

**Town of Alberton
Council Meeting Agenda
August 4, 2026
7:00 PM Council Meeting**

Call to Order

Roll Call

Pledge of Allegiance

Public Comment for Items NOT on the Agenda

Review and Motion to Approve (Consent Agenda)

- Previous Meeting Minutes – July 7, 2026
- Claims and Payroll for July 2026

Staff Reports

- Deputy Clerk/Treasurer: Shannon Cunio
- Public Works Manager: Charlei Jenkins
- Road and Maintenance Update: Charlei Jenkins

Monthly Reports

- Town Engineer: Paul Montgomery
- Sheriff's Office: Deputy Lindauer
- Fire District: FRFD Chief Damian Frisbee
- County Planner: Andy Short
- Town Attorney: Wally Congdon

Old Business

- Proposed: Resolution adopting Utility Rates, Penalties, Fees, and Fines
- Proposed Ordinance (Second reading): To amend Ordinance 1-6-1 and 1-6-3 that sets the specific date and time of the town council meetings, allowing the regularly scheduled meetings to be set by resolution.

New Business

- Proposed Ordinance (First Reading): Firearms Ordinance 9-2
- Schedule Town Council Candidate Interview Meeting
- Town Council approval of new Town Clerk hire

Mayor's Report

- Mayor: Loreen M Felstet

Public Comment

Adjournment

Welcome to Albertain Town Council Chambers

We consider it a privilege to present, and listen to, diverse views.

It is essential that we treat each other with respect. We expect that participants will:

- Engage in active listening
- Make concise statements
- Observe any applicable time limit

We expect that participants will refrain from disrespectful displays:

- Profanity
- Personal Attacks
- Signs
- Heckling and applause

Guidelines for Public Comment

Public Comment ensures an opportunity for citizens to meaningfully participate in the decisions of its elected officials. It is one of several ways your voice is heard by your local government. During public comment we ask that all participants respect the right of others to make their comment uninterrupted.

The council's goal is to receive as much comment as time reasonably allows. All public comment should be directed to the chair (Mayor or designee). Comment made to the audience or individual council members may be ruled out of order. Public comment must remain on topic, and free from abusive language or unsupported allegations.

During any council meeting you have two opportunities to comment:

1. During the public comment period near the beginning of a meeting.
2. Before any decision-making vote of the council on an agenda item.

Comment made outside of these times may not be allowed.

Citizens wishing to speak during any public comment period should come forward and state their name and address for the record. Comment may be time limited, as determined by the chair, to allow as many people as possible to comment. Comment prior to a decision-making vote must remain on the motion before the council.

Thank you for observing these guidelines.

TOWN OF ALBERTON

MINUTES OF THE REGULAR TOWN COUNCIL MEETING

July 7, 2026

CALL TO ORDER

The regular meeting of the Town Council of the Town of Alberton was called to order by Mayor Loreen Felstet at 7:00 PM on Tuesday, July 7, 2026, at the Alberton Community Center.

ROLL CALL

Present:

- Mayor Loreen Felstet
- Council President Timothy Fox
- Council Vice President Sharon Briggs
- Councilmember Kyle Cirincione

A quorum is present.

Staff Present:

- Town Clerk-Treasurer Jaylyn Rowley
- Deputy Clerk Shannon Cunio
- Public Works Manager Charlei Jenkins

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by those present.

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Several residents spoke on a variety of topics, including concerns regarding bear-resistant trash cans, the BearSmart Montana program, governance principles, potential conflicts of interest, service issues with the new cans, council decorum from the previous meeting, and other community matters.

REVIEW AND MOTION TO APPROVE CONSENT AGENDA

Motion: Timothy Fox moved to approve the Consent Agenda, which included:

- Previous Meeting Minutes – May 19, 2026, May 26, 2026, and June 2, 2026

- Claims & Payroll for June 2026

Second: Sharon Briggs.

Roll Call Vote:

- Timothy Fox: Yes
- Sharon Briggs: Yes
- Kyle Cirincione: Yes

Motion carried unanimously.

MONTHLY REPORTS

- **Sheriff's Office** – Report presented by Deputy Eric Lindauer.

QUARTERLY REPORTS

- **Fire District** – Report presented by Fire Chief Damian Frisby.
- **County Planner** – Not present.
- **Town Engineer** – Report presented by Charlie Jenkins on behalf of Paul Montgomery.
- **Town Attorney** – Not present.

