

**Regular Meeting Minutes of January 25, 2016  
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. Present were: Matt Giese, Mandy Hickel, Dennis Portra and Scott Ross. A **quorum** was established. Also present were Clerk, Nikki Rogers; Public Works Director, Lyle Lambert; City Attorney, Greg Hennessey and Utility Clerk, Benjie Butikofer. Guests included: Dan Sietsema, David Norton.

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

Matt Giese moved to approve the minutes dated December 14, 2015 with the correction of the amount of claims. Mandy Hickel seconded the motion. All voted in favor and motion carried.

Public Comment—None

Public Works Report

Lyle Lambert, Public Works Director, stated he has finished the Site Plan for the Revised Total Coliform Rule and submitted it to the Montana Department of Environmental Quality (DEQ). The four routine sample sites will be Fire Hall, Bainville School, Post Office, and Smokey's Bar.

Mr. Lambert received a letter stating he will need to do an additional water test (DBT) next month in addition to the Bac T test per the State of Montana.

Mr. Lambert and the council discussed the discovery of some different curb stops in town. He is unaware of where the correct size of wrench is and would like to look into purchasing another wrench to fit this different size of curb stops.

Roosevelt County Sheriff's Department Report—None

Old Business

A. Zoning Permits:

1. Fence—Clay Mathews—No property pins found
2. Fence Permit—Gary McLaughlin—Property Pins
3. Fence at 6 Flynn Avenue East—Jessee Marble—Pending the closing on house

With the consent of the council, Mayor Portra requested the above zoning permits be removed from the agenda until the permittee has an update for the council.

B. Continued discussion on a new Town Hall—*Possible Contractor who will look at fixing the current office.*

The contractor on the new lagoon building is interested in submitting a proposal for remodeling the current office.

C. Discussion regarding contracting services with the County Attorney's office.—Attorney Hennessey

City Attorney Hennessey stated Roosevelt County Attorney's office has hired a new deputy attorney to replace Mr. Jordan Knudsen. He spoke with the Attorney's office and they would be willing to take on the criminal work for Bainville. Mayor Portra will need to contact them to negotiate a price.

D. Update on building for lawnmower, weed eater, and other tools.—Lyle Lambert

Mr. Lambert stated the contractor has an agreement in place and is beginning the process of putting up the building.

E. Local Government Study Commission—John Gilligan

No report from the commission.

F. Town of Bainville Welcome Sign—John Gilligan

Update: Clerk Rogers has contacted the State of Montana January 7, 2016.

Clerk Rogers contacted the state of Montana and received some paperwork regarding submitting an application for a new “Welcome to the Town of Bainville” sign. With the consent of the council, the Mayor directed the Clerk to forward the information to Mr. John Gilligan of the BCA.

New Business

A. Zoning Permits: None

B. Local Emergency Planning Committee—Benjie Butikofer

Dan Sietsema, Disaster and Emergency Services Coordinator, met with the council and discussed Emergency declarations vs. Disaster Declaration. If an emergency declaration has been declared by the Mayor, the state will be able to assist but the Town will not be able to receive any funding. If the Mayor or Governor declares a Disaster Declaration then expenditures will need to be tracked and the Town may be reimbursed.

Mr. Sietsema recommends the council familiarize themselves with the Roosevelt County Emergency Operations Plan.

C. Holiday Decorations—Mandy Hickel

Mandy Hickel researched some holiday decorations for next winter and estimated they could cost around \$6,000.00 for decorations for 15 poles. A suggestion was brought to the attention of the council to see if the FFA/Vo-Ag shop class would like to try to make something for the town. With the consent of the council, Ms. Hickel and Ms. Butikofer will ask Mr. Standley at the Bainville School if they would be interested in such project if the town bought the supplies.

D. Review Calendar Year 2016 Meeting schedule—Nikki Rogers

Clerk Rogers reviewed the 2016 Town Council Meeting calendar with the council. She asked if it would be ok to switch October 10, 2016 which is Columbus Day holiday and the day after Thanksgiving. The Town office would be open on Columbus Day and closed for November 24 and 25. By consensus of the council it was ok to switch these two days. The Town Council meeting will be held on Monday, October 10, 2016 observed as Columbus Day.

E. Change in day of Garbage Pickup from Thursday to Friday—Nikki Rogers

Clerk Rogers was contacted by Allan Bowker of Bowker Sanitation. He would like to switch the garbage pickup days from Thursday to Fridays in Bainville. Mayor Portra stated he would not have a problem with this change if the change will be consistent from now on. By consensus of the council, the new garbage pickup day will be Fridays. Clerk Rogers will notify Mr. Bowker.

F. Theodore Roosevelt Expressway Membership Dues—Nikki Rogers

Mayor Portra stated the money is for the Highway 2 corridor. Scott Ross moved to pay the Theodore Roosevelt Expressway Membership Dues in the amount of \$500.00. Mandy Hickel seconded the motion. The motion passed with 2 ayes and 1 nay (Giese).

G. Montana Rural Water Conference February 17-19, 2016—Nikki Rogers

Clerk Rogers, Public Works L. Lambert, and Water Operator D. Lambert will be attending the conference this year. All who are attending are working on keeping their certifications and obtaining CEC's.

H. Discuss the outstanding MMIA Claim-S Panasuk: Letter from L. Panasuk Attorney

Mayor Portra asked if City Attorney Hennessy will draft a response to Mr. Panasuk's Attorney explaining our procedures regarding the water and sewer charges.

I. Approve the request to drawdown #6 from the State Revolving Fund and invoice 194 from Murtagh Municipal Engineering in the amount of \$33,426.30.

Scott Ross moved to approve the drawdown #6 request and pay Invoice 194 from Murtagh Municipal Engineering in the amount of \$33, 426.30. Matt Giese seconded the motion. All voted in favor and motion carried

J. Approve the agreement with Paygov.us regarding paying online service—Nikki Rogers

Clerk Rogers presented the council with a way for customers to pay their utility bills online. Paygov.us does not cost the Town of Bainville to take a payment from their customers. The customer will be charged with a 3% fee in a separate transaction so the Town of Bainville will only see what the customer wants to pay for their utility bill. Clerk Rogers used the following example: if the customer owes \$100.00 on their bill and they pay it in full. The Town of Bainville will receive \$100.00 and paygov.us will get 3.00 which is 3% of the balance. The customer will see two separate transactions on their statements: 1) the amount of the payment and 2) the amount of the 3% fee. Several customers have asked for a way to be able to pay online or with a card. Mandy Hickel moved to approve signing the agreement with Paygov.us. Scott Ross seconded the motion. The motion passed with 2 Ayes and 1 Nay (Giese).

K. 2016 Municipal Regional Training in Sidney on January 26, 2016—Nikki Rogers

Clerk Rogers and Benjie Butikofer will attend the Municipal Regional Training in Sidney.

L. Treasurer's Report:

- Approve claims with checks dated January 11, 2016.
- Approve JV, UB Vouchers, and Payroll slips
- Review Delinquent Accounts Receivable.  
Discuss a procedure to put delinquencies on the property tax rolls.

Matt Giese moved to approve the claims with checks dated January 11, 2016 and January 25, 2016 in the amount of \$45,614.44. Mandy Hickel seconded the motion. All voted in favor and motion carried.

Mayor Portra suggested putting a simple lien on the property for the amount of the utility bill. The council also suggested in having Security Deposits for those tenants who have left an outstanding bill for the property owner to pay and moved to another location in Bainville.

Scott Ross moved to adjourn the meeting at 9:20 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