo Danysh

Several Community Members Present and signed in.

Public Comment on Non-Agenda Items

Mayor Wiley opened the floor for public comment on items **not** on the agenda.

- **No public comment** was received.
The public comment period was **closed**.

Approval of October, 2025 Meeting Minutes

Deputy Clerk **LouAnn Barr** read the **draft minutes** of the **October 8, 2025** regular council meeting.

- **Public Comment:**
 - **Carla Williams** noted that a site permit for **504 East Avenue** had been voted on in October but that address did **not** appear on the version of the agenda she had printed from the website. She referenced advice from the town attorney regarding open meeting and agenda-posting requirements.
Staff and council discussed the difference between the website version and the final agenda at the meeting. Clerk Mills stated that the updated final agenda at Town Hall did include the item and that changes can occur after initial posting.
Council discussed the timing and legality of agenda changes and agreed staff will ensure that final agendas are posted consistently (Town Hall and website).
No changes were requested to the wording of the October minutes themselves.

MOTION:

Council Member Teresa Saari moved to approve the October 8, 2025 minutes as presented.
Council Member Roger Chandler seconded.

VOTE: All in favor, **motion carried.**

Mayor's Report

Mayor Wiley reported on the following:

- Attendance at the Montana League of Cities and Towns annual conference and the Montana Recreation & Parks meeting
- Progress on an inventory of the fire hall completed by CSO Danysh; information will be forwarded to the town attorney to support an interlocal agreement with Clyde Park Rural Fire District.
- Congratulations to newly elected council members Carol Amanrud and Joshua Koch; remaining council vacancy will be filled by mayoral appointment with council consent.
- Swearing-in of newly elected/appointed council members is scheduled for the December 10, 2025 meeting.
- Animal and business license renewals are due by December 31. Cats recently registered do not need re-registration.
- Plans for a free pet-portrait registration event at Town Hall (photographer to be determined).
- Speed signs installed on First Street at both ends of the school reduced-speed zone; additional striping is planned, weather-permitting.
- At Glen's Market, work is underway on the Back Alley Food Bank; donations of funds and labor are welcome.
- The Town has been invited by Park County Emergency Services to participate in an application for remaining ARPA funds to extend broadband to Town Hall under the BEAD program.
- A winter community event, the "Frosty Frolic" street gathering (music, chili, cocoa, street games), is being discussed with Glen's and other local partners for January, weather permitting.
- Reminder of the special public hearing on Sunnyside Meadows Subdivision scheduled for Wednesday, November 19, 2025 at 7:00 p.m. at Town Hall.

Department & Committee Reports**a. CSO/Water Operator Report – Bo Danysh**

Bo reported:

- Additional yield signs and handicapped/parking signs have been installed; some signage is still pending on the west side of town.
- Spring box maintenance has improved flows; clearing roots increased production by approximately 12–24 gpm. He is working with Great West to locate a contractor for possible camera and cleaning work on the spring line.
- Water quality remains good and all recent bacteriological tests have passed.
- Investigated an incident where game carcasses were left on the ground at the solid waste site rather than being properly placed in the bins, leading to dogs chewing on them and potential health/sanitation issues.

- Reported that the flagpole light is failing and needs replacement. He recommended a solar fixture that directs light upward onto the flag (minimal spillover to neighbors). Council generally agreed this option is appropriate.

Council thanked Bo for his work. No formal motion taken.

b. Solid Waste Board Report – Councilor Dave Sarrazin

Councilor Sarrazin reported:

- Park County Solid Waste is exploring installation of compactors at certain sites (including Chico) to:
 - Control wind-blown trash, Reduce bear conflicts, Add on-site staff to monitor waste acceptance.
- Compactors may allow better control of prohibited items (mattresses, furniture, etc.). Timeline depends on grant funding, possibly within a year.
- A question was raised about the walk-through gate at the local site being locked on Sundays; council noted this is driven largely by wildlife/bear considerations.
No action taken.

c. Planning Board Report – Councilor Teresa Saari

Highlights:

- Jacobson property on Fourth Street may proceed as a boundary adjustment rather than a full subdivision, pending surveyor availability.
- The Planning Board held a public hearing on the Sunnyside Meadows Subdivision; the board voted to recommend preliminary plat approval to the Town Council with certain conditions, including:
 - Written confirmation of fire protection service from Clyde Park Rural Fire District,
 - Clarifications to findings of fact (law enforcement provided by Park County Sheriff, fire by Clyde Park Rural).
- Noted that two to three (2-3) planning board positions will expire at the end of December; volunteers are encouraged to apply.

Report received; no action taken at this meeting (Sunnyside will be addressed at the Nov. 19 hearing).

d. Cemetery Board Report

Mayor Wiley read the **Cemetery Board minutes** from the **November 6, 2025** meeting (Chair: **Marsha Leffingwell**). Key points:

- The board is coordinating with the FFA program at the school to design and fabricate a highway directional sign to the cemetery; the FFA will donate materials.
- Application submitted to Crazy Mountain Ranch for grant funding; follow-up pending.
- Exploring grant possibilities through the Park County Community Foundation; a letter of intent will be submitted when new forms are available.
- Contact with Goose Ridge Monuments regarding adding names to the Veterans Memorial (\$100 per veteran). Families must provide name, rank, branch, conflict, and any special inscription.

