

Regular Meeting Minutes of May 16, 2019 Bainville Town Council

The Regular meeting of the Bainville Town Council was called to order at 7:00 p.m. by Mayor Dennis Portra at the Bainville Town Hall, 211 Clark Avenue East. Present were: Ron Butikofer, Mandy Hickel (left at 7:40 PM), Dennis Portra and Scott Ross. A **quorum** was established. Also present were Clerk, Nikki Rogers; Public Works Director, Lyle Lambert; City Attorney, Greg Hennessey was absent. Guests included: Diane Panasuk, Dustin Harvey, Taryn Harvey, Patrick O'Connor.

Scott Ross moved to approve the agenda as submitted. Ron Butikofer seconded the motion. All voted in favor and motion carried.

Scott Ross moved to approve the minutes dated April 11, 2019 as submitted. Ron Butikofer seconded the motion. All voted in favor and motion carried.

Public Comment

Clerk Rogers announced she was voted by her peers at the annual Montana Municipal Clerks and Treasurers Conference in Bozeman to be the Towns representative on the Executive Board. She will be the Vice President of Towns starting June 1, 2019 through May 31, 2021.

Public Works Report

Lyle Lambert, Public Works Director, gave the following report:

- Mowing—Public Works started mowing the Cemetery and the Park until the Summer help has been hired.
- Culvert Replacement—The culvert at the alley between 2nd and 3rd Street on Rhea Avenue needs to be longer, so the ends of the culvert do not get run over. Mr. Butikofer stated he may have some good used pipe where he works that might work. He will check and get back to Mr. Lambert.
- Meter Replacement— Public Works will begin replacing the final meters at the Welcome Court, D. Norton, and L. Jorgenson
- Mr. Lambert informed the council that Mike Olson from Culbertson is the new county Fire Marshall. Mr. Olson is working on getting the fire danger signs for the towns. A suggestion was made to put the Fire Ban on the website. The Clerk indicated she tries to make sure it is noted.
- Baseball Field— Sewer line to the south of the field has been filled in and the city mower will be used to mow the baseball field in time for their upcoming game.

Roosevelt County Sheriff's Department Update

Patrick O'Connor, Lieutenant from the Roosevelt County Sheriff's Office was in attendance to hear some of the concerns from the Council members. An issue has surface regarding the use of 4-wheelers, ATV's, UTV's, and Golf Carts by young children. LT O'Connor stated in Montana the ATV's and such are to adhere to all traffic laws as if they are on a highway. He suggested educating parents or guardians regarding their kids' use of motorcycles, 4-wheelers and such. They must wear helmets, the vehicle must be road worthy, and they must adhere to all rules of the road.

The Mayor and Council expressed interest in seeing more law enforcement presence in town during the day especially now that school is out for the summer and before school during the school year. Their presence might alleviate speeding through town. LT O'Connor made note and will let the sheriff know. He mentioned the eastern side of the county is losing two deputies to the western side of the state so they are looking to hire someone if anyone knows of any interested parties.

Legal Issues

Greg Hennessey was not in attendance, so the following issues were not heard:

- A. Discussion on a quiet title for the Dorothy Crawley property—Attorney Hennessey

- B. MacBain/RL Signor Legal Issue
- C. S Panasuk Litigation Update

Local Emergency Planning Committee

Trail Committee Update

- Community Development Block Grant (CDBG) Planning Grant for Trails Plan
- Clerk Rogers heard from Interstate Engineering and they unfortunately could not make the meeting. She will reach out to them for the next meeting in June.

Old Business

- A. Authorize the Mayor to sign the release of funds for the Department of Natural Resources and Conservation Loan A and Loan B in the total amount of \$110,029—Clerk Rogers
- B. Authorize the Mayor to sign the following forms in regard to the Water System Improvements Project (Clerk Rogers):
 - Construction Completion Certificate
 - Borrower Certification on Payrolls and Statement of Compliance
 - Borrower Certification of American Iron and Steel (AIS)
 - Project Performance standards Certificate
 - One year performance criteria for the Town of Bainville Water System Improvements Project- 2016 Construction

The above items were held until later in the meeting.

- C. Review the sewer line proposal for Gracie's Bar and Casino at 212 Clinton Street ST N--*No new updates*

New Business

- A. New Permits:

- Darlas Rogers, Garage/Carport on existing concrete slab

Darlas Rogers would like a continuation of the previous permit to finish her garage. Scott Ross moved to approve the continuation of the garage permit. Ron Butikofer seconded the motion. All voted in favor and motion carried.

