

**TOWN OF BROADUS**  
**Regular Council Meeting**  
**January 6, 2026 @ 6:00 pm**

Clerk Morris reminded all in attendance and listening that meetings will be audio recorded and a part of a public record for one year. All audio recordings will be uploaded to the Town of Broadus website as available.

In Attendance: Mayor Chad Gatlin; Councilperson Wanda Smith; Councilperson Lori Turnbough; Councilperson Cody Morris; Councilperson Raevyn Slovek; Clerk/Treasurer Josie Morris, Public Works Raymond Ragsdale; Judge Rebecca McEuen; and Undersheriff Russ Kinzer

Mayor Gatlin called the meeting to order at 6:00 pm. Following the pledge of allegiance council reviewed the previous minutes and claims from 12/25. One correction to the December 2025 meeting minutes; on the motion to approve consent agenda items the council person needs corrected from Smith to Slovek. No other corrections discussed. Mayor Gatlin called for a motion to approve the consent agenda items; Councilperson Slovek made a motion to approve all consent agenda items, Councilperson Turnbough second the motion; motion carried.

Public comment open; no comment received.

Unfinished business began with Councilperson Turnbough inquiring about the overall cost of the mainline water break that the Town experienced on December 12, 2025. Clerk Morris informed the council of the cost being around \$12,000 in purchased services to BDJ Construction and B & L Traub Inc primarily as well as some parts, equipment, drinkable water, etc. Public Works Ragsdale informed the council that the line did not break due to freezing and rather it simply being worn out and old in that section. It was a part of the original sewer line that was established and placed over 20 years ago. Unfinished business continued with Clerk Morris updating council on the Town Growth Policy which will be moving forward to the Town-County Planning Board for review then back to Town Council for final review and adoption. The Town-County Planning Board has been fully established with the County Commissioners signing their resolution to dissolve their own board and acknowledge the new combined board with set terms. Clerk Morris introduced Resolution 2026-01 to Council which would dissolve the Town's board and acknowledge the combined one with the set terms as well; with no concerns all members of the council and mayor signed the resolution, passing it into effect as of January 6, 2026.

Public comment open; no comment received.

Staff reports began with Public Works Ragsdale updating council on the ARPA grant funding being spent with exception to the tank recoating project that was moved to Spring 2026. All funds for that portion of the grant have been allocated and contracted previously. All submissions for reimbursement have been completed and nothing further is required by DNRC. Minor additional comments on the main line water break were discussed. A thank you card to Miles City public works was also filled out and signed by all members. Staff reports continued with Clerk Morris taking the floor to update all council members on the status of the budget. The general fund almost corrected with the hopes of ending the fiscal year with a positive \$10K. This should be the end of the revenue correction error made in the previous fiscal year. There is an excess in gas tax funds at this time; more to be spent on asphalt later in the fiscal year. Maintenance district funds have been spent and the fund closed out for the fiscal year. CIP funds have remained untouched as they serve for savings on the loans the Town has. Water and Sewer funds remain in good standing with about half of initial budget spent. Solid waste funds are maintained as well with less than half of initial budget spent but not as high of revenue generating back. Next, Clerk Morris reintroduced that Montana Municipal Interlocal Authority (MMIA), who the Town has workman's compensation program insurance through will be winding down their program effective July 1, 2026. Their program will remain active until all their claims are closed out but will not be taking on any new claims. Clerk Morris did receive a quote from Victory Insurance in the amount of \$4,977 for the year, which is the carrier that the County works with. No decisions have been made, and Clerk Morris will pursue other quotes with the Montana State Fund and a couple other commercial quotes. Moving forward Clerk Morris stated that employee W2s would be completed and sent out within a week from this meeting as well as alcohol license renewals being mailed on January 5, 2026. All alcohol licenses are set to a \$200 per year aside from any nonprofits which remain at \$100 per year. All businesses that are required to have an alcohol license to continue sales will be given a printed and signed certificate once payment is received. Clerk Morris then gave updates to the annexation policy discussion by reiterating that even though the Town only has one possible annexation soon, an established plan on how to proceed with annexation must be in place to satisfy State requirements.

Therefore, the Clerk has received templates from the Montana Department of Commerce and is working to fulfill all document requirements and will bring it to council for approval when complete. Then a discussion on the city court was had with the potential to combine with county. Rebecca McEuen has been in office as the Town Judge since 1996 and loves her position but is also open to relinquishing her position to combine with county if that is in the interest of both parties. Undersheriff Kinzer spoke on behalf of the Sheriff's Office stating that there is a lot that needs to be discussed by council, county commissioners, and both judges if this process moves forward such as cost of all expenses, who is responsible for what portions, legality of an interlocal agreement, etc. Undersheriff Kinzer did highlight how it would be convenient for the Sheriff's Office to have both courts right in the courthouse and not have the separation of duties. With the Town not having the magistrate position, the Sheriff's Office cannot legally write traffic or criminal codes within the Town court. They can only write those traffic and criminal coded tickets within the Powder River County court with the regulations and policies that were set in place by the Town when Rebecca took office. The main reason that these restrictions were put into place was due to population and cost if one of the traffic or criminal cases was big enough to bankrupt the town. No decisions made at this time; discussion will continue over time with any updates as both parties research the potential. Reports continued with Undersheriff Kinzer informing the council of a record number of citations being written for our county in 2025 hitting over eight hundred citations which is a good thing for the Sheriff's Office. The amount of commercial traffic is still very heavy in our area, but they are doing their best to enforce what they have control over. It was reported that Sheriff Boman went to post certification training on law enforcement specific education because 24 hours of post certification is required yearly for all employees. Sheriff Boman, having gone to the courses to be able to sign off on the yearly continued education, saves the county and employees both time and money by not having to travel to the far western part of the state for training. Sheriff Boman is allowed to host the post certification classes now and can certify the hours to our county and surrounding law enforcement as well. Undersheriff Kinzer then reported on there being spots available at the Spring 2026 academy which they are hoping to be able to send one deputy to attend. All new deputies have one year from hire to be enrolled in the academy so if all spots fill up in the Spring, our county has plenty of time to get our two trainees enrolled for academy.

New business began with Clerk Morris discussing a possible council position opening. Councilperson Wanda Smith is ready to step down from the position with her term ending soon. Mayor Gatlin spoke with one or more individuals in the necessary district about filling the position. Further action will be taken at the next meeting in February. Lastly, Clerk Morris reintroduced the idea of business licenses with the Town of Broadus. The idea was mentioned in a previous year as a way to bring in additional revenue, monitor what kind of business there are within our Town, monitor the amount and kind of vendors, peddlers, and businesses we have in our area as well as ensure that all businesses are licensed to be legal. Clerk Morris, Mayor Gatlin, and all council members do not wish to add hardship to any business owner, but we are one of the few Towns that does not have an existing policy on this. Most cities and towns within the State have a business application, business license and fees, vendor & peddler license and fees, business policy, and regulations. At this time, the council can see where this would be something to pursue so Clerk Morris will update all draft documents and gather up to date information from the State and bring it back to council in February. No decisions made at this time.

The following claims were reviewed and approved by Council:

**(DECEMBER)**

13211	Alderman Oil Co.	Propane	546.00
13195	Generac Power Systems	Supply/Parts	115.10
13212	Great West Engineering	ARPA	11295.35
13203	Econo Signs LLC	Supply	236.24
13210	Northern Truck Equipment Corp.	Plow Blades & Parts	4865.17
13202	US Postal Service	BAC Sample	11.10
13209	Energy Laboratories	BAC Sample	253.00
13208	Trumps Repair	Parts	219.00
13215	Century Companies Inc	ARPA	5250.00
13214	Department of Revenue	ARPA	130.39
13204	Boss Inc	Supply	384.97
13213	Carr Coatings, LLC	ARPA	12908.36

**(JANUARY)**

13219	Broadus Foods	Supply	10.76
13217	Hawkins Water Treatment	Chlorine Cylinder	80.00
13216	Systems Technology Consultants	Project Services	718.00
13221	Barbero Auto & Ag	Supply	532.99
13220	Grant's Hardware	Supply	241.29
13205	Wolf Mountain Coal, Inc	Coal	470.48
13222	BDJ Construction	Purchased Services	4625.00
13224	Montana Municipal Interlocal Authority	WC Q4 Payment	2663.47
13223	B & L Traub Inc	Purchased Services	1585.00
13226	Systems Technology Consultants	Monthly Services	478.00
13206	Big Sky Fire Equipment	Annual Flow Tests	1101.44
13225	Broadus Boot & Tack	Supply	43.25
13227	Fulton Electric	Purchased Services	9000.00
13207	Immense Impact, LLC	Purchased Services	150.00
13228	The Corner Store	Fuel	1116.22

With nothing further before the council, Mayor Gatlin called for a motion to adjourn; Councilperson Slovek made a motion to adjourn; Councilperson Turnbough second the motion. Mayor Gatlin adjourned this regular meeting of the Broadus Town Council at 7:02 pm.

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Chad Gatlin, Mayor

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Josie Morris, Clerk/Treasurer

**TOWN OF BROADUS**  
**Regular Council Meeting**  
**February 3, 2026 @ 6:00 pm**

Clerk Morris reminded all in attendance and listening that meetings will be audio recorded and a part of a public record for one year. All audio recordings will be uploaded to the Town of Broadus website as available.