STAFF REPORTS

- **Clerk/Treasurer Jaylyn Rowley** – Provided a detailed report covering the new town website, notary commissioning, utility account cleanup and collections progress, office workload, and a recommendation regarding council meeting scheduling flexibility.
- **Public Works Manager Charlie Jenkins** – Reported on water leaks, meter issues, lagoon burn, staffing, well operations, telemetry improvements, water certifications, and museum pressure washing.

OLD BUSINESS

PROPOSED ORDINANCE (SECOND READING): UTILITY RATES, PENALTIES, AND FINES TO BE SET BY RESOLUTION (Ordinance No. 2026-06-03)

Motion: Kyle Cirincione moved to adopt Ordinance No. 2026-06-03.

Second: Sharon Briggs.

Roll Call Vote:

- Timothy Fox: Yes
- Sharon Briggs: Yes
- Kyle Cirincione: Yes

Motion carried unanimously. Ordinance passed on second reading.

RE-INTRODUCTION OF PROPOSED ORDINANCE: AMENDING THE ORDINANCE THAT SETS THE SPECIFIC DATE AND TIME OF THE TOWN COUNCIL MEETINGS, ALLOWING THE REGULARLY SCHEDULED MEETINGS TO BE SET BY RESOLUTION (Ordinance No. 2026-06-01)

Motion: Kyle Cirincione moved to adopt Ordinance No. 2026-06-01.

Second: Sharon Briggs.

Roll Call Vote:

- Timothy Fox: Yes
- Sharon Briggs: Yes
- Kyle Cirincione: Yes

Motion carried unanimously. Ordinance passed on first reading.

NEW BUSINESS

PROPOSED ORDINANCE (First Reading) – FIREARMS (Ordinance No. 2026-06-02)

Motion: Timothy Fox moved to table Ordinance No. 2026-06-02.

Second: Kyle Cirincione.

Roll Call Vote:

- Timothy Fox: Yes
- Sharon Briggs: Yes
- Kyle Cirincione: Yes

Motion to table carried. Ordinance tabled pending county attorney review.

PROPOSED: A RESOLUTION APPROVING A COMPENSATION ADJUSTMENT FOR THE TOWN CLERK

Motion: Timothy Fox moved to table the resolution.

Second: Kyle Cirincione.

Roll Call Vote:

- Timothy Fox: Yes
- Sharon Briggs: No
- Kyle Cirincione: Yes

Motion to table carried.

PROPOSED: A RESOLUTION UPDATING THE TOWN'S PAID HOLIDAY POLICY FOR EMPLOYEES

Motion: Timothy Fox moved to adopt the resolution with amendment to include Montana state-recognized holidays, and election days.

Second: Kyle Cirincione.

Roll Call Vote:

- Timothy Fox: Yes
- Sharon Briggs: Yes
- Kyle Cirincione: Yes

Motion carried unanimously. Resolution passed as amended.

PROPOSED: A RESOLUTION ESTABLISHING WEEKEND OBSERVANCE RULES FOR PAID HOLIDAYS

Motion: Timothy Fox moved to adopt the resolution.

Second: Kyle Cirincione.

Roll Call Vote:

- Timothy Fox: Yes
- Sharon Briggs: Yes
- Kyle Cirincione: Yes

Motion carried unanimously. Resolution passed.

PROPOSED: A RESOLUTION APPROVING PAID HOLIDAY LEAVE FOR JUNETEENTH

Motion: Timothy Fox moved to adopt the resolution.

Second: Kyle Cirincione.

Roll Call Vote:

- Timothy Fox: Yes

- Sharon Briggs: Yes
- Kyle Cirincione: Yes

Motion carried unanimously. Resolution passed.

SEALED BID APPROVAL PROCESS: Propane Service

Bids from Energy Partners, CityService Valcon, and JFF Propane were discussed with representatives present from JFF Propane and Energy Partners

Motion: Kyle Cirincione moved to award the propane service contract to JFF Propane.

Second: Sharon Briggs.

Roll Call Vote:

- Timothy Fox: Yes
- Sharon Briggs: Yes
- Kyle Cirincione: Yes

Motion carried unanimously. Bid awarded to JFF Propane.

PUBLIC COMMENT

Additional public comments were received on various topics, including the clerk compensation discussion and other matters.

ADJOURNMENT

Motion: Sharon Briggs moved to adjourn the meeting.

Second: Kyle Cirincione.

Roll Call Vote:

- Timothy Fox: Yes
- Sharon Briggs: Yes
- Kyle Cirincione: Yes

Motion carried unanimously. Meeting adjourned at approximately 11:00 PM.

