



Bainville Town Council Meeting
City Office
211 Clark Ave. East
Monday April 11, 2022 at 7:00 PM

I. Call Meeting to Order

II. Pledge of Allegiance

III. Roll Call—Establish a quorum

___ Mayor, Toby Romo

___ Councilperson, Nick Tester

___ Councilperson, Matt Giese

___ Councilperson, Carol Rasmussen

IV. Approval of Agenda

V. Approval of Meeting minutes dated March 14, 2022.

VI. Treasurers Report

- Approve claims with checks dated April 11, 2022.
- Approve JV, UB Vouchers, Payroll slips.
 - Review monthly bank reconciliation report
- Review delinquent accounts.
- Approve mayor and president of council to sign April payroll checks.

VII. Public Comments or Formal Complaints on items not on agenda.

VIII. Department or Committee Reports

- Public Works/Fire Chief Report:
 - Update on Plan for Town fire protection.
- Roosevelt County Sheriff's Department Update.
- Local Emergency Planning Committee Update.

IX. Old Business

- Dakota Land Home on the property transfer. No correspondence.
- ARPA Funds. Agri Industries found the old water line, submitted bid, the bid is over \$80K. Jordan Mayer with Interstate will be putting bid packet together and submitting a new water line design from the Welcome Stop into the Water house.
- No news from the Department of Transportation (DOT) on the Path Project from Smokey's to the Welcome stop.

X. New Business

- A. Edward Jones Report from representative, Tammie Richardson
- B. Appoint a Sewer Impact Fee committee
- C. Community Service Program/Volunteer service plans
- D. Pacific Recycling can provide Roll-offs for Steel & small profit provided to Town.
- E. Financial Report from the Mayor.
 - a. Delinquent Annual Budgets for FY2020, FY2021, FY2022
 - b. Downward trend in cash balance of General Fund, Water Fund, Solid Waste Fund.

- c. Discuss Mayors' recommendations for the upcoming FY2023 budget. (Town Code 2.06.030)

XI. Adjourn

Next Meeting will Monday, May 9, 2022 at 7:00pm. at the City Office

Topic: Regular Town Council Meeting

Time: Apr 11, 2022 07:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/87424919408?pwd=SlJlMXNoRVVYR0FwdVp6MzlreWg5Zz09>

Meeting ID: 874 2491 9408

Passcode: 012788

One tap mobile

+12532158782,,87424919408#,,,,*012788# US (Tacoma)

+13462487799,,87424919408#,,,,*012788# US (Houston)

Dial by your location

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Meeting ID: 874 2491 9408

Passcode: 012788

Find your local number: <https://us06web.zoom.us/j/87424919408?pwd=SlJlMXNoRVVYR0FwdVp6MzlreWg5Zz09>

**Regular Meeting Minutes of March 14, 2022
Bainville Town Council**

The Regular meeting of the Bainville Town Council was called to order at 7:00 p.m. by Mayor Toby Romo at the