In Attendance: Mayor Chad Gatlin; Councilperson Wanda Smith; Councilperson Lori Turnbough; Councilperson Cody Morris; Clerk/Treasurer Josie Morris, Public Works Raymond Ragsdale; Public Works Cass Zimmer; Sheriff Devin Boman, Guest Kali Gatlin

Mayor Gatlin called the meeting to order at 6:00 pm. Following the pledge of allegiance council reviewed the previous minutes and claims from 01/26. Claims sheets were reviewed and signed primarily 01/26 and part of 02/26. 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 Clerk Morris informing the council that the Town/County Planning Board met February 3, 2026, at 4:00pm in the election room of the courthouse to have their primary review of the Town Growth Policy. All members are reviewing the policy, and the Town/County Planning Board will reconvene on Monday, February 23, 2026, at 4:00pm to review all comments and questions regarding the policy. Public comment open; no comment received.

Staff reports began with Public Works Ragsdale reminding council that all ARPA funding had been spent as of 12/31/25 except for the funding set aside in a contract with Carr Coatings for Spring 2026. Hoping to have all projects finished by June 2026 and close out grant at that time. Water meter change outs for the radio read installations for 200 + units will be completed as we can get to them. All radio read software through Sensus and Ferguson is installed and ready to launch on the Clerk's end. Launching will only happen after all radio read meters are installed. Fire hydrant by the ice-skating rink is in the process of being replaced. An extension part has been ordered for the hydrant to raise it, and Ragsdale is waiting for B & L Traub to get back with him to finish digging on the project. Reports continued with Public Works Zimmer taking the floor. Zimmer completed some drainage work near Mary Smith's property along with minor plowing and sweeping for street maintenance and as weather requires. Continuing the work on Clifford as far as getting it back up and running after the rebuilt motor was reinstalled. A load of coal was received which should last the Town for the remainder of

winter. Lastly, there was a bathroom removed from the Town Shop and the area repurposed for storage. A crack was found on the toilet in this bathroom which caused damage to the floor from the leak. Removing the appliance and repurposing the room for storage seemed like the most logical outcome after Public Works Zimmer coordinated with Public Works Ragsdale on the situation and solutions. With this construction, one functioning bathroom remains at the Town Shop. Moving forward Clerk Morris took the floor to reintroduce the fact that Councilperson Wanda Smith is ready to resign from the position after many years of service. Wanda recently retired from teaching and would like to take a step back from this position as well to fully enjoy retirement. Wanda presented Clerk Morris with a signed resignation letter, effective at the adjournment of this current meeting. Clerk Morris then informed council that the advertisement for the clerk's job position has been sent to PR Examiner and will run for a minimum of two weeks as well as being posted on the Town's website and Facebook page. The application deadline is February 15, 2026, at the end of working day. Staff reports began winding down with Sheriff Boman taking the floor to update council on the drug task force he created. Their last trial within that drug task force team was unfortunately not a successful outcome but great progress has been made on the task force by expanding to surrounding areas. Sheriff Boman reminded council members that he is now able to host training and award certifications to our county and surrounding areas which will decrease costs of traveling for training and provide more opportunities in our rural area. Boman has also been coordinating with the Broadus Volunteer Fire Department to update communications. Public comment open with no comment received.

New business began with Clerk Morris stating that she and Mayor Gatlin spoke with a few individuals outside of working hours on the position and discovered that Kali Gatlin was interested in presenting for the council position. Kali Gatlin is attending this meeting and presented a letter of introduction to the council. With no objections, Mayor Gatlin called for a motion to appoint Kali Gatlin to the position of council member. Councilperson Morris made a motion to appoint Kali Gatlin to the position of council member, Councilperson Turnbough second the motion; motion carried. Guest Kali Gatlin signed an oath of office and appointment form for the council member position. Clerk Morris notarized the appointment form signed by Mayor Gatlin and Kali Gatlin. Both oath of office and appointment form will be shared with the Powder River County Clerk and Records office for record keeping and member terms. Kali Gatlin will begin her council member duties at the regular meeting on March 3, 2026. Business continued with Clerk Morris reminding council that MMIA is winding down their workman's compensation program effective 7/1/2026. Clerk Morris presented a quote for workman's compensation coverage from Victory Insurance at the January meeting with no decisions made at that time as it was an information only discussion. Since then, Clerk Morris has had assistance from Todd Gardner at Broadus Insurance in looking into the commercial and private markets on the Town's behalf with a quote from the Montana State Fund being the most reasonable. There are multiple other municipalities choosing the Montana State Fund for workman's compensation insurance as they use the same standards, coding, and rate classification for insurance as MMIA. The quote presented to council maintained the same level of coverage and would be \$47.02 cheaper than what the Town currently has. No decisions were made at this time as Clerk Morris stated it would be beneficial to make the switch at fiscal year-end to ensure that the time period of coverage runs the same as fiscal year budget to keep things coordinated. Council members had no objection to waiting until fiscal year end since MMIA will provide coverage with their program until 6/30/2026. Clerk Morris then reintroduced the idea of business applications and business licenses within the Town of Broadus. This is something the Town does not currently have and should have. There are a lot of cities and towns in the State of Montana that require both an application and license for business functions. Having this in place would help the Town monitor what kinds of businesses are within the Town limits and maintain a sturdy record of all businesses as well as gain a small amount of additional revenue to then put back into the Town. A draft business application and draft business license forms will be distributed to council members individually via email for them to review before the next council meeting. No decisions made at this time.

With all new business complete, Clerk Morris asked if anyone had anything further to discuss. Councilperson Turnbough brought up the city court evaluation as if there was any progress on that or more information to offer members. Clerk Morris stated that she had not touched base with Sheriff's office to put together a meeting. Sheriff Boman to provide further information on this topic by stating that he believed the next step would be for the Sheriff's Office, Judge Landa, and Mayor Gatlin to get together for a meeting to discuss the situation in terms of how this would work. Things that need to be discussed would be if an interlocal agreement would be used, how costs would be divided between the entities, ordinances, and where responsibility would fall as well as other legal matters involved in combining the courts. No further questions on this matter.

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

13242	Pace Construction Inc	ARPA	2197.50
13243	Shovic Associates LLC	ARPA	1140.00
13244	Ferguson Waterworks	ARPA	36941.24
13245	Grant's Hardware	ARPA	3466.24
13246	Northwest Pipe Fitting Inc	ARPA	3492.53
13247	Imperial Pump Solutions	ARPA	21508.80
13248	TrueNorth Steel	ARPA	692.01
13249	Hawkins Water Treatment	Chlorine Cylinder	80.00
13250	Systems Technology Consultants	ARPA	4322.00
13251	Century Companies Inc	ARPA	17822.00
13239	Alderman Oil Company, Inc	Propane	253.50
13240	Systems Technology Consultants	Purchased Services	478.00
13241	Broadus Foods	Supply	118.11
13237	Local Government Services	AFR Fee	80.00
13238	Raymond Ragsdale	Reimbursement	204.00
13229	Gatlin Construction	Purchased Services	7043.30
13230	Boss Inc	Supply	337.96
13231	Timeclock Plus, LLC	Annual License	280.50
13232	Trumps Repair	Sewer Machine Service	132.00
13233	Hi-Tech Auto Repair Inc	Supply	275.00
13234	Shovic Associates LLC	GIS Software Work	219.96
13235	Energy Laboratories	BAC Sample	63.00
13236	Hawkins Water Treatment	Supply	203.19

***(FEBRUARY)***

13258	Northwest Fire Services, Inc	Engine 1 Pump Testing	362.00
13259	Broadus Insurance Services, Inc	Clerk Surety Bond	115.50
13260	The Corner Store	Fuel	593.11

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 6:45 pm.

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Chad Gatlin, Mayor

Josie Morris, Clerk/Treasurer

**TOWN OF BROADUS**  
**Regular Council Meeting**  
**March 3, 2026 @ 6:00 pm**

Clerk Morris reminded all in attendance and listening that meetings will be audio recorded and a part of a public record for one year. All audio recordings will be uploaded to the Town of Broadus website as available.

In Attendance: Mayor Chad Gatlin; Councilperson Kali Gatlin; Councilperson Lori Turnbough; Councilperson Cody Morris; Councilperson Raevyn Slovek; Clerk/Treasurer Josie Morris, Public Works Raymond Ragsdale; Public Works Cass Zimmer; and Guest Gina Vineyard

Mayor Gatlin called the meeting to order at 6:05 pm. Following the pledge of allegiance council reviewed the previous minutes and claims from 02/26 and beginning of 3/26. Claims sheets were reviewed and signed. Mayor Gatlin called for a motion to approve the consent agenda items; Councilperson Slovek made a motion to approve all consent agenda items, Councilperson Turnbough second the motion; motion carried.

