

DRAFT

TOWN OF CLYDE PARK
Town Council Meeting Minutes
May 13, 2026 – 7 p.m.
Clyde Park Town Hall

Call to Order

Mayor Sydney Wiley called the Regular Meeting of the Clyde Park Town Council to order at 7:00 p.m.

Roll Call

Present: Mayor Sydney Wiley, Council Member Cathy Romey, Carol Amunrud, Joshua Koch, Brian Eckenrod, Teresa Saari (via Zoom)

Staff Present: Stacy Mills, Clerk/Treasurer, Louann Barr, Deputy Clerk, Bo Danysh, CSO/Water Operator

Members of the public were present in person and via Zoom.

Pledge of Allegiance

Visitor Comments on Non-Agenda Items

Roger Chandler commented regarding street striping and replacement of fencing, noting that fence post holes can be dug without heavy equipment.

Mark Hoffman requested consideration of an exception to the Town's leash ordinance for his dog, Bailey. Mr. Hoffman explained that Bailey is 13 years old, has never harmed anyone, and developed habits during a period when leash laws were not actively enforced. He requested that Bailey be allowed to live out her remaining years without enforcement action. Mayor Wiley stated the matter would be placed on a future agenda for Council consideration.

Ernie McCracken expressed concerns regarding vegetation trimming on his property and requested advance notice before vegetation is cut. He also discussed debris left following meter-reading activities and raised concerns regarding safety at Holiday Park, specifically the removal of barriers that previously discouraged children from running directly into the alley and roadway.

No additional public comments were offered.

Approval of Minutes

Deputy Clerk Barr read the April 8, 2026 meeting minutes into the record.

Council Member Amunrud requested correction of a duplicated word and inclusion of the year in the meeting heading. Mayor Wiley requested clarification regarding references to Readitech fiber installation.

Motion: Approve the April 8, 2026 minutes as corrected.

Motion by: Brian Eckenrod

Second by: Josh Koch

Vote: Motion carried unanimously.

Mayor's Notes and Announcements

Mayor Wiley:

- Recognized Town staff for their service and dedication.
- Congratulated Clerk/Treasurer Stacy Mills on completing the educational requirements necessary to qualify for Certified Municipal Clerk certification.
- Shared the community invitation to the Crazy Mountain Ranch complimentary Community Barbecue scheduled for May 17, 2026.
- Announced the July 1, 2026 Red, White & BBQ celebration as part of Montana's America 250 activities.
- Encouraged residents to submit letters of support for upcoming water infrastructure grant applications.
- Reminded Council and staff of upcoming budget preparation and Capital Improvement Plan activities.
- Encouraged residents to address fire fuels and overgrown vegetation on private property.
- Reported that no further activity had occurred regarding the Readitech fiber proposal.

Department Reports

Public Works / Water / Code Enforcement Report - CSO Bo Danysh reported:

- Reservoir refill and balancing operations continue.
- One chemical injection pump has been restored to service while a second remains under repair.

- Replacement pumps may be necessary to maintain redundancy.
- Infrastructure installation at Sunnyside Meadows has been completed.
- Hydrant testing showed approximately 67 PSI with acceptable chlorine residual levels.
- Seasonal park maintenance activities are underway.
- Restrooms and park facilities will be prepared for Memorial Day.
- Additional equipment needs and sign installation projects were discussed.

Clerk/Treasurer Report - Clerk/Treasurer Mills reported:

Utility Billing

- 206 accounts billed.
- Utility billing revenue: \$16,584.00.
- Utility payments received: \$21,184.98.

General Checking Account

- Beginning Balance: \$132,084.88
- Credits: \$27,020.26
- Debits: \$43,847.90
- Ending Balance: \$115,257.24

Administrative Activities

- Public information requests.
- Meeting preparation and administration.
- Utility billing and collections.
- Reporting and records management.

PCI Compliance- Completion of PCI compliance requirements and development of payment card security policies.

Workers Compensation- Continued transition from MMIA coverage to State Fund through Big Sky.

Grants and Funding- DNRC Renewable Resource Grant application submitted.

USDA Rural Development- Continued annual reporting and loan compliance activities.

Website ADA Compliance- Continued website accessibility improvements.

Capital Improvement Plan- Completion of the Town's Capital Improvement Plan document.

Budget Workshop-

Motion: Schedule a Budget Workshop for June 24, 2026 at 6:30 p.m.

Motion by: Carol Amunrud **Second by:** Brian Eckenrod

Vote: Motion carried unanimously.