Respectfully submitted,

Signed:

Attest:

LOREEN M FELSTET

JAYLYN ROWLEY

MAYOR

TOWN CLERK / TREASURER

PASSED, ADOPTED, AND FINALLY APPROVED by the Town Council of the Town of
Alberton, Mineral County, State of Montana on the second reading following a public
hearing at a regular session held on the _____ day of _____, 2026.

Signed:

Attest:

LOREEN M FELSTET

SHANNON CUNIO

MAYOR

DEPUTY TOWN CLERK / TREASURER

08/04/26
13:43:33

TOWN OF ALBERTON
Claim Approval List
For the Accounting Period: 7/26

Page: 1 of 5
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
952736	E	317 Home Depot Credit Services		*** Claim from another period (6/26) **** 142.13					
		Park purchases							
		06/12/26 Park		142.13*			1000 460430	200	101000
952739	E	10 NorthWestern Energy		*** Claim from another period (6/26) **** 2,542.54					
		Electric bills							
		06/05/26 Community Center		177.49*			1000 460300	340	101000
		06/05/26 Town Office		47.61*			1000 410500	340	101000
		06/05/26 Fire Hall		45.03*			1000 420400	340	101000
		06/05/26 Skate Park		22.78*			1000 460430	340	101000
		06/05/26 Street lights		260.06*			1000 430263	340	101000
		06/05/26 Street lights		325.84*			1000 430263	340	101000
		06/05/26 Street lights		12.79*			1000 430263	340	101000
		06/05/26 Street lights		8.32*			1000 430263	340	101000
		06/05/26 Street lights		12.79*			1000 430263	340	101000
		06/05/26 Street lights		12.79*			1000 430263	340	101000
		06/05/26 Lift Station #2		155.01*			5310 430635	341	101000
		06/05/26 Reservoir		71.02*			5310 430635	341	101000
		06/05/26 Pump		28.82*			5210 430530	341	101000
		06/05/26 Blower		360.36*			5210 430530	341	101000
				1,001.83*			5310 430635	341	101000
952761	E	727 Citi Cards		*** Claim from another period (6/26) **** 792.60					
		Credit card payment							
		06/22/26 phone		52.95*			5310 430635	345	101000
		06/22/26 phone		107.21*			1000 410500	345	101000
		06/22/26 phone		134.95*			5210 430530	345	101000
		06/22/26 UB disconnection notices 1 & 2		131.00*			5210 430510	300	101000
		06/22/26 UB disconnection notices 1 & 2		131.00*			5310 430610	300	101000
		06/22/26 Community Ctr keys		128.00*			1000 411200	210	101000
		06/22/26 office supplies		107.49*			1000 411200	210	101000
952763		730 J & M Pickup & Delivery							
		Lab delivery & pickup		170.00					
		06/30/26 Lab delivery & pickup		170.00*			5310 430650	300	101000
952766	E	10 NorthWestern Energy		2,798.40					
		Electric bills							
		07/10/26 Comm Ctr		199.05*			1000 460300	340	101000
		07/10/26 Office		45.70*			1000 410500	340	101000
		07/10/26 Fire Hall		46.27*			1000 420400	340	101000
		07/10/26 Skate park		22.93*			1000 460430	340	101000
		07/10/26 Street Lights		260.50*			1000 430263	340	101000
		07/10/26 Street Lights		326.56*			1000 430263	340	101000

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TOWN OF ALBERTON
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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
952767	Citi credit card	E 727 Citi Cards		12.81*			1000		430263	340		101000
				8.34*			1000		430263	340		101000
				12.81*			1000		430263	340		101000
				12.80*			1000		430263	340		101000
				159.69*			5310		430635	341		101000
				63.94*			5310		430635	341		101000
				26.71*			5210		430530	341		101000
				494.42*			5210		430530	341		101000
				1,105.87*			5310		430635	341		101000
				2,943.78								
				2,020.81*			1000		460452	200		101000
				40.00*			5210		430510	300		101000
				28.89*			1000		460430	200		101000
				12.87*			1000		411200	210		101000
952768	Phones	E 53 Blackfoot Telephone		8.75*			1000		460430	200		101000
				8.99*			1000		460430	200		101000
				36.98*			1000		411200	210		101000
				14.60*			1000		411200	210		101000
				250.00*			2820		430240	200		101000
				24.99*			1000		411200	210		101000
				125.00*			1000		460452	200		101000
				81.90*			1000		460452	200		101000
				51.50*			5210		430530	300		101000
				51.50*			5310		430610	300		101000
				56.00*			5210		430510	300		101000
				14.99*			1000		410510	300		101000
				4.99*			1000		410510	300		101000
				59.52*			2820		430240	200		101000
				51.50*			1000		410500	300		101000
				293.54								
				53.14*			5310		430635	345		101000
				106.26*			1000		410500	345		101000
				134.14*			5210		430330	345		101000
				1,237.58								
952769		272 Town of Alberton		80.88*			1000		410500	340		101000
				80.88*			1000		430300	340		101000
				33.47*			1000		420400	340		101000
				95.88*			1000		420400	340		101000
				946.47*			1000		460430	340		101000