- The town purchased a CD for approximately \$6,000 with Bessie Fries Cemetery funds; it matures in early February 2026.
- Work continues on mapping and marking the Catholic section of the cemetery (layout, plot sizes, access areas).
- Board is interested in younger volunteers and ideas like a community cemetery walk and road improvements. Cemetery plot fee increase to \$150 per plot is now in effect (as approved at the October council meeting).
- Next Cemetery Board meeting: January 7, 2026 at 9:00 a.m. at Town Hall.

Report received.

Treasurer's Report & Claims

Clerk/Treasurer Stacy Mills presented the November 2025 Treasurer's Report:

- Utility Billing (October usage):
207 accounts billed for \$16,350.65, Receipts at the time of report printing: \$6,975.00 (now higher as more payments have arrived)
- General Checking:
 - Previous balance: \$152,274.00, Debits: \$36,146.13, Credits: \$27,309.94,
 - Ending balance (at report time): \$143,437.87

Clerk Mills confirmed that employee wages and payroll checks are again being fully itemized in the claims list, as requested by Councilor Chandler.

No questions were raised regarding individual claims.

BMS Pay / Online Payment Update

Stacy reported:

- The New Nuvei/BMS Pay online payment system is now live for water utility payments.
- A "Pay Water Bill" button is available on the town website, directing customers to the Citizens Portal.
- Customers may:
 - Use Quick Pay with a Web ID (printed on bills or available from office staff),
 - Or create a login to view account history, usage, and set AutoPay and Text-to-Pay.
- Animal and business licenses are still processed through the prior online system until website pages are updated and those items are transitioned.

Council expressed support and appreciation for the added convenience.

MOTION:

Council Member Roger Chandler moved to approve the Treasurer's Report and claims as presented. Council Member Brian Eckenrod seconded.

VOTE: All in favor, motion carried.

- **Parks & Recreation:**
 - Mayor continues pursuing grant opportunities for sports court and Holiday Park improvements.

No new decisions were made at this meeting.

Unfinished Business

a. Proposed Roundabout Concept (Highway / Town Intersection)

Council revisited the roundabout discussion initially brought forward by Councilor Chandler.

- Councilor Chandler was not yet prepared to present cost estimates and drawings.
- Council agreed to table the matter until he can provide more detailed information.

MOTION:

Council Member Teresa Saari moved to table the roundabout discussion until the December 2025 meeting. Council Member Dave Sarrazin seconded.

VOTE: All in favor, **motion carried.**

New Business

a. Recall Process Discussion (MCA Review)

Councilor Roger Chandler requested discussion of the Montana recall statutes and whether the town needed a separate resolution or ordinance.

- Mayor Wiley provided copies of relevant MCA sections and noted that the Town Code already references state law for recall procedures.
- Council acknowledged that:
 - A recall may be initiated by citizen petition meeting the statutory signature thresholds.
 - Final decision rests with voters in a special election.
- Consensus: No additional town resolution is required at this time; the Town will follow MCA procedures as written.

No motion taken.

b. Payroll Transparency – Employee Wages in Claims

Councilor Chandler's earlier request was to ensure employee wages appear clearly in the claims/approval list.

- Clerk Mills reported that this has been corrected and that wages are now fully shown again in the claims detail.
- Council acknowledged the correction.

No further action taken.

c. Plow Truck / Snow Removal Equipment

Council discussed the condition of the existing plow truck and options for replacement / consolidation of equipment:

- CSO Danysh advocated for a more modular approach:
 - A reliable $\frac{3}{4}$ -ton or 1-ton pickup that can serve as the everyday town truck and also carry:
 - A removable sand/salt spreader, and
 - A removable front plow, so equipment can be detached and stored in off-season.
- Councilor Chandler presented a specific used medium-duty plow truck option (2011 International with dump box, four-way plow, sander, low miles) previously used by the City of Billings.
- Public input included:
 - Strong support for a $\frac{3}{4}$ -ton or 1-ton pickup with a Boss V-plow from experienced plow operator Shaun Jones, citing efficiency, maintainability, and maneuverability for a small town.
 - Desire to ensure that all parts of town, including edge neighborhoods, receive timely snow removal (Rebecca Tim).
- Council discussed:
 - Having one multi-use truck vs. maintaining multiple older specialty vehicles.
 - Cost, financing, and timing, given approaching winter storms.

Consensus:

- Do not commit to the single used plow truck yet.
- Direct Bo, Roger, and Shaun (and others as needed) to identify and evaluate options (truck + plow + sander) and bring back specific recommendations.
- If a good opportunity arises between regular meetings, Mayor may call a special meeting to authorize purchase so the town is not left without adequate winter equipment.