Deputy Clerk Report - Deputy Clerk Barr reported:

- 404 mailings processed.
- No utility shut-off notices issued.
- Water meter reading scheduled for May 20.
- Utility bills scheduled for mailing on May 26.
- Memorial Day office closure notices.
- New business licenses issued:
 - Montana Berry Bowls
 - Hydration Station
- Attendance at Montana League of Cities and Towns training.

Standing Committee Reports

Parks & Recreation

Fundraising and planning efforts continue for Holiday Park basketball court improvements.

Ordinance Committee

No formal report. Public participation was encouraged as ordinance review continues.

Planning Board - Council President Saari reported:

- Sunnyside Meadows infrastructure installation continues.
- Additional subdivision activity may occur in the near future.
- Great West Engineering notified the Town of potential Growth Policy grant opportunities.

Cemetery Board - Council Member Romey reported:

- The May 5, 2026 Cemetery Board meeting. The Board received updates on the Veterans Memorial and highway sign projects, discussed maintenance funding for the Catholic section of the cemetery, and reviewed ongoing cemetery maintenance, including the new mower, weed control, flag replacement, and road maintenance needs. Plans were finalized for the May 16 cleanup day, and the Board approved requesting \$4,000 from the Town for FY 2026-2027 cemetery operations and improvements. The Board also discussed a gravesite location issue involving the Leffingwell family, which will be brought before the Town Council for further consideration. The next Cemetery Board meeting is scheduled for June 3, 2026. .

Town Hall Development Committee -

- Mayor Wiley reported on the June 12, 2026 meeting of the Town Hall Development Committee. The committee discussed obtaining estimates for siding and other improvements to the existing Town Hall, as well as potential grant funding opportunities, including CDBG funding. Carla Williams provided an update on her research into establishing a nonprofit organization, tentatively named *Friends of Clyde Park*, to support future fundraising efforts and grant eligibility. The committee also discussed potential donations, the need for a professional evaluation of the Town Hall foundation, and the possibility of hosting a community open house to present renovation and new construction options and gather public input on the future of the Town Hall.

Mayor Wiley also announced a Park County Library Board meeting scheduled for May 19, 2026 at Town Hall.

Big Sky Spectacular Presentation

Race Director ([Raul Parikh](#))? provided an update regarding the Big Sky Spectacular bicycle race and requested continued use of Holiday Park as an overnight rest location if necessary during the event.

Consent Agenda

The following items were approved under the Consent Agenda:

- April 8, 2026 Minutes
- Treasurer's Report
- Claims/Warrants
- Watts Chicken Permit

- Big Sky Spectacular Park Use Permit and Fee Waiver
- Red, White & Barbecue Park Use Permit and Fee Waiver
- Environmental Assessment Resolution
- Preliminary Engineering Report Adoption Resolution
- MCEP and RRGL Grant Application Resolutions

Motion: Approve the Consent Agenda.

Motion by: Carol Amunrud

Second by: Joshua Koch

Vote: Motion carried unanimously.

Unfinished Business

Council Member Residency Discussion

Mayor Wiley reviewed information obtained from the Montana League of Cities and Towns, Park County Elections Office, the Town Attorney, and applicable Montana statutes regarding residency and voter registration requirements for municipal elected officials.

A letter from resident Carla Williams was read into the record requesting Council review of Council Member Brian Eckenrod's eligibility to serve.

Public comments were received regarding statutory compliance and Council Member Eckenrod's service to the community with many thanks and acknowledgements.

Council Member Eckenrod addressed the Council and explained the circumstances surrounding his appointment and service. He stated that he did not wish to place the Council in a difficult position and acknowledged the concerns raised regarding residency requirements.

Council Member Brian Eckenrod voluntarily resigned his position on the Clyde Park Town Council.

Mayor Wiley stated for the record that Council Member Eckenrod's resignation was accepted effective at the conclusion of the May 13, 2026 meeting.

The Mayor, Council, staff, and members of the public expressed appreciation for his years of service and dedication to the Town.

SLIPA Funding – Town Hall Improvements

Clerk/Treasurer Mills provided an update regarding the SLIPA-funded Town Hall Improvement Project, including the Well #2 analyzer project, interior and exterior painting, flooring replacement, electrical upgrades, and renovation of storage areas into office space.

Discussion occurred regarding project delays resulting from structural evaluations, Methodist Church property discussions, contractor availability, Department of Commerce requirements, and the possibility of extending existing contracts.

Council discussed transferring unused Town Hall project funds to cover additional analyzer installation costs if allowed by the grant administrator.

Motion: Table further discussion pending guidance from the Department of Commerce.

Motion by: Cathy Romey

Second by: Joshua Koch

Vote: Motion carried unanimously.