- B. Approve and authorize the mayor to sign the final drawdown in the amount of \$2,944.00 for reimbursement of the Neptune meters installation.

Clerk Rogers asked the council for the Mayor to sign the final drawdown in the amount of \$2,944.00 for reimbursement of the Neptune meters installation. When this drawdown is finalized then the remaining monies can be released. She also asked for the Mayor to sign the to sign the release of funds for the Department of Natural Resources and Conservation Loan A and Loan B in the total amount of \$32,307. The final papers to sign are the following forms in regard to the Water System Improvements Project:

- Construction Completion Certificate
- Borrower Certification on Payrolls and Statement of Compliance
- Borrower Certification of American Iron and Steel (AIS)
- Project Performance standards Certificate

- One year performance criteria for the Town of Bainville Water System Improvements Project- 2016 Construction

Scott Ross moved to approve and authorize the mayor to sign the final drawdown in the amount of \$2,944.00 for reimbursement of the Neptune meters installation. Ron Butikofer seconded the motion. All voted in favor and motion carried.

Scott Ross moved to approve and authorize the Mayor to sign the to sign the release of funds for the Department of Natural Resources and Conservation Loan A and Loan B in the total amount of \$32,307. Ron Butikofer seconded the motion. All voted in favor and motion carried.

Scott Ross moved to approve and authorize the Mayor to sign the following forms in regard to the Water System Improvements Project:

- Construction Completion Certificate
- Borrower Certification on Payrolls and Statement of Compliance
- Borrower Certification of American Iron and Steel (AIS)
- Project Performance standards Certificate
- One year performance criteria for the Town of Bainville Water System Improvements Project- 2016 Construction

Ron Butikofer seconded the motion. All voted in favor and motioned carried.

- C. Approve and authorize the Mayor to sign the amended audit contract with Denning, Downing, with an increase in price from \$27,560 to \$31,560 for the federal audit.

Mayor Portra spoke with City Attorney Hennessy regarding the contract amendment and since the Town used federal dollars they are obligated to have a Federal Audit done. The increase is \$4,000.

Scott Ross moved to approve and authorize the Mayor to sign the amended audit contract with Denning, Downing, with an increase in price from \$27,560 to \$31,560 for the federal audit. Ron Butikofer seconded the motion. All voted in favor and motion carried.

- D. Review the upcoming budget calendar for the fiscal year 2019-20.

Budget Meetings:

Meeting June 20, 2019

Meeting June 27, 2019

Council Meeting June 10, 2019--Resolution—Set a public hearing on preliminary FY 19-20 budget for July 11, 2019.

Meeting July 18, 2019

Meeting July 25, 2019

Resolution—Adopting budget on August 15, 2019

Budget due to the state by September 5, 2019

Clerk Rogers reviewed the upcoming budget calendar with the council. Mr. Ross indicated the Town meetings may move back to Mondays so Clerk Rogers will revise the schedule.

- E. Summer maintenance workers applications—Two applications have been received to date

Clerk Rogers indicated the Town has received 2 applications for the Summer Maintenance Worker position. Applicant's were from Cody LaCounte and Donna Butikofer. Council

discussed the applicants and the timeline of getting someone hired before the Memorial Day weekend.

Mayor suggested to hire both Cody LaCounte and Donna Butikofer for the Summer Maintenance positions. Scott Ross consented, Ron Butikofer abstained, and Mandy Hickel was absent for the vote.

- F. Municipal Summit by MLCT, MMIA, and LGC Staff in Sidney June 11, 2019 at Richland County Extension, 1499 N. Central Ave

Clerk Rogers indicated this during the day but if any council members are willing to go to let her know so she can sign them up. Clerk Rogers will attend, and Mr. Butikofer will let her know if he is able too.

- G. New Siren location—DES, Lindsey McNabb—Will be discussed at the next meeting.

Treasurer's Report:

- Approve claims with checks dated May 16, 2019
- Approve JV, UB Vouchers, and Payroll slips
- Council member available May 28-29, 2019

Scott Ross moved to approve the Treasurer's Report and claims with checks dated May 16, 2019 in the amount of \$31,596.99. Ron Butikofer seconded the motion. All voted in favor and motion carried.

Ron Butikofer moved to adjourn the meeting at 8:00 PM. Scott Ross 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