Public comment open; Gina Vineyard took the floor to bring a complaint to the attention of the council. Gina stated that a neighbor had more than one dog, five, along with chickens and/or geese that all present an unbearable amount of noise

and smell along with being a terrible eye sore. Gina stated that she had filed a complaint with us in the past about the noise and number of animals with no action visibly seen. She presented a short video of the animals with full sound to show proof of the noise. She will file a written complaint with the Sheriff's Office and Clerk Morris and Mayor Gatlin will meet with Sheriff Boman and Undersheriff Kinzer to find a solution to this issue and to have a physical warning presented before other action. The neighbors in question are not presently in compliance with animal licensing according to Town of Broadus Ordinance No. 2024-02 according to Clerk Morris. Council advised Gina to continue to document any disturbance and file complaints as needed until there can be a permanent solution. No other public comment at this time.

Unfinished business began with Clerk Morris updating the council that the Town-County Planning Board meeting on February 23, 2026, did not have enough members for a voting quorum, therefore the Town of Broadus Growth Policy Working Draft was not approved via resolution to move onto the council. Clerk Morris did take the comments and questions she received from the members to Courtney Long at Great West Engineering, who is the Town's project liaison. Courtney will update the draft accordingly after receiving feedback and get with Clerk Morris to proceed. Next, the topic of a business application and/or license was opened for feedback. Councilperson Morris stated he believed it was an unnecessary change and cost to business owners. Councilperson Gatlin and Slovek commented that they can see pros and cons to the proposal but would prefer to open it to the public for feedback. Councilperson Turnbough agreed with all comments. Clerk Morris stated she would meet with Billy at the Powder River Examiner to put together a small article describing what the business application and/or license proposal is and ask for public feedback on it to aid the Council in a decision. The article will be published for a month's time when it is released. This article/information will also be posted on the Town's Facebook page and website.

Public comment opened; no comment received. Meeting continued with Public Works Zimmer starting staff reports. Zimmer informed the council that Garrett Harrington will begin helping us replace the bottoms of some dumpsters he will be working one at a time with a rate of \$100 per hour. Zimmer hopes to fix five or less annually and rotate them out to avoid overall replacement with the inflated cost of new dumpsters. Zimmer installed a new kind of base for the stop sign at the intersection of the post office. This new base should provide reinforced stability for sign and post. Continued work on the storage closet at the town shop as well as placement of two skid steer bucket loads of gravel and rock in the alley behind Smiths at the request of previous council person Wanda Smith. Zimmer reported that the garbage truck needed a new tire due to sidewall damage. Zimmer recently built shelving for the remaining bathroom at the town shop and made repairs to the teeter totter at Cottonwood Park. It was unknown how, but the teeter totter was removed moved from its place and packed to a different section of the park when public works Zimmer located it. Other work included the state shop gate needing repairs which public works Ragsdale had parts from a spare gate at the lagoon as well as the dumpster at Yellowstone bank being more secured on its concrete pad. At this time, it should be secured to a plate on the pad with Zimmer hoping to avoid any further movements and issues with this dumpster. An order was placed for all weather Rd. patch and lastly reported on the youth soccer program. This program is expected to run from March 31st, 2026, through the end of April. Stacie Ostendorf brought the program details along with a copy of liability insurance to clerk Morris and public works Zimmer. Zimmer noted that program details had not changed from previous years. Council person Gatlin asked if park bathrooms could be open a little early to accommodate the people in the park during this program. Zimmer stated staff would work to open bathrooms on time. Staff reports continued with public works Ragsdale taking the floor. Ragsdale informed the council that he has been busy reconfiguring most of the Town's meters to read in per gallon increments. A lot of current meters already functioned in this manner but there were several that functioned in every hundred gallons. The difference in reading in "per gallon" increments verse "per hundred gallons" means that every gallon that is used, the meter rolls over a number verse the older meters using 100 gallons before the meter would roll over a number. Ragsdale was made aware that 20-30 older meters have not been reconfigured due to their age. They are not compatible with the newer software. Ragsdale Also informed council that he was beginning to install radios on the newer meters that have been configured. The radio is a part of the new program to radio read or in other words auto-read the meter reading and sending it to a tablet that can then be imported into the billing software. This software change was purchased with the ARPA funding and hopefully we will eliminate human error in manually reading meters as well as limit the public works department having to go into citizens homes or yards to read meters for each billing cycle. Ragsdale hopes to use the new reading software for the next billing cycle which will occur in the first week of April. Public works Ragsdale and Clerk Morris will work to publish an article explaining the process and changes to aid citizens in understanding this transition. All staff want to note that the reconfiguration of meters will not change how you are billed, it will only change how the meters read the number of gallons. Clerk Morris then took the floor to inform council of the

Montana Main Street implementation grant award. Jackie Rumph with MSU extension office and PRAEDC group aided the town in applying for this secondary grant for parklets and plan to assist with all administration and reporting. The project idea for parklets was taken from the town of Broadus Downtown Master Plan from the higher priority objectives and goals that was determined from community feedback. Clerk Morris briefed new Councilperson Kali Gatlin on the Montana Main Street program and described what the parklets are. Clerk Morris continued by informing the council that the fiscal year end June 30, 2025, audit will be completed in April before she leaves. The auditor stated that this fiscal year audit should be the last required one due to improving and maintenance of financials. Auditor offered to assist the Town in coming years, with a lower or minimal cost, to review all financials and year end closing to ensure continued success. Next, Clerk Morris informed the council of the MT Coal Endowment Program Planning Grant Award, that Chad Hanson at Great West Engineering applied for on the Town's behalf to complete a water preliminary engineering report in coordination with the ARPA projects. A working draft copy of the annexation policy was given to all council members to review before next meeting. Clerk Morris reminded all council members that an annexation policy is required by the state of Montana to complete any annexation in the future. The annexation policy template came directly from the Department of Commerce to ensure proper wording and compliance with Montana State law. Annual clerk institute lodging has been secured and paid for along with registration for Clerk Morris has been completed since she agreed to accompany the new hire for the conference as part of the training. Clerk Morris cannot register the second person for the conference there is a confirmed new hire. Registration will remain open until the end of April and clerk institute runs May 4-8, 2025. Lastly, there were five applications in total for the clerk/treasurer position, with no names released, and Clerk Morris will provide copies of all applications for council to review with the scheduling of interviews to occur in the coming week.

The following claims were reviewed and approved by Council:

**(FEBRUARY)**

13256	Grant's Hardware	Supply	212.14
13255	Northwest Pipe Fitting Inc	Hydrant Extension	837.30
13254	Powder River Examiner	Advertisement	47.75
13253	Kois Brothers Equipment Company	Garbage Truck Parts	300.68
13263	Gillette Steel Center	Supply	248.00
13262	Systems Technology Consultants	Labor	1190.00
13261	TrueNorth Steel	ARPA Phase 2 Projects	1655.99
13260	The Corner Steel	Fuel	593.11
13252	Shovic Associates LLC	GIS Time	964.98
13270	Energy Laboratories	BAC Sample	63.00
13259	Broadus Insurance Services, Inc	Clerk Surety Bond	115.50
13269	Systems Technology Consultants	Service Call	36.25
13268	Powder River Diesel LLC	2 Tires	250.00
13267	Econo Signs LLC	Signs	141.77
13266	Safeguard Business Systems	Blank Check Warrants	455.74
13265	Selby's	Map Lamination	9.20
13264	Stine Electronics LLC	Engine 1 Radio Work	1170.00
13271	Lester Aye	7 Ton Stoker Coal Delivery	980.00
13258	Northwest Fire Services, Inc	Engine 1 Pump Testing	362.00
13257	Barbero Auto & Ag	Supply	527.08

**(MARCH)**

13275	Hawkins Water Treatment	Chlorine Cylinders	80.00
13274	Systems Technology Consultants	Monthly Managed Services	478.00
13273	Alderman Oil Company, Inc	Propane	906.75
13276	Broadus Foods	Supply	58.06
13280	Grant's Hardware	Supply	1125.75
13279	Northwest Pipe Fitting Inc	Sewer Machine Repair Kit	1701.46
13277	The Corner Store	Fuel	612.39
13281	Barbero Auto & Ag	Supply	124.54

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 7:07 pm.

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Chad Gatlin, Mayor

Josie Morris, Clerk/Treasurer

**TOWN OF BROADUS**  
**Regular Council Meeting**  
**April 8, 2026 @ 6:00 pm**

Clerk Morris reminded all in attendance and listening that meetings will be audio recorded and a part of a public record for one year. All audio recordings will be uploaded to the Town of Broadus website as available.

