

Regular Meeting Minutes of July 12, 2018 Bainville Town Council

The Regular meeting of the Bainville Town Council was called to order at 7:00 p.m. by Council President Scott Ross at the Bainville Town Hall, 211 Clark Avenue East. Present were: Ron Butikofer (via phone), Mandy Hickel, Dennis Portra (arrived at 7:30) and Scott Ross. A **quorum** was established. Also present were Clerk, Nikki Rogers. Absent was: Public Works Director, Lyle Lambert; City Attorney, Greg Hennessey. Guests included: Cora Norton, Angela Benson, Fran LaBounty.

Scott Ross moved to approve the agenda with the addition of Brett Portra Special Use Permit under New Business Letter B. Mandy Hickel seconded the motion. All voted in favor and motion carried.

Scott Ross moved to approve the minutes dated June 14, 2018 as submitted. Mandy Hickel seconded the motion. Ron Butikofer abstained from vote. Motion carried.

Public Comment

Complaint regarding noise from working after 10:00 PM and parking on the sidewalk
Clerk Rogers sent letters to the property owners notifying them of the complaint.

Public Works Report:

- Morrison-Maierle—11 month walk through on Schedule 1 on water project
Clerk Rogers reported the 11-month walk through on Schedule 1 for the water project has been completed. Gary from C & C Excavation, Stephanie Seymanski from Morrison-Maierle, and Public Works Director, Lyle Lambert were in attendance. There were no significant findings.

- Badger Meter issues

Jim Plahn, Sales Support Manager, from Badger meter was here on July 11, 2018 to hear our complaints regarding the some of the meters not working. Dan Lambert, Lyle Lambert and Clerk Rogers met with him and discussed some of the issues. Mr. Plahn met Mr. Hyatt from the Bainville School and wanted to visit some of the troubled meters. He asked if the Town of Bainville will give them 7-10 days to come up with some solutions.

Roosevelt County Sheriff's Department Update:

Currently, no one was protesting the pipeline. The Sheriff's office is trying to update and troubleshoot the communication lines in the Bainville area.

Legal Issues:

1. Discussion on a quiet title for the Dorothy Crawley property—Attorney Hennessey—No Update

Local Emergency Planning Committee--No Update

Next meeting date: August 14, 2018 at 2 PM in Poplar

Trail Committee Update

- Community Development Block Grant (CDBG) Planning Grant for Trails Plan
Clerk Rogers stated Jordan Mayer was unable to attend the meeting do to prior commitments but would like the council to consider the agreement between Interstate Engineering and the Town to be able to start the process in applying for the Community Development Block Grant (CDBG).

Old Business

- A. Discussion on a Community Decay Ordinance—Clerk Rogers

Clerk Rogers stated the next step in the process is to get the public's opinion regarding the Community Decay Ordinance. Scott Ross stated he will not vote for the ordinance as it is designed towards telling people what they can and can not do with their property. Ron Butikofer agreed. Ron Butikofer moved

to not put further consideration into this ordinance. Scott Ross seconded the motion. Ron Butikofer and Scott Ross voted in favor and Mandy Hickel voted against. Motion carried.

New Business

A. Zoning Permits:

1. Clay Mathews—Fence

The Council reviewed the building permit application. Mandy Hickel moved to approve the permit. Ron Butikofer seconded the motion. All voted in favor and motion carried.

2. Brett Portra—Special Use Permit: Simard Park for October 13, 2018

The Council reviewed the special use permit and see no problems. Mandy Hickel moved to approve the permit. Ron Butikofer seconded the motion. All voted in favor and motion carried.

B. Consider an ordinance amending Chapter 7.04 Garbage by establishing Section 7.04.035 entitled “Containers to be moved by authorized personnel”, Section 7.04.070 entitled “Burning and Burying garbage,” Section 7.04.080 entitled “Violation—Penalty”—Clerk Rogers

Clerk Rogers stated she has been contacted by Alan Bowker from Bowker Sanitation. She indicated people were moving dumpsters from the locations to which Bowker’s put the cans. She created an ordinance creating a fine for moving the dumpsters. The ordinance was tabled pending ordinance review.

C. **Resolution**—A resolution adopting fiscal year 2018-2019 preliminary budget and set the public hearing for August 16, 2018.

Clerk Rogers stated this resolution starts the budget process. Ron Butikofer moved to adopt fiscal year 2018-2019 preliminary budget and set the public hearing for August 16, 2018. Mandy Hickel seconded the motion. All voted in favor and motion carried.

D. Review FY 2015 and FY 2016 Audit from Sidney Tax Service Incorporated.

Clerk Rogers will continue to work on the Management Discussion and Analysis and the response letter for the audit findings, so they can be submitted to the state. The findings have not changed from prior years:

1. Finding #2016-001 and 2015-001 – Segregation of Duties
2. Finding #2016-002 and 2015-002 – Financial Preparation
3. Finding #2016-003 and 2015-003 – Fixed Assets and Depreciation
4. Finding #2016-004 and 2015-004 – Expenditure Testing
5. Finding #2016-005 and 2015-005 — Payroll Testing
6. Finding #2016-006 and 2015-006 – Accounts Receivable

E. Treasurer’s Report:

- Approve claims with checks dated July 12, 2018 in the amount of \$53,049.82
- Approve JV, UB Vouchers, and Payroll slips
- Budget Calendar
 - Meeting July 26, 2018
 - Meeting August 2, 2018
 - Resolution—Adopting budget on August 16, 2018
 - Budget due to the state by September 6, 2018

Clerk Rogers asked to hire a part time Utility Billing Clerk to help out in the office. Mayor Portra and the council would like to wait until the Budget Meetings.

Ron Butikofer moved to adjourn the meeting at 7:48 PM. Mandy Hickel seconded motion. All voted in favor and motion carried.

Attest:

Approved By:

/s/Nikki Rogers
Nikki Rogers, CMC
Clerk-Treasurer

/s/Dennis Portra
Dennis Portra
Mayor