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TOWN OF ALBERTON
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* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
952773	367 07/30/26 Mower	622 Reynco, LLC		172.17			1000		460430	200		101000
	367 07/30/26 Mower			38.60*			5210		430510	220		101000
	367 07/30/26 Ranger			66.30*			5210		430510	220		101000
	367 07/30/26 Excavator			28.67*			5310		430610	300		101000
952774	Garbage	532 Republic Services		231.93			1000		410500	300		101000
	06/30/26 Garbage			77.31*			5210		430510	300		101000
	06/30/26 Garbage			77.31*			5310		430610	300		101000
952775	Chem supplies	168 USA Blue Book		213.25			5210		430510	300		101000
	1082490 06/29/26 Chem supplies			121.80*			5210		430510	300		101000
	1087796 06/29/26 Chem supplies			91.45*								
952777	Property liability program	734 MMIA - Property Program		6,411.50			1000		510330	300		101000
	26/27 FY 07/01/26 Property Liability program			6,411.50*								
952778	Liability Program	735 MMIA - Liability Program		13,284.00			1000		510330	300		101000
	26/27 FY 07/01/26 Liability Program			13,284.00*								
952779	Police car agreement 1st of 4 annual pmts	1 Mineral County Treasurer		5,000.00			1000		420000	399		101000
	07/30/26 Police Car Agreement			5,000.00*								
952780	Notary fees	728 Jaylyn Rowley		387.00			1000		410500	300		101000
	Notary fees			387.00*								
952781	Park portable toilet cleaning	487 Superior Septic		350.00			1000		460430	340		101000
	I43826 07/16/26 Park portable toilet			350.00*								
952782	Harmony	712 Master Meter, Inc		184.73			5210		430510	300		101000
	297028 06/30/26 Harmony			184.73*								

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TOWN OF ALBERTON
Claim Approval List
For the Accounting Period: 7/26

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* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
952783	Water test due to leak	648 Crisp Water Technologies, Inc. 35976 07/22/26 Water test due to main leak	25.00 25.00*								
952784	Annual service of fire extinguishers	655 Missoula Fire Equipment 37604 07/22/26 Annual Service	490.75 490.75*								
952785	Curb keys to fit bigger valves	731 Timberline Customs, LLC 123514 07/02/26 Curb keys to fit bigger	175.00 175.00*								
952786	Law enforcement contract	1 Mineral County Treasurer 07/01/26 Law enforcement contract	3,640.04 3,640.04*								
952787	Pest control	680 Acute Predator Control 06/30/26 Pest control	357.00 357.00*								
952788	Newspaper subscription	662 Mineral Independent 07/01/26 Newspaper subscription	41.50 41.50*								
952789	Utility locate	288 Utilities Underground Location 6065362 06/30/26 Utility Locate	5.34 5.34*								
952790	Repair supplies	E 317 Home Depot Credit Services 07/13/26 repair supplies	120.00 120.00*								
952791	Sewer testing	49 Montana Environmental Lab 2606679 07/07/26 Sewer Testing	827.00 141.00*								
		2606985 07/20/26 Sewer Testing	271.00*								
		2607394 07/21/26 Sewer Testing	229.00*								
		2607641 07/29/26 Sewer Testing	186.00*								

TOWN OF ALBERTON
Claim Approval List
For the Accounting Period: 7/26

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
952793		730 J & M Pickup & Delivery		102.00					
	Lab pickup and delivery								
	07/07/26 Lab pickup and delivery			34.00*			5310 430650	300	101000
	07/21/26 Lab pickup and delivery			34.00*			5310 430650	300	101000
	07/29/26 Lab pickup and delivery			34.00*			5310 430650	300	101000
952794		327 Core & Main		374.56					
	Repairs (will be reimbursed)								
	Z145464 06/24/26 Billed to Northwestern			290.44*			5210 430530	230	101000
	Z145464 06/24/26 Billed to RLC			84.12*			5210 430530	230	101000
# of Claims 28 Total:				43,313.34					
Total Electronic Claims				9,632.99	Total Non-Electronic Claims			33,680.35	