In Attendance: Mayor Chad Gatlin; Councilperson Kali Gatlin; Councilperson Lori Turnbough; Councilperson Cody Morris; Councilperson Raevyn Slovek; Clerk/Treasurer Josie Morris, Clerk/Treasurer Jerrica Elsom, Public Works Raymond Ragsdale; Public Works Cass Zimmer; and Guest Heather Desatoff and Julie Riley

Mayor Gatlin called the meeting to order at 6:00 pm. Following the pledge of allegiance council reviewed the previous minutes from March 3, 2026, meeting and claims from 03/26 and beginning of 4/26 primarily as well as electronic payment claims sheets from 8/25, 9/25, 10/25, 11/25 12/25, 1/26 and 2/26. Claims sheets were reviewed and signed. Mayor Gatlin called for a motion to approve the consent agenda items; Councilperson Slovek 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 Clerk Morris updating council on final growth policy draft, reminding all members of changes made to draft by the Town-County Planning Board on March 24, 2026. Town-County Planning Board recommended approval of growth policy by their board via Resolution 2026-01. Final draft moved to Town of Broadus Town Council for final approval and adoption via Resolution 2026-03. With no additional comments or recommendations of changes, Mayor Gatlin called for a motion to approve the final draft and adopt the growth policy; Councilperson Slovek made a motion to approve and adopt the final draft of the growth policy, Councilperson Morris second the motion, motion carried and Resolution 2026-03 signed by mayor, council and attested by Clerk Morris. Clerk Morris and Clerk Elsom will work with Southeastern Montana Development Corporation (SEMDC) in the coming days to get Montana Community Reinvestment Grant closeout documents completed. Business continued with Clerk Morris presenting and discussing all community feedback regarding the business licenses. All community feedback available at the Town Office as official record or available via the meeting audio recording. Clerk Morris also noted that retired Clerk Peggy Fruit had recommended we look in previous town council minutes from when Michelle Richards was the Clerk to see what council had decided on this topic last it was addressed. Clerk Morris reviewed meeting minutes from 1984 to 1995 to gather all possible information on this topic. Through the review of previous meeting minutes, comments from Town Council meeting from June 15, 1993, which states *“Clerk Richards has been working on a new Itinerant Merchant Ordinance and distributed copies to the Council of what has been completed so far on the ordinance. Clerk Richards Asked the council what they wanted to charge for license fees. State law states cities and towns cannot charge more than \$40.00 per year. Council established a yearly license at \$40.00 into six months license at \$20.00 period clerk Richards will complete the ordinance and give a copy to attorney Mike Pickard for review and comments.”* From these previous meeting minutes Clerk Morris gathered that a new ordinance was in the works but there was no motion, vote, resolution, or official ordinance completion. Meeting minutes following this date did not provide any further information on the topic. According to previous minutes and official Town of Broadus ordinance records, the last official decision on this was in Ordinance 1984-02 which stated that only itinerants would be charged a license fee. Ordinance No. 1984-02 titled *“Itinerant Merchants”*, which is described as *“a person who buys, offers to buy, sells, or offers to sell in the town, at wholesale or retail, any produce, merchandise, magazines, or other goods and transports the product in this state by use of a motor vehicle or by any other method of transportation, except as otherwise provided.”* This ordinance details definitions, exemptions, affidavit, license required, application for license, fees, surety bond, license issuance, revocation of license, offending vehicle to be kept in custody, construction, penalty, effective date, and hours of soliciting. This ordinance does not address any licenses or applications for established, existing, or current

businesses. After reviewing all community feedback in the form of Facebook comments, emailed comments, letters written by business owners or citizens, or in verbal comments, the council heard comments from Guest Heather Desatoff. Heather commented on behalf of herself, as a business owner, as well as on behalf of her vendors. Heather raised questions about how the monitoring of business licenses would be managed as well as how we would handle home-based businesses, vendor fees, farmers market or out of town vendors, as well as equality in terms of enforcement. She also asked if it would pertain to retail business only or include all service businesses as well. Mayor Gatlin and all Council members agreed that more information regarding the policy in question needed to be made available to the public. It was also recommended that Clerk Morris and Clerk Elsom inquire from the list serve on how other cities and towns have established their policy regarding all fees, requirements, inclusions and exemptions. Both Clerks will also reach out via list serve and to State contacts to clarify how the potential revenue from these licenses can and cannot be used. The draft of the business license ordinance will be posted in full on the Town of Broadus Facebook page to offer a little more clarity on exact terms.

Public comment open, Kingsley History Project founder and administrator, Julie Riley took the floor to show all attendees the blueprints for the permanent parklet near the mural at The Corner Store. Connie Potter prepared blueprints/diagram and Mayor Gatlin has seen the plans as Gatlin Construction Co. will be assisting with the project. The blueprints depicted where the parklet would sit as well as potential large boulders for further decoration, expression and as a potential barrier for slower traffic around the area. Mayor, council, and public works Zimmer gave feedback on potential boulders as well as overall project.

Staff reports began with Public Works Zimmer taking the floor to inform council and mayor of a break (soft spot) in the asphalt caused by the heavy weight from Powder River County Road Department trucks hauling gravel this time of year when the freezing and thawing of asphalt creates weak spots and eventual cracks or breaks in the road. Zimmer spoke with Powder River County Road Department Head Teal Mullanix about the issue and later was able to mill out the soft spot and level it until new asphalt can be laid in late summer. Zimmer updated council on the new swings for the park being ordered, issues with the high winds tearing off or blowing away trash can lids from the park; of which new tie down methods will be applied. There has been work to pick up broken branches from the wind and natural breakage as well as work in the Town shop, little to no plowing due to the warmth. The garbage truck now has new rear truck latches as well as a spare that Gillette Steel Center made templates from Zimmer's measurements that Zimmer then welded together. When the latch originally broke a while back, Zimmer was in touch with the company that makes and sells parts for this garbage truck with no follow-up communication or progress from the company. Zimmer took the project upon himself with assistance from Gillette Steel Center. Cleaning work on the driving path and landscaping between the old barn and park was necessary as mud holes continued to form in that area with seven (7) loads of dirt being hauled out. The stoker in the town shop has been acting up due to issues with venting which is causing smoke to gather in the shop. Zimmer continues to work on this to ensure proper ventilation. New wood chips for the playground were ordered from ACE Hardware in Miles City, MT as our previous supplier can no longer get them in without a long distance of travel and high costs. Wood chips continue to need replacement or refilling as the poor weather and high winds make it hard to maintain. Zimmer then updated on Clifford, the old red dump truck, being up and running but still needing a final tune up from Trumps Repair. Zimmer will be using it as needed to put some new hours on the rebuilt engine to see how it operates. The youth soccer program started in Cottonwood Park with Stacie Ostendorf getting all program information to Clerk Morris and Public Works Zimmer. With Zimmer's recommendation, the Town Council approved the continued supply of spray paint for the painting of the lines on the grass. Zimmer hopes to have park bathrooms opened soon to aid in bathroom access for the soccer program duration. The old patching machine for patching asphalt was brought back up for discussion as to what to do with it now that the Town and Powder River County share ownership of a new paver for asphalt projects. This old patching machine is outdated and no longer serves as an efficient or necessary piece of equipment. Zimmer asked for guidance on whether to list it on Public Surplus site, put it in the Spring auction through Kuhbacher Auction Services or park it and potentially use for spare parts in the future. Town Council stated it did not seem rational to park and store equipment that we do not need and expressed concern with the public surplus site in terms of not many people wanting to use an outdated machine. It was decided that the Town would list it in the Kuhbacher Auction this spring. Zimmer then brought up discussion on the present skid steer of which has 2285 hours on it. It is a 2017 Case SR240 that has been paid off and suffices as a primary piece of equipment. The Town would be able to trade in this skid steer for value with this number of hours but once the hours reach 2500 or more, the value is significantly decreased. Zimmer spoke with Torgerson's Equipment in Billings and learned that we could trade it in for a 2025 Case SR240B with under 10 hours. The sale price for the new skid steer is \$63,308.84 less a trade in value of \$20,500 on the old skid steer, making the overall

quoted contract amount \$42,808.84. This quoted new equipment would only include new forks as we would be able to keep the bucket and tires, we currently have. The payment term options were discussed as well as the potential for the trade in value to decrease by a minimum of \$10,000 if we try to trade the skid steer off after 2500 or more hours. Therefore, it was decided that it was in the Town's best interest to trade the skid steer off while we have a high trade in value. It was also discussed to set up the payment terms for annual payments over 48 months to assist in simplifying the accounting and financing can be done through Torgerson's. Mayor Gatlin called for a motion to approve progress with the quote approval and progression of a contract; Councilperson Morris made a motion to approve the proposal and continue forward with trade in and contract, Councilperson Gatlin second the motion and motion approved. Clerk Morris and Clerk Elsom will progress with paperwork and communication with Torgerson's. Zimmer continued his reports by mentioning that he would like to advertise and hire for seasonal help as well as requested to offer as close to \$20.00/hour as the budget can withstand in an effort to acquire good seasonal help. Public Works Zimmer coordinated with Clerk Morris and Clerk Elsom to learn that the last seasonal worker had an hourly wage of \$17.00-18.00/hour. Town Council was on board with advertising and hiring a seasonal worker and stated they would approve a higher wage if Clerk Morris and Clerk Elsom deemed it possible with the current and upcoming budget. Advertising and hiring for a seasonal worker will be posted in the Powder River Examiner, the Town of Broadus Facebook page and website when the time comes. Lastly, Zimmer addressed the matter of Town employees mowing the Powder River County baseball field. The Town has maintained the mowing of the field for a while now and unfortunately there is not enough manpower to maintain that responsibility along with all the other tasks during the summer. Public Works Zimmer and Wilson are stretched thin to stay on top of summer tasks as it is. Town council members showed appreciation for the maintenance over the years but expressed understanding of the full workload and lack of manpower. Mayor Gatlin will meet with Powder River County Commissioners to discuss the responsibility before the fiscal year end of June 30, 2026.