No formal motion beyond direction to staff.

d. In-Town Camping Rules

Councilor Chandler raised concerns about long-term camping in town, particularly RVs and campers parked in streets or public areas.

- Clerk Mills reported that the Town already has an ordinance limiting camping in town rights-of-way and allowing only limited-duration camping on private property.
- Council requested that staff:
 - Locate and re-circulate the existing ordinance language, and
 - Bring it back for review and possible update at a future meeting.

No action taken at this time.

e. Subdivision / Land Use Items – Shaun Jones

1) Minor Subdivision / Outlot Size & Variance Issue (West of Town)

Developer Shaun Jones presented an early concept for a minor subdivision (five lots or fewer) on an outlot property:

- Existing house would remain on its own lot; remaining land would be divided into four additional lots.
- Due to the placement of the existing drainfield and required setbacks, three of the proposed new lots would be slightly under the 20,000 sq. ft. “outlot” minimum (approx. 18,000–19,000 sq. ft.), though still substantially larger than standard 10,000 sq. ft. city lots.
- Shaun requested council consider either:
 - A variance to allow slightly smaller lots, or
 - Revisiting the 20,000 sq. ft. outlot minimum to better reflect current land costs and density goals.

Council Discussion:

- Some members expressed concern about precedent: allowing one variance might lead to pressure for progressively smaller lots.
- Others questioned the historical basis for treating outlots differently from platted lots, and whether outlots, once subdivided and platted, should still be subject to the 20,000 sq. ft. rule.
- Council agreed:
 - Staff will consult the planner and attorney on how the code treats newly-platted lots that originated as outlots.
 - The Planning Board and council will look at whether a text amendment to the subdivision regulations is appropriate for the long term.
 - For this project, staff will work with Shaun to determine whether the proposed configuration can proceed through the standard subdivision/platting process with or without a variance.

No formal action taken; matter to return at a later meeting.

Replat / Boundary Adjustment Near Shields Valley Church (Fifth Street / Brackett Creek Road)

Shaun also presented a completed survey for property east of the Shields Valley Church:

- Original configuration: Lots 1–13 of an old plat.
- Proposed reconfiguration: Four buildable lots:
 - Three lots consisting of three original platted lots each (approx. 10,500 sq. ft.)
 - One lot consists of four original platted lots.
- This configuration meets zoning and minimum lot size requirements for standard lots.

Council briefly reviewed the concept and understands that a final mylar will be brought back for signature by the Mayor and Clerk after attorney/planner review.

No motion required at this step.

f. Site Permits

The following **site permits** were presented and recommended for approval by CSO Danysh:

1. 508 Miles Avenue – replacement/installation of a small awning over the rear door of the Crazies (former Two Doors Down bakery/coffee shop) to provide weather protection.

2. 8 Brackett Creek Road – fence along the perimeter of the Baukol's property (a buffer between his parcel and the adjacent subdivision work).
3. 504 East Avenue – new perimeter fence; discussion included ensuring visibility/safety on the corner and compliance with setback expectations.

Council discussed corner visibility; Bo indicated no safety concern based on current street alignment and low traffic.

MOTION:

Council Member James Walsh moved to approve all three site permits as presented.

Council Member Dave Sarrazin seconded.

VOTE: All in favor, motion carried.

g. Glen's Market – Ice Merchandiser Encroachment (License Agreement vs. Variance)

Council revisited the placement of the ice merchandiser in front of Glen's Market, which extends several inches into the town right-of-way/sidewalk beyond what current code allows.

- Mayor Wiley, being a co-owner of property under discussion, recused herself from this conversation and assigned Council member James Walsh as acting council chair.
- Owner David Papadopolis explained:
 - Alternative locations are limited; moving the merchandiser into the courtyard would place it partly on a neighboring property.
 - Ice sales are an important service and revenue source for the store and community.
- Council discussed the risk of setting a variance precedent for encroachments into the sidewalk.
- Clerk Mills read from the December 9, 2024 minutes noting that the town attorney, John Hess, had recommended handling such encroachments via a Right-of-Way Encroachment License Agreement, not by variance.
- Council members acknowledged:
 - The need to treat this consistently with attorney advice,
 - The community importance of maintaining the ice service, and
 - The need to protect the Town's interests and liability.

MOTION:

Council Member Brian Eckenrod moved that the Town proceed using the Right-of-Way Encroachment License Agreement drafted by the town attorney for Glen's Market's ice merchandiser, have it finalized and signed by all parties, and thereby authorize the encroachment under license rather than through a variance.

Council Member Roger Chandler seconded.

VOTE: All in favor, motion carried.

Staff will finalize the document with the attorney and return it for signatures.

Adjournment

There being no further business:

MOTION:

Council Member Roger Chandler moved to adjourn the meeting.
Council Member Teresa Saari seconded.

VOTE: All in favor, motion carried.

The meeting adjourned at 10:59 p.m.

Approved by the Town Council on: _____, 2025

Sydney Wiley, Mayor

Louann Barr, Deputy Clerk