08/04/26
14:07:58

TOWN OF ALBERTON
Payroll Summary For Payrolls from 07/01/26 to 07/31/26

Page: 1 of 2
Report ID: P130

Total for Payroll Checks

	Employee	Employer	Amount
HOL HOURS (Holiday Pay)	64.00		1,479.48
OVER HOURS (Overtime)	20.50		819.34
REG HOURS (Regular Time)	442.50		10,249.23
SICK HOURS (Sick Time)	24.00		552.00
TRMS HOURS (Sick Leave Termination)	2.00		46.00
TRMV HOURS (Vacation Leave Termination)	40.00		920.00
GROSS PAY	14,066.05	0.00	
NET PAY	11,667.31	0.00	
DENTAL INS	0.00	132.00	
FIT	357.43	0.00	
MEDICAL INS	0.00	3,704.00	
MEDICARE	156.44	156.44	
P.E.R.S.	1,011.97	1,161.86	
SIT	204.00	0.00	
SOCIAL SECURITY	668.90	668.90	
UNEMPL. INSUR.	0.00	49.24	
VISION INS	0.00	34.40	
WORKERS' COMP	0.00	513.10	
FIRST SECURITY	1,967.68	0.00	
MACU	3,018.58	0.00	
OPPORTUNITY	4,087.41	0.00	
TRAIL WEST	1,483.50	0.00	
WELIS FARGO 2	1,110.14	0.00	
FIT/SIT BASE	13,054.08	0.00	
MEDICARE BASE	10,788.55	0.00	
PERS BASE	12,809.80	0.00	
SOC SEC BASE	10,788.55	0.00	
UN BASE	14,066.05	0.00	
WC BASE	13,792.93	0.00	

Total 6,419.94

Total Payroll Expense (Gross Pay + Employer Contributions): 20,485.99

Check Summary

Payroll Checks Prev. Out.	\$3,955.04
Payroll Checks Issued	\$0.00
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$3,955.04
Electronic Checks	\$19,923.65

	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Deductions Accrued				
Social Security	1,337.80	1,337.80		212501
Medicare	312.88	312.88		212502
P.E.R.S.	2,173.83	2,173.83		212510
Unempl. Insur.	49.24		49.24	212509

08/04/26
14:07:58

TOWN OF ALBERTON
Payroll Summary For Payrolls from 07/01/26 to 07/31/26

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Workers' Comp	513.10		513.10	212508
FIT	357.43	357.43		212503
SIT	204.00	204.00		212504
MEDICAL INS	3,704.00	3,704.00		212507
DENTAL INS	132.00	132.00		212507
VISION INS	34.40	34.40		212507
Total Ded.	8,818.68	8,256.34	562.34	

**** Carried Forward column only correct if report run for current period.

TOWN OF ALBERTON

Mineral County, Montana

CLERK'S REPORT

Town Council Meeting – August 4, 2026

BUDGET PROCESS

Expense budgeting is nearly complete. Time still needs to be scheduled with Charlei to review the Water, Parks, and Roads budgets in detail. Income figures have been received and also require review.

Interlocal agreements for the new fiscal year are currently being renewed and signed.

Once the new budget is finalized, last year's budget will be reconciled. Final reconciliation reports are expected to be available in September.

UTILITY BILLING

Staff has worked hard over the past several months to bring delinquent utility accounts current. Focused collection efforts have produced clear results. A comparison of the aged balance summaries from May 7, 2026, and July 31, 2026 (both attached) shows a substantial reduction in past-due balances.

As of July 31, 2026, total past-due amounts across all aging categories stand at approximately \$10,968, with the majority of accounts now current. This represents meaningful progress from the significantly higher past-due totals reflected in the May report.

The rates, penalties, and fees previously contained in the utility ordinance have been removed. A resolution addressing penalties and fees is being presented for Council consideration this evening.