Staff reports continued with Public Works Ragsdale updating council on the fact that 206 radio readers were installed on to existing water meters with an estimated of 100 left to be installed. The hydrant near the old ice rink has been repaired and put back together with some dirt work needing done. Public Works Ragsdale will get with Public Works Zimmer to complete the dirt work. Ragsdale got a new valve installed at the lagoon for discharging purposes. He hopes to start releasing from cell 1 into cell 2 and begin using cell 3 soon for the warmer months. Ragsdale and Wilson attended Montana Rural Water Conference in Billings, MT April 23-25, 2026, for continue education credits on water and wastewater operator certification. Public Works Ragsdale has not heard any updates from Carr Coatings on the last remaining ARPA project for the steel tank recoating. Ragsdale will contact them in the coming weeks to see when they hope to start the project and weather requirements. Clerk Morris aided Public Works Ragsdale in informing council that the April 2026 compliance report for SLFRF (State Local Fiscal Recovery Fund) was completed, which is essentially a compliance report for the ARPA money that details what funds have been obligated, spent, and how much remains as well as a brief explanation of projects completed since April 2025 reporting. Clerk Morris then informed the council that the audio read, and radio read software for utility meter readings will launch in May when billing cycle is complete. This software should aid in eliminating human error when recording meter readings as well as speed up the process for reading. Reminders to all customers that the amount being billed or cost of services will not change with this process, only how Public Works department and the Clerk handle the billing process. Lastly, Clerk Morris and Public Works Ragsdale presented the most recent copy of the Broadus Volunteer Fire Department Bylaws to Town Council for review and approval. It is not required by law for Council to review or approve the bylaws but since the Broadus Volunteer Fire Department receives funding from the Town of Broadus and Powder River County, Fire Chief Ragsdale and other members would like approval from both entities. Clerk Morris prepared a written statement that outlined the receipt, review, and approval of presented bylaws of which Mayor Gatlin would sign on behalf of full Town Council. With no objections, Mayor Gatlin called for a motion to approve presented bylaws and approve signing of statement, Councilperson Slovek motion with Councilperson Morris second the motion, motion carried and Mayor Gatlin signed the written statement on behalf of all council members.

Staff reports conclude with Clerk Morris updating council on the Annexation Policy draft that was received from Department of Commerce. Clerk Morris went into detail as to how the policy was updated and prepared for council to review by stating that Henry Shovic pulled maps from iamGIS data for draft at no extra cost and areas were considered for annexation up to date policy with a 5 year no expansion going forward in the directions of North, East, South and West. The South end of town if annexation occurs could happen as John Ware owns property in that direction and could petition to annex his property into the town, no petition at this time. Clerk Morris asked Mayor Gatlin to call a motion to approve the Annexation Policy via Resolution 2026-02. Councilperson Morris moved to approve the policy and Councilperson

Turnbough second the motion, motion approved, Mayor Gatlin and all the council members signed Resolution 2026-02 with Clerk Morris attesting. Clerk Morris continued with an update on the Montana Mainstreet Grant on behalf of Jackie Rumph. Clerk Morris showed a picture of an illustration of a parklet that will be placed between Big Sky Bar and Senior Center and then Clerk Morris discussed who would be liable for the setting up of these parklets which would be Powder River County. Anchors to hold the parklet in place as well as tie down the displayed lights would be discussed further. Jackie Rumph along with Powder River Area Economic Development Council (PRAEDC) volunteers would help with water and maintenance through June and late October. A meeting would need to be set up with Town of Broadus Clerk or Public Works Cass Zimmer to get the parklets removed. A copy of the illustration was provided for the Council members to take home and review. Clerk Morris did conclude with an explanation of the illustration that was provided by Jackie Rumph and stated that feedback would be asked for by Jackie Rumph in the upcoming May meeting. New Clerk Jerrica Elsom needs to be sworn into the position, and an oath of office was signed and approved by Clerk Morris and Mayor Gatlin. Clerk Morris addressed her resignation as she has accepted a position with Campbell County Courthouse and starts in July 2026. Clerk Morris proposed to remain full-time with the Town of Broadus until May 15 and would transition to part-time from May 15 to June 30, 2026. This extended part-time training would allow Clerk Morris to aid in Clerk Elsom's new fiscal year budget for July 1, 2026 – June 30, 2027, and complete previous fiscal year audit. Clerk Morris went on to discuss health benefits for part-time work by reminding council that health benefits are only available to full-time employees at employer's expense. By transitioning to part-time on May 15<sup>th</sup>, Clerk Morris would be forfeiting her health benefits for the remaining month and a half of training. Clerk Morris proposed the options of (1) paying the premium on behalf of Clerk Morris with Morris reimbursing the \$1,026.60 premium in full, (2) Clerk Morris could enroll in the MMIA COBRA program as of May 15<sup>th</sup> and pay the full premium of \$1,026.60 with addition 2% fees making the total cost \$1,047.13, or option (3) would be to prorate the health benefits premium of \$1,026.60 for the two months which would split the premium for both the Town of Broadus and Clerk Morris making it \$513.30. Clerk Morris explained that the current budget could withstand any of the three options since premium costs were figured in the original budget. It was also discussed that Clerk Elsom has waived her health benefit option due to already having coverage through her husband's job. Clerk Morris and Clerk Elsom filled out the MMIA enrollment form to waive her option for health benefits through the Town. After council discussion on presented options and information, Councilperson Turnbough proposed for the Town to continue to pay the health insurance premium in full for Clerk Morris while finishing training Clerk Elsom. With no objections, Mayor Gatlin called for a motion to continue to pay health benefit premiums for Clerk Morris for May and June 2026 as originally budgeted, Councilperson Turnbough made a motion, Councilperson Slovek second, motion carried. Clerk Elsom discussed office printer problems and solutions to the problem; Clerk Morris has previously contacted Boss and spoke to Jeffrey Foley, Copier Technician, and Nicole Chapman Town of Broadus District Sales Representative. In the first week of April after processing water bills and having printing problems as well as recent scanning errors, Clerk Morris was in touch with technician. Boss technician, Jeffrey stopped by the office to look at the Clerk/Treasurer office printer, Jeff stated that we would need new paper feeding parts called rotors. Jeff was able to fix the scratch on the scanner feeder by cleaning the scanner feeder. The belts on the printer are worn out which tricks the printer into going into a 'Cleaning Mode', which is what causes printing jams that recently occurred while printing the water bills for April. The printing machine is old and has had 75,000+ prints processed due to the age; he recommended that replacement with a new machine would be the best option. The estimated quote to fix old printer's rotors and belt is as follows; \$125 in labor costs, \$250-\$300 price for new belt and \$20 per rotor part with an approximate total of \$500. A new printer was quoted by Nicole Chapman which does not include a warranty with Boss but there are warranty options with printer company HP. The new printer could be registered at no additional cost with HP. The cheapest printer that was the closest model to the current printer is \$699, which includes shipping and this printer is in stock while the more expensive options are \$1,000+ for a different printer that Boss does not have in stock at the store location. Clerk Elsom asked for feedback from the council on whether the Town of Broadus should spend \$500+ to repair the old printer & parts or spend the extra \$200 to replace the old printer as well as should the printer be purchased in the current or new fiscal year? Mayor Gatlin called for a motion to approve the purchase of a new printer in the current fiscal year after considering the printers age and the cost of repair in comparison to a new one. Councilperson Morris made a motion, Councilperson Slovek second the motion and motion carried. Clerk Elsom will get with Sales Representative Nicole Chapman to get the printer ordered and Boss technician will set it up and set all specifications.

No representative from the Sheriff's Office for a report. Public comment open; no comment received.

New business began with Clerk Morris presenting the voluntary withdrawal form from the MMIA workman's compensation program effective July 1, 2026, and explained that this form only speeds up the closeout process of our

account with MMIA. Clerk Morris reiterated that Todd Gardner plans to help Clerk Elsom apply for the Montana State Fund for workman's compensation program when the MMIA program ends. Clerk Morris then began discussing the 2026-2027 Montana Municipal Interlocal Authority (MMIA) benefits plan updates for health/medical benefits only. MMIA is making changes to the Madison plan and the Pintler, high-deductible plan. The Town currently only offers the Bridger plan from MMIA. Clerk Morris spoke with all employees on the possible change and asked their opinion of potentially switching plans; all employees expressed preference for no change. Clerk Morris recommended no change at this time and with council approval Clerk Morris and Clerk Elsom will fill out the 2026-2027 benefits plan for the Town of Broadus with no changes to offered plans. Lastly, next meeting date was tentatively scheduled for May 12, 2026, at 6:00 pm due to Clerk Morris and Clerk Elsom being out of office May 4-7<sup>th</sup> for annual clerk conference.