New Business

Cemetery Lot Transfer Request – Marsha Leffingwell

Bill Sarrazin appeared on behalf of Marsha Leffingwell regarding a burial location discrepancy resulting from historical measurement inaccuracies within the cemetery.

The Cemetery Board recommended transferring two adjacent grave sites to Ms. Leffingwell to avoid disinterment and allow future burial adjacent to her husband. Discussion occurred regarding historical cemetery surveying issues and recordkeeping practices.

Motion: Deed two cemetery plots to Marsha Leffingwell and waive the associated deed registration and transfer fees.

Motion by: Cathy Romey

Second by: Brian Eckenrod

Vote: Motion carried unanimously.

Site Permit Application – Jeff Brandner

Third Street West, Tract 3B

Council reviewed an application for construction of a non-residential garage/shop structure within Sunnyside Meadows.

Discussion centered on future residential development shown conceptually on submitted plans and clarification that Council approval applied only to the garage/shop structure and not any future residential structures.

Motion: Approve the site permit for a non-residential garage/shop structure only.

Motion by: Cathy Romey

Second by: Carol Amunrud

Roll Call Vote

- Carol Amunrud – Aye
- Cathy Romey – Aye
- Joshua Koch – Aye
- Teresa Saari – Aye
- Brian Eckenrod - Aye

Motion carried.

Site Permit Application – Austin Bryanton

406/412 First Street East

Council reviewed an application for construction of a new two-bedroom, two-bath residence.

The Park County Sanitarian provided written confirmation that the property was eligible for septic approval pending completion of additional permitting requirements.

Discussion occurred regarding sanitation requirements, lot size requirements, and the possibility of a special meeting once septic approval is received.

Motion: Table the site permit application until the required septic permit is received.

Motion by: Joshua Koch

Second by: Carol Amunrud

Vote: Motion carried unanimously.

Information Security Policy and Internal Payment Card Handling Policy

Clerk/Treasurer Mills presented the PCI Compliance Information Security Policy and Internal Payment Card Handling Policy required for credit card processing compliance.

Motion: Approve the Information Security Policy and Internal Payment Card Handling Policy.

Motion by: Carol Amunrud

Second by: Joshua Koch

Roll Call Vote

- Carol Amunrud – Aye
- Kathy Romey – Aye
- Joshua Koch – Aye
- Teresa Saari – Aye
- Brian Eckenrod - Aye

Motion carried.

Resolution No. 485 – Procurement Plan

Council reviewed the Town Procurement Plan required for federal and state grant compliance.

Motion: Adopt Resolution No. 485, Town of Clyde Park Procurement Plan.

Motion by: Teresa Saari

Second by: Carol Amunrud

Roll Call Vote

- Carol Amunrud – Aye
- Kathy Romey – Aye
- Joshua Koch – Aye
- Teresa Saari – Aye
- Brian Eckenrod - Aye

Motion carried.

Resolution No. 486 – Procurement Policy

Council reviewed Resolution No. 486 establishing procurement procedures for equipment, vehicles, materials, supplies, construction, repairs, maintenance, engineering, architectural, and land surveying services.

Motion: Adopt Resolution No. 486.

Motion by: Teresa Saari

Second by: Carol Amunrud

Roll Call Vote

- Carol Amunrud – Aye
- Kathy Romey – Aye
- Joshua Koch – Aye
- Teresa Saari – Aye
- Brian Eckenrod - Aye

Motion carried.

Water Service Application – Jeff Brandner, Tract 3B

Council reviewed and discussed a residential water service application associated with Tract 3B of Sunnyside Meadows.

Discussion included service line sizing, future development considerations, and billing classifications.

Motion: Approve the water service application for Jeff Brandner, Tract 3B.

Motion by: Carol Amunrud

Second by: Teresa Saari

Roll Call Vote

- Carol Amunrud – Aye
- Kathy Romey – Aye
- Joshua Koch – Aye
- Teresa Saari – Aye
- Brian Eckenrod - Aye

Motion carried.

Open Meeting and Recording Requirements

Clerk/Treasurer Mills provided an update regarding Montana open meeting laws and recording requirements. Council was advised that boards, committees, and ad hoc committees acting on behalf of the Town should record meetings and provide recordings for public access. Discussion also included website retention requirements, ADA compliance obligations, and records retention practices.

No action was taken.

Adjournment

There being no further business:

Motion: Adjourn the meeting.

Motion by: Brian Eckenrod

Second by: Joshua Koch

Vote: Motion carried unanimously.

Meeting adjourned at 9:57 p.m.