Aged Balance Snapshot – Primary Utility Accounts (July 31, 2026)

Category	Accounts	Amount	Notes
Total Accounts in System	218		Primary accounts
Zero Balance / Credit Balance	24 / 7	—	
Current Balance	187	\$16,918.18	
Past Due 30 days	35	\$4,797.33	
Past Due 60 days	8	\$1,681.02	
Past Due 90 days	4	\$982.91	
Past Due 120+ days	9	\$3,507.11	
Total Past Due (all aging)	56	\$10,968.37	Reduced from May
Total Balance	187	\$27,886.55	

The attached May 7 and July 31 reports provide the detailed comparison supporting these figures.

Note that the "current balance" due is higher as the billing for July was just completed at the time of the report. The past due amounts are what we are focusing on.

OFFICE RECORDS & FILING

Office filing (both paper and electronic) from prior years remains incomplete. Files are in disarray covering the period from 2023 through the end of the last fiscal year (June 30, 2026). This is becoming an increasing operational problem.

TOWN OF ALBERTON

Mineral County, Montana

Completing this catch-up filing should be one of the first projects assigned to the new Town Clerk. Ordinances and resolutions should be the next priority project. Ordinances that are outdated need to be looked at in addition to the index brought current and everything properly filed.

Respectfully submitted,

Shannon Cunio, Deputy Clerk
Town of Alberton

ALL ACCOUNTS
Primary Accounts Only

SECTIONS: ALL

SERVICES: WATER WATER BASE SEWER SEWER BASE MISCELLANEOUS INT-WATER
INT-SEWER STATE FEE OVERPAYMENT

Total Accounts in System: 218

Accounts With:

Zero Balance: 24
Credit Balance: 7
Balance: 187
Current Balance: 187
Past Due 30: 35
Past Due 60: 8
Past Due 90: 4
Past Due 120+: 9

Total Balance: 27886.55
Current Balance: 16918.18
Total Past Due 30: 4797.33
Total Past Due 60: 1681.02
Total Past Due 90: 982.91
Total Past Due 120+: 3507.11

7.31.26

UTILITY BILLING SYSTEM Report ID: 1366

AGED BALANCE SUMMARY

For target date 05/07/2026 ordered by Account from 169-13 to 248-01

TOWN OF ALBERTON

14:35:41 - 05/07/2026

ALL ACCOUNTS
Primary & Secondary Accounts
ALL Accounts with or without a Reminder

SECTIONS: ALL

Services: ALL

Regions: ALL

Sub-Regions: ALL

OVERDUE
AS OF 5/7/26

AGED TOTALS FOR ALL SELECTED REGIONS

Total Accounts in System: 741

Accounts With:

Zero Balance: 584
Credit Balance: 18
Balance: 139
Current Balance: 137
Past Due 30+: 57
Past Due 60+: 22
Past Due 90+: 16
Past Due 120+: 14

Total Balance: 22686.29
Current Balance: 8988.39
Total Past Due 30+: 13697.90
Total Past Due 60+: 9499.25
Total Past Due 90+: 7927.01
Total Past Due 120+: 6730.17

5-7-26

ENGINEER'S MEMORANDUM

August 4, 2026

TO: Alberton Town Council Meeting

FROM: Paul Montgomery, P.E. – AMCE

RE: Engineer's August 2026 Update on Water Project & Special Appropriations grant

Mayor Felstet and Council Members – I plan on attending the August Council meeting and offer the following project update:

OVERALL WATER PROJECT STATUS:

- AMCE will be conducting the 1-year warranty inspection in mid-August and a final invoice which will be funded through pay package #22..... the last package for this project:
 - All spent out: ARPA MAG, ARPA Competitive, MCEP, RRGL, SRF-B (Loan);
 - \$26,608 left in ARPA LFR (which was paid to the Town back in 2023);
 - \$417 left in SRF-A Forgiven;
 - \$135,784 left in Alberton's local contribution (budgeted \$138,157 – we'll try not to spend this)
- Coordinating with Charlei on when is the best day(s) to get RLC onsite and conduct the inspection.
- Spring water right – in the latter stages of the waiting period for DNRC to make preliminary decision to grant added water right. Public involvement process pursuant to their determination.

STORAGE TANK:

- \$1M Special Appropriation grant (CDS) application has been completed and is ready for the Town to sign/submit through grants.gov. Matt Mullins gave green light to submit electronic application today.
- Cost Share Waiver for \$1M grant approved 7/7/26.
- Town prepared/submitted procurement flexibility waiver;
- SRF Loan for \$285K applied for to supplement \$1M CDS grant. It is my objective to commit the smallest SRF amount as possible. *With no match requirement, if we can get the entire project cost at or below \$1M, then no added debt for the Town for this project.*

WASTEWATER/STORM WATER:

- I prepared an application to DNRC for a \$40K planning grant (with 50% match requirement) & Mayor Felstet submitted to DNRC yesterday. \$80K total budget. Fingers crossed for success!
- I have drafted an Engineering Agreement Amendment to cover planning, grant writing/administration, public involvement and preliminary engineering report for wastewater. Submitted for review 8-4-26. \$80K total to match grant application budget.
- Will work with Charlei to determine immediate and long-range needs to scope the stormwater project contract.

QUESTIONS FROM THE COUNCIL or PUBLIC

- Planning
- Design
- Construction
- Finance

Paul Montgomery
Cell: (406) 459-8463
paul@a-mce.com

TOWN OF ALBERTON RESOLUTION NO. 358

A Resolution Establishing a Schedule of Utility Rates, Fees, and Penalties, also a Notice and Disconnection Schedule Pursuant to Ordinance No. 2026-06-03

WHEREAS, the Town Council of the Town of Alberton has adopted Ordinance No. 2026-06-03, which amends Chapters 4-2 and 4-4 of Title 4 of the Alberton Municipal Code to remove specific dollar amounts from ordinance text and to authorize the Town Council to establish and amend utility rates, fees, penalties, and the disconnection notice schedule by resolution; and

WHEREAS, Montana Code Annotated § 69-7-101 authorizes the Town to regulate, establish, and change rates, charges, and classifications for utility services, provided they are reasonable and just; and

WHEREAS, Montana Code Annotated § 69-7-111 requires a public hearing before regulating, establishing, or changing rates, charges, or classifications; and

WHEREAS, the Town Council desires to establish or update certain administrative fees and penalties associated with utility service without changing the existing monthly water or sewer rates at this time; and

WHEREAS, the Town Council finds that the fees and penalties set forth below are reasonable and necessary for the proper administration and collection of utility accounts;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Alberton, Montana, as follows:

Section 1. Adoption of Rate Schedule.

- A. Rates and Connection Fees Unchanged. The existing monthly water and sewer service rates and the existing water and sewer connection (hook-up) fees remain unchanged and continue in full force and effect. This Resolution does not modify those rates or connection fees.
- B. The following Schedule of Utility Fees and Penalties is hereby adopted and shall be effective as of August 4, 2026:

Item	Amount
Disconnection fee	\$50.00
Reconnection fee	\$100.00
Account set up or transfer fee	\$30.00
Meter testing fee (if meter is accurate)	\$60.00

Item	Amount
Unauthorized reconnection penalty fee	\$150.00
Late payment fee	\$10.00
Interest on delinquent accounts	1.5% per month / 18% per annum
NSF / returned payment fee	\$40.00
Lien release filing fee	\$150.00
Notice and collection fee per notice (door notice / posted or mailed warning)	\$30.00

Section 2. Notice and Disconnection Schedule. The following Notice and Disconnection Schedule is hereby adopted and shall remain in effect until amended by subsequent resolution:

- A. Late notice shall be sent during the first week of the month following the delinquency.
- B. Disconnect notice shall be sent during the second week of the month following the delinquency.
- C. A final 24-hour disconnect notice shall be issued during the third week of the month following the delinquency (or as otherwise timed under the then-current schedule).
- D. No disconnection of service for nonpayment shall occur without notice to the property owner in accordance with this schedule and applicable Montana law.

Section 3. Maintenance and Availability. The Town Clerk Treasurer shall maintain the current Rate Schedule, Notice and Disconnection Schedule on file, post them in a publicly accessible location at Town Hall, and make them available to utility customers upon request.

Section 4. Prior Resolutions. Any prior resolutions establishing utility rates, fees, or penalties that are inconsistent with this Resolution are hereby superseded to the extent of such inconsistency. Resolutions that remain consistent with this Resolution continue in full force and effect.

Section 5. Effective Date. This Resolution shall take effect immediately upon passage and approval (or on the date specified in Section 1(B)).

PASSED AND ADOPTED by the Town Council of the Town of Alberton, Montana, this _____ day of _____, 2026.

Loreen M Felstet

Mayor

ATTEST:

Shannon Cunio

Deputy Town Clerk Treasurer

ORDINANCE NO. 2026-06-01

An Ordinance Amending Sections 1-6-1 and 1-6-3 of Chapter 1-6 of Title 1 of the Alberton Town Code to Remove the Specific Date and Time of Regular Town Council Meetings from Ordinance Text, Authorize the Town Council to Establish and Amend the Regular Meeting Schedule by Resolution, and Correct the Special Meetings Provision to Conform with Montana Law

WHEREAS, Section 1-6-1 of the Alberton Town Code currently provides that the Town Council shall hold regular meetings on the first Tuesday of each month, and Section 1-6-3 currently provides that meetings shall convene at 7:00 p.m.; and

WHEREAS, embedding the specific day and time of regular meetings within ordinance text requires the Town Council to undertake the full two-reading ordinance adoption process, which takes a minimum of twelve (12) days under Montana law, each time an adjustment to the meeting schedule is needed; and

WHEREAS, the Town Council finds it more practical and efficient to establish and adjust the regular meeting schedule — including day, time, and location — by resolution, which takes effect immediately upon adoption; and

WHEREAS, Section 1-6-1 currently provides that special meetings may be called by the Mayor or at the written request of three (3) members of the Council, but Montana Code Annotated §§ 7-5-4102(1)(c) and 7-5-4122 vest the authority to call a special meeting solely in the Mayor, and the council-member request language is therefore in conflict with state law and must be removed; and

WHEREAS, the Town Council finds that these amendments serve the efficient and lawful conduct of Town government;

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Alberton, Montana, as follows:

Section 1. Amendment of Section 1-6-1 (Meetings).

Section 1-6-1 of Chapter 1-6 of Title 1 of the Alberton Town Code is hereby amended to read as follows:

"1-6-1 Meetings. The Town Council shall hold regular meetings for the transaction of municipal business at such day, time, and location as shall be established from time to time by resolution of the Town Council. The current regular meeting schedule shall be maintained on file with the Town Clerk and shall be posted at Town Hall and such other public locations as required by Section 1-2-2 of this Code. The Council may also hold such

other meetings to which the Council, by order, may adjourn, or which may be otherwise called.

Special meetings may be called only by the Mayor. The Mayor shall state by written message to the Town Clerk the object of the special meeting, and the business of any special meeting shall be restricted to the object stated, consistent with Montana Code Annotated §§ 7-5-4102(1)(c) and 7-5-4122."

Section 2. Amendment of Section 1-6-3 (Proceedings of Meeting).

Section 1-6-3 of Chapter 1-6 of Title 1 of the Alberton Town Code is hereby amended to read as follows:

"1-6-3 Proceedings of Meeting. The Town Council shall convene and be called to order by the Mayor, or in his/her absence by the President of the Council, at the day and time established by resolution of the Town Council pursuant to Section 1-6-1, and the Town Clerk shall proceed to call the roll, and record in the minutes the names of all members present, and note the absentees, and announce whether or not a quorum is present. All meetings shall be held at the location established by resolution of the Town Council pursuant to Section 1-6-1, unless otherwise ordered."

Section 3. Repeal of Conflicting Provisions.

All prior ordinances, resolutions, or motions of the Town Council establishing the regular meeting date, time, or location that are inconsistent with this Ordinance are hereby repealed to the extent of such conflict.

Section 4. Savings Clause.

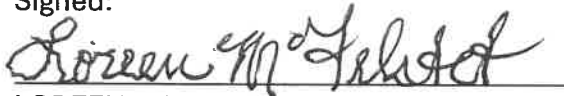
If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance and the application of its provisions to other persons or circumstances shall not be affected.

Section 5. Effective Date.

This Ordinance shall take effect thirty (30) days after final passage on second reading, as required by Montana Code Annotated § 7-5-105. The Town Clerk is directed to provide public notice of this Ordinance in accordance with Section 1-2-2 of the Alberton Town Code following first reading and provisional adoption.

PROVISIONALLY PASSED and ADOPTED by the Town Council of the Town of Alberton, Mineral County, State of Montana, upon first reading at a regular session thereof held on the 7th day of JULY, 2026.

Signed:



LOREEN M FELSTET
MAYOR

Attest:

SHANNON CUNIO
DEPUTY TOWN CLERK / TREASURER

PASSED, ADOPTED, AND FINALLY APPROVED by the Town Council of the Town of
Alberton, Mineral County, State of Montana on the second reading following a public
hearing at a regular session held on the _____ day of _____, 2026.

Signed:

Attest:

LOREEN M FELSTET
MAYOR

SHANNON CUNIO
DEPUTY TOWN CLERK / TREASURER

Approve as to Form:

WALTER CONGDEN
TOWN ATTORNEY