The following claims were reviewed and approved by Council:

**(AUGUST 2025)**

13097	Range Telephone Cooperative	Utility	177.32
13098	Unum	Premium	175.10
13099	U.S. Postal Service	Water Sample & Stamps	494.65
13100	Aflac	Premium	89.64
13101	TRECO	Utility	1952.00
13285	Walmart	Supply	240.07
13284	Good Times	Food/Drink for Office	42.49
13283	Sapporo	Meal	87.89
13282	Amazon	Subscription, Supply & Credit	57.13
13292	Deluxe Business Systems	Deposit Slip Books	101.55
13291	Adobe	Subscription for Adobe PDF	19.99
13290	Montana State University	Conference Registration	350.00
13289	Tillamook Shop	Supply	195.00
13288	Etsy	Supply	143.59
13287	College Transcript	Transcript	5.40
13286	Broadus Foods	Supply	12.27

**(SEPTEMBER 2025)**

13303	Holiday Station	Fuel	19.09
13293	Powder River County Clerk/Recorder	Law Enforcement	1750.00
13295	Unum	Premium	175.10
13298	TRECO	Utility	3088.27
13300	KS State Bank	Garbage Truck PMT	12488.11
13301	Montana League of Cities & Towns	Membership Dues	260.00
13302	Corner Store	Supply	29.39
13373	Rebecca McEuen	Conference Reimb.	767.40

**(OCTOBER 2025)**

13314	Hampton Inn	Lodging for Training	817.82
13305	Powder River County Clerk/Recorder	Law Enforcement	1750.00
13306	Range Telephone Cooperative	Utility	180.32
13307	Unum	Premium	175.10
13308	U.S. Postal Service	Water Sample	52.40
13309	Aflac	Premium	89.64
13310	TRECO	Utility	2844.00
13311	Verizon	Utility	115.95

**(NOVEMBER 2025)**

13315	Powder River County Clerk/Recorder	Law Enforcement	1750.00
13316	Range Telephone Cooperative	Utility	180.73
13319	TRECO	Utility	2994.00
13320	Unum	Premium	175.10
13322	Aflac	Premium	89.64

**(DECEMBER 2025)**

13331	Unum	Premium	175.10
13329	Aflac	Premium	89.64
13326	Powder River County Clerk/Recorder	Law Enforcement	1750.00

**(JANUARY 2026)**

13333	Powder River County Clerk/Recorder	Law Enforcement	1750.00
13365	B & L Traub INC	Replace Fire Hydrant	2220.00

**(FEBRUARY 2026)**

13361	American Welding & Gas INC	Annual Cylinder Maint. & Surcharge	58.51
13358	Powder River Examiner	Job Opening Ad X 2WK	47.50
13372	Grant's Hardware	Supply	409.91

**(MARCH 2026)**

13372	Grant's Hardware	Supply	80.64
13366	Energy Laboratories	Resident Water Sample	153.00
13367	Hawkins Water Treatment	Chlorine Cylinders	80.00
13368	Broadus Foods	Supply	40.96
13369	Broadus Boot & Tack	Cat Food for Catching Strays	43.80
13370	Barbero Auto & Ag	Supply	56.95
13371	Team Lab	50 Bags Fine Road Patch	1345.00
ALERMA	Alderman Oil Company INC	Propane	419.25
13359	Torgerson's Equipment	Supply	726.06
13360	ACTO International	Supply	188.00
13362	Ferguson Waterworks	Water Meters & Supplies	3552.64
13363	Dept. of Environmental Quality	2025 Annual Invoice	850.00
13364	Montana Courts of Limited Jurisdiction	Judge Conference	300.00
13374	Montana Municipal Interlocal Authority	MMIA WC Assessment	2641.40
13324	Harbor Freight	Supplies	284.17
13325	Barco Products	Supply	380.26
13347	Powder River County Clerk/Recorder	Law Enforcement	1750.00
13350	Aflac	Premium	89.64
13352	Unum	Premium	175.10
13354	Raymond Ragsdale	Mileage Reimb.	253.40
13355	Donna Wilson	Mileage & Meal Reimb.	341.00
13357	Montana Rural Water Systems	2026 MT Rural Water	350.00

With nothing further before the council, Mayor Gatlin called for a motion to adjourn; Councilperson Turnbough made a motion to adjourn; Councilperson Morris second the motion. Mayor Gatlin adjourned this regular meeting of the Broadus Town Council at 8:06 pm.

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Chad Gatlin, Mayor

Josie Morris, Clerk/Treasurer

**TOWN OF BROADUS  
Regular Council Meeting  
May 14, 2026 @ 6:00 pm**

Clerk Morris reminded all in attendance and listening that meetings will be audio recorded and a part of a public record for one year. All audio recordings will be uploaded to the Town of Broadus website as available.

In Attendance: Mayor Chad Gatlin; Councilperson Kali Gatlin; Councilperson Lori Turnbough; Councilperson Cody Morris; Councilperson Raevyn Slovek; Clerk/Treasurer Josie Morris, Clerk/Treasurer Jerrica Elsom; Public Works Cass Zimmer; and Guests Jim Atchison, Tracey Thomas, Jessica Malone, Linda Bird, Kelda Page, and Melissa Billing

Mayor Chad Gatlin called the meeting to order at 6:00 pm and lead the Pledge of Allegiance. Following the Pledge of Allegiance, council reviewed the items on the consent agenda such as the previous minutes from April 8, 2026 meeting, claims sheets for 4/26 and 5/26 along with electronic payment claim sheets for 11/25, 12/25, 1/26, and 2/26, bank account signatory change from Clerk Morris to Clerk Elsom and FY 26-27 Budget Resolutions: Resolutions 2026-04 through 2026-06 for Payroll wages, SID District, and Maintenance District. Councilperson Slovek made a motion to approve all the items on the consent agenda and Councilperson Morris second the motion, motion passed.

Public comment was open and Jim Atchison Executive Director of the Southeastern Montana Development Corporation (SMDC) took the floor to present the yearly award to Mayor Gatlin to recognize the Town of Broadus being a member for 12 years now and presented the new FY membership dues. Atchison also presented the SEDS 2025 plan in an informational packet that was given to Mayor and council members. A survey was conducted by SMDC that included interviewing 6 communities in southeastern Montana area including Broadus that helped in making the SEDS 2025 plan. Atchison also stated that Julie Korkow Stoddard is retiring and he has found a replacement with Sarah Kisman and would like to bring her down to meet the mayor and council members.

Public comment continued with Jessica Malone who represents the Powder River Historical Society Museum Board and Councilperson Morris is also a member on that board to present the new Historical building floor plans to gain approval by council for the building and water and sewer hookup. Malone stated that she's hoping to start construction by early June and is hoping to have the visitor center and visitation information available at the new building. Malone showed the council members the floor plans for the new building and explained that the larger exhibition area could be open to be leased out as a community room. She reminded the members and community that this building is funded by Pilot Community Tourism Steering Committee. Malone went on to discuss the proposed front awning. The building is zoned commercial, and the awning would encroach onto town property, and the museum will manage any maintenance or repair. The post for the awning exceeds the lot boundary and Malone would need permission by the town, and Mayor Gatlin stated that we would need to find out the legalities of having the post encroach onto Town Property such as insurance and documentation, before granting the Museum Board permission. Malone also discussed the need for seasonal water/sewer hookups. The museum is funded by donations and would be requesting services on the new building to continue to be donated services. Malone discussed having the building opened in 2027 and would be seasonal at first but has the potential to grow into a more a year-round opening, and she would like to partner with the Town and County Chamber of Commerce to have 24/7 bathrooms, hours of operation and community space.

Unfinished business began with Clerk Morris and Clerk Elsom opening the continued discussion on business licenses for the Town of Broadus. Clerk Morris explained how a simplified ordinance draft was found using the resources provided by the Town of Fairfield in both certification and application templates. Clerk Elsom read the email correspondence and showed council the certificate template and business license application. The discussion is tabled for now as council members need to review the \$35 annual fee for all businesses and the new language found in the new simplified ordinance.

Public comment was open and Kelda Page and Melissa Billing took the floor to discuss the SCDS 4<sup>th</sup> of July plans for the community and asked for the town to provide signs to close the roads around Courthouse Square on South Lincoln Avenue and Holt Street by the main Fire Hall and West Wilson Street by the museum for the stage. Page and Billing stated they would need public works to help with getting signs to the groups to be placed and would need the road to be closed from noon to midnight on Saturday July 4<sup>th</sup>. Public Works Zimmer said that they could have signs available for someone to pick up and believed the Town of Broadus had 6 signs.

Public comment continued with Tracy Thomas, Linda Bird and Melissa Billing all members of the Pilot Community Tourism Committee, discussing potential park projects with the council. Visuals were presented of the new playground that will be placed in the same spot as the current old playground equipment. The proposal includes the ADA compliant rubber mat/floor. Discussion continued with new equipment placement and the Town is responsible for removal of the old playground equipment and site preparation. Council said that they were on board with replacing the old playground equipment with the new playground equipment and Councilperson Turnbough made a motion to approve the equipment and Councilperson Slovek second the motion to send this project proposal to go to the committee. Committee members

continued with proposed updates with visuals presented to the bathrooms such as paint, lights, new sign, and doors. Discussion on safety of the “invitation” to camp when we don’t allow overnight parking/camping along with Public Works Zimmer already having plans to repaint the bathroom occurred and the council did not make a motion to approve and move forward with that project. Next discussion is on the gazebo as far as structural safety or replacing the building altogether. Ideas were discussed to redo the concrete there already and maybe update the gazebo in terms of style. Gazebo was donated that Councilperson Slovek brought to the attention of the council, so that it needs to be discussed with the family that donated the gazebo about making changes to the original structure. Mayor Gatlin suggested that the committee members contact a local contractor that would be able to look at the building to see how structural sound the building is and suggested that they could move forward with a project that could help improve the structure of building depending on what the local contractor has to say. To conclude their ideas for park projects, the committee members discussed changing the Cottonwood Park Signs, Public Works Zimmer stated his opinion on how he didn’t have a problem with the signs being updated so long as they are placed in the same openings where the original signs are and that equipment can easily pass through them. Post of the signs should be the same square tubing to match the fence that surrounds the park. Council members seemed excited about having new park signs and showed no opposition to that idea. No motion was made to approve the gazebo project or Cottonwood Park signs, but council was not opposed to both ideas so long as the committee members took the proper steps suggested by both council members and Mayor Gatlin.

Staff reports began with Public Works Zimmer taking the floor to discuss all the projects that he has been working on. He started with an update on “Clifford” stating that the vehicle was fixed and running properly and that an oil sample was sent in and came back with good standing. The skid steer had an oil leak due to the oil filter not being sealed all the way when it was replaced. Sonny, the small brown pickup got new tires and the Stop Sign by the Post Office was fixed again with more reinforcement after the wind blew it down again. Repairs have been stopped on the broken areas where people cut the corners and create holes/pits, as people deliberately ignore the cones and run the corners anyways. Sprinklers are working in the park and some of the sprinklers had to have heads replaced. New Skid Steer arrived and it is working great and the first payment was made when they delivered it to Broadus to pick up the old skid steer. Proposal for asphalt for this year is \$30,000 along with money from ARPA for additional asphalt. Horseshoe areas will be removed from the park due to no use anymore with the maintenance on it. The light pole at the park bathrooms will be removed because it shines on the roof and doesn’t provide any additional lighting and has no purpose and a flood light might be put in the front of the bathroom to provide light. Only one applicant applied to the part-time Summer Public Works position, Kaycee Kolka and Public Works Zimmer explained why he thought she would be a good fit and a potential future hire for a full-time position when someone retires from Public Works. Councilperson Morris moved to hire Kaycee Kolka for summer help and Councilperson Gatlin second the motion and the motion carried.

Staff reports continued with Clerk Morris giving a report on Public Works Ragsdale’s behalf on the progress on the ARPA tank and utility billing software changes and updates now that the radio meter reading was tested for the April bill cycle. Since everything didn’t upload properly, estimated bills were sent out with just base rate charges and will hopefully get all the quirks worked out for the next billing cycle for meters to be read in June for the May bill cycle. ARPA tank project is still in motion as some pipe and valve had to be replaced on the tank and once the weather is cooperative to paint, they will move forward on completing the tank project.

Staff report’s next report continued with Clerk Elsom giving an update on the new printer and issues with the checks not printing correctly with Black Mountain Software, but a plan of action is to be made to call Black Mountain and see if that can be changed on their end. Clerk Elsom mentioned how the Clerk conference was very beneficial for her. One thing she brought back from conference was discussing raising the rates on late fees for utility bills from \$5 to \$15. Clerk Elsom also asked the council on their thoughts of moving the notice of shut off to 24 or 48 hours rather than keeping the original 14-day notice in the ordinance. Councilperson Slovek made a motion to raise the water rates from \$5 to \$15 and to keep the original 14 day notice rather than changing the notice for shut off and Councilperson Morris second and the motion carried. Discussion continued with the topic of what to do with the accounts that are way past due on utility bill payments. The idea of writing off the amount was shared with the council along with disconnecting the service and everything must be paid in full plus the connection fee by a new owner to hook the water back up. Councilperson Turnbough made a motion to disconnect the water, write off the past due bill with the Town, and for water to be hooked back up the account would have to be paid in full by the new owner plus the connection fee. Councilperson Slovek second the motion and motion carried. Clerk Elsom continued to discuss the travel reimbursement requests for Morris, Elsom and McEuen for travel expenses and requested signature from Mayor Gatlin. Clerk Elsom also requested Mayor Gatlin to sign the Arbor

Day Proclamation for the celebration that was held today as a tree was planted with Diana Swenson's class in the cemetery and the tree was donated to Margaret Scoles, and she arranged for someone to pick up the tree from Billings.

Staff reports concluded with Clerk Morris giving an update on Montana League of Cities and Towns (MLCT) contract information for aiding in finalizing FY26-27 budget with Clerk Elsom and operations aid when Clerk Elsom goes on maternity leave. The contract rates for MLCT are \$72/hour as of July 1. Clerk Morris also discussed potential dates to have preliminary budget and final budget meetings. August 18 was chosen for the preliminary budget meeting, and September 1 was chosen for the final budget meeting. The next regular council meeting is tentatively scheduled for June 2 at 6 pm.

No staff report was provided by the Sheriff's office as no representative was present at the meeting.

The following claims were reviewed and approved by Council:

***(NOVEMBER 2025)***

13411	EMC Insurance Companies	Premium	\$3,385.31
13412	Summit Racing	Supply/Parts	\$417.96
13413	U.S Postal Service	Stamps/Bac Sample	\$323.10
13414	Michaels	Supply	\$429.73
13415	Amazon	Supply	\$169.85
13416	Adobe	Subscription	\$19.99
13417	Zenni Optical	Work Glasses	\$54.85
13418	Dr Power	Supply	\$115.10

***(DECEMBER 2025)***

13327	Range Telephone	Utility	\$179.17
13330	Tongue River Electric	Utility	\$3,057.00
13332	Verizon	Utility	\$115.95
13419	Aflac	Premium	\$89.64
13420	EMC Insurance	Premium	\$1,692.79

***(JANUARY 2026)***

13334	Range Telephone	Utility	\$180.61
13339	Verizon	Utility	\$115.95
13421	EMC Insurance	Premium	\$1,692.80
13338	Unum	Premium	\$175.10
13337	Tongue River Electric	Utility	\$3,263.00
13336	Aflac	Premium	\$89.64

***(FEBRUARY 2026)***

13422	Amazon	Supply	\$1,308.28
13346	Verizon	Utility	\$115.95
13345	Unum	Premium	\$175.10
13344	Tongue River Electric	Utility	\$2,937.00
13343	Aflac	Premium	\$118.10
13341	Range Telephone	Utility	\$182.56

***(APRIL 2026)***

13394	Fireman's Company	Annual Service	\$287.45
13386	Great West Engineering	MCR Grant Growth Policy	\$1,501.00
13383	Trumps Repair	Repair/maintenance	\$213.00
13381	USA Bluebook	Supply	\$189.21
13382	Agri Industries	Supply	\$223.26
13380	American Welding & Gas	Supply	\$59.51
13379	Energy Laboratories	Bac Sample	\$63.00
13390	Boss Inc	Labor	\$150.00
13389	Hawkins	Chlorine cylinder	\$80.00
13391	Broadus Foods	Supply	\$21.96
13388	Alderman Oil	Propane	\$126.75

13392	Team Lab	Fine Road patch	\$1,373.00
13378	Northwest Pipe	Supply	\$525.54
13376	Boss Inc	Clerk Stamp	\$24.99
13375	The Corner Store	Fuel	\$630.62
13385	Northwest Pipe	Supply	\$105.96
13384	Torgerson's	Supply/Service	\$352.50
13387	Torgerson's Equipment	Contract/1 <sup>st</sup> PMT	\$12,094.15
<b>(MAY 2026)</b>			
13400	Hawkins	Chlorine Supply	\$2,687.83
13406	The Corner Store	Fuel	\$1,736.59
13410	Jackie Rumph	Parklet Supplies	\$3,154.66
13405	Hi-Tech Auto	Supply/New Tires	\$816.00
13407	USA Bluebook	Supply	\$607.74
13402	Trumps Repair	Repair	\$420.00
13409	Powder River Examiner	Advertisements	\$52.51
13398	Grant's Hardware	Supply	\$284.69
13399	C&B Operations	Supply	\$385.14
13397	Shovic Associates	GIS Mapping	\$190.00
13396	Mid American Research Chemical	Supply	\$375.13
13395	Barbero Auto & Ag	Supply	\$625.04
13404	Nexus CPA Group	Audit Work	\$10,890.42
13403	Boss Inc	Supply	\$924.97
13401	MT Taxpayers Association	Membership Dues	\$100.00
13408	DEQ	DEQ Renewal Fee	\$210.00

With nothing further before the council, Mayor Gatlin called for a motion to adjourn; Councilperson Morris made a motion to adjourn and Councilperson Slovek second the motion. Mayor Gatlin adjourned this regular meeting of the Broadus Town Council at 8:42 pm.

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Chad Gatlin, Mayor

Jerrica Elsom, Clerk/Treasurer

**TOWN OF BROADUS**  
**Regular Council Meeting**  
**June 2, 2026 @ 6:00 pm**

Clerk Morris reminded all in attendance and listening that meetings will be audio recorded and a part of a public record for one year. All audio recordings will be uploaded to the Town of Broadus website as available.

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

Mayor Gatlin called the meeting to order at 6:04 p.m. and lead the Pledge of Allegiance. After the Pledge of Allegiance, items on the consent agenda were discussed and reviewed by the council, such as the previous meeting minutes from the May 14, 2026 meeting and claims sheets for the rest of 5/26 and beginning of 6/26 along with electronic claim sheets for 2/26, 3/26, 4/26. Mayor Gatlin called for a motion to approve the consent agenda items, Councilperson Slovek made the motion and Councilperson Gatlin second the motion and the motion carried.

Public comment was open and no comment was received but situation was discussed about a citizen requesting a dumpster of her own due to mobility issues and that Public Works Zimmer had informed the citizen that the Town could provide a trash can and that the citizen would need to come and discuss the request with council. The discussion was tabled until citizen appears to the next scheduled council meeting. Councilperson Morris also brought up the discussion of leafy spurge growing at the Quarter Horse Hotel that needs to be cleared out; John Barbero will take care of the weeds as

he is the chairman for the Weed Board so long as the owner of the hotel Steve Held approves. Public Works Ragsdale stated that he could talk to Steve about the weeds.

Unfinished business began with Clerk Elsom presenting the Powder River Historical Society New Building Temporary Encroachment permit to Mayor and Council. The Temporary Encroachment permit shows an annual \$50.00 permit fee and conversation continued with how this temporary permit may be replaced with a policy in the future such as Resolution that could be added to the Zoning Ordinance. The Museum Board had requested approval of the encroachment, which is why Clerk Elsom and attorney Jeff Noble came up with a temporary permit for now until a Resolution is drafted. Discussion on “dimensions” of encroachment were brought up and the question of who is liable as well. Clerk Elsom informed the council that the permittee would be liable and not the Town of Broadus which is stated on the temporary Encroachment Permit. Mayor Gatlin called for a motion to approve the temporary encroachment permit along with the \$50.00 annual fee and Councilperson Morris made the motion to approve and Councilperson Slovek second the motion and the motion carried.

Unfinished business continued with the discussion of business licenses and it was decided by Mayor that council members would need to review both drafts of the business license policy that Clerk Morris had already sent to all council members and council members would need to bring more feedback to the next scheduled council meeting.

Unfinished business concluded with the first reading of the updated water utility ordinance 2026-01 with fee changes from \$5.00 to \$15.00. Mayor Gatlin called for motion to approve the first reading of the updated ordinance 2026-01 water utility and Councilperson Slovek made a motion to approve the updated ordinance 2026-01 water utility and Councilperson Gatlin second the motion and the motion carried.

Staff reports began with Public Works Cass Zimmer taking the floor and updating the council on all the projects that he has been working on with the streets, alleys, and the park. He started with an update on how the fine road patch has been being used, graveling alleys, and sweeping the right of ways. He was able to get all the run-off cleaned up from the rain that happened over the weekend, and he gave an update on progress being made with painting in the park and how well the part-time summer help has been working. He’s been grinding and fixing the cracks on the basketball court at the park. He went to Rapid City to pick up 3 dumpsters for the Little Levi Rodeo as he didn’t have any other dumpsters available because they need to be worked on by Garrett Harrington and stopped at Grosenburg in Belle Fourche to pick up tires for a lawn mower.

Staff reports continued with Public Works Ragsdale giving a report on all the projects that he’s been working on. He stated that he’s still discharging the lagoon and that process has been slow as he started on the 6<sup>th</sup> day of May and is continuing into this month (June). He sent samples to Energy Labs and is fighting with high pH levels. He dug up a valve to the concrete tank for water storage and replaced that valve. After replacing the valve, he filled the concrete tank back up on Friday May 29, 2026, and discovered that the 10-inch pipe had cracked in half from the concrete tank to the discharge line. He is working with B & L Traub to repair the pipe and should be back in order by this week. Carr Coatings is coming next week June 8 -12 to start the recoating project as the end of the ARPA projects. Continued updates were given on the details of the ARPA project. A detailed status was given on the auto read software that was tested again to prepare for the processing of water bills today (June 2, 2026). Roughly 100-120 accounts would not populate with the new software, so those accounts are estimated based on previous usage. Public Works Ragsdale stated that he would be gone next Tuesday afternoon on the 9<sup>th</sup> and remainder of the week for Fire Convention. Logan Blades with Ferguson will come next week (June 8 -12) to review the handheld files and attempt to correct our software errors to try and get everything working and populate water meter readings properly.

Staff reports concluded with Clerk Elsom updating the council on getting the audio recordings onto the website through a YouTube channel subscription that is a link on the website. She had to subscribe to a video editing software called “FlexClip” that allows her to add pictures to the audio recordings so that YouTube will accept the videos. She informed the council that the subscription is \$19.99 a month and allows her to have 1080 HD access which gives enough storage to upload the audio clips from “FlexClip” due to the length of the audio recordings being greater than an hour. Clerk Elsom concluded her report with informing the council that she will get in touch with Montana League of Cities and Towns to work on a contract to seek help on finalizing the budget and the contract will be presented at the next scheduled council meeting. The next regular council meeting is tentatively scheduled July 7 at 6 p.m.

No staff report was provided by the Sheriff’s Office as no representative was present at the meeting.

New business began with Councilperson Slovek informing the council that there was a “no parking” paint job done on the street in front of the old daycare building as the tenant living there had a semi-truck park in front of the building that blocked the tenant’s view. Councilperson Slovek and Public Works Cass Zimmer handled the situation, and Public Works Zimmer spoke to the tenant who was very cooperative and painted over the neon “no parking” paint to remove it from the street.

New business concluded with comments made by Councilperson Turnbough about a tree over by the Sagebrush Inn that had caused a potential trip hazard as the tree had caused the sidewalk to heave in front of the west side of the motel. Public Works Zimmer had asked both Clerk Elsom and Clerk Morris to contact the owner of the motel and Clerk Morris had contacted the owner with a text message, which resulted in the tree being removed.

The following claims were reviewed and approved by Council:

**(FEBRUARY 2026)**

13341	Range Telephone	Utility	\$182.56
13346	Verizon	Utility	\$115.95

**(MARCH 2026)**

13453	Local Government Center	Clerk Conference	\$900.00
13452	U.S. Postal Service	Water Sample Test	\$34.55
13451	Amazon	Supply	\$51.72
13450	Corner Store	Supply/Fuel	\$133.20
13449	EMC Insurance	Premium	\$3,400.58
13448	Aflac	Premium	\$28.46
13348	Range Telephone	Utility	\$183.72
13353	Verizon	Utility	\$115.95
13455	IIMC	Clerk Certificate	\$100.00
13351	TRECO	Utility	\$2,878.00
13447	KS State Bank	Garbage Truck PMT	\$12,488.11
13454	Albertson’s	Supply	\$62.96
13456	Barco Products	Supply	\$380.26
13457	APC Brands	Supply	\$1,036.00
13458	Legal Template	Online Template	\$49.95
13459	Adobe	Subscription	\$19.99
13460	Harbor Freight	Supply	\$284.17
13461	Maverik	Fuel	\$100.00
13462	Summit Racing	Supply	\$107.89

**(APRIL 2026)**

13470	EMC Insurance	Premium	\$1,692.79
13469	Verizon	Utility	\$115.95
13468	Unum	Premium	\$175.10
13466	Aflac	Premium	\$118.10
13464	Range Telephone	Utility	\$179.83
13472	Amazon	Supply	\$59.95
13473	FedFiling	Registration Renewal	\$498.00
13474	U.S. Postal Service	Supply	\$400.80
13475	Supply House	Supply	\$158.11
13476	Legal Template	Template	\$49.95
13477	Adobe	Subscription	\$19.99
13479	PayPal	Online Training	\$20.00
13478	IIMC	Membership/admission fee	\$245.00
13480	College Transcript	College Transcript	\$7.90
13471	Amazon	Supply	\$394.25

**(MAY 2026)**

13433	Grossenburg	Supply	\$502.68
13439	City of Miles City	Repair	\$781.00

13440	Barbero Auto & Ag	Supply	\$606.01
13441	Immense Impact LLC	Annual Website	\$812.00
13443	Energy Labs	Supply	\$251.00
13434	PRCO Clerk/Recorder	MMS Grant Reimb.	\$173.28
13435	Jackie Rumph	MMS Grant Reimb.	\$2,981.38
13428	Northwest Pipe	Supply	\$3,665.00
13429	Energy Labs	Water Sample	\$63.00
13430	Quad K Supply	Supply	\$34.00
13431	Northwest Pipe	Supply	\$149.47
13423	Hawkins	Supply	\$30.00
13424	Rebecca McEuen	Reimbursement	\$642.40
13425	Josie Morris	Reimbursement	\$235.20
13426	Jerrica Elsom	Reimbursement	\$249.20
13442	Broadus Foods	Supply	\$51.65
13438	Powder River Petals	Flowers	\$237.00
13437	Grant's Hardware	Supply	\$844.08
13432	Margaret Scoles	Reimbursement	\$235.00
13436	Noble Law Firm	Legal Services	\$210.00
<i>(JUNE 2026)</i>			
13444	U.S. Postal Service	PO Box Renewal	\$162.00
13445	MMIA	Liability Deductible PMT	\$1,500.00
13446	Krista Gotfredson	Tree Sugar Cookies	\$105.00

With nothing further before the council, Mayor Gatlin called for a motion to adjourn; Councilperson Slovek made a motion to adjourn and Councilperson Morris second the motion, motion carried. Mayor Gatlin adjourned this regular meeting of the Broadus Town Council at 6:53 pm.

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Chad Gatlin, Mayor

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Jerrica Elsom, Clerk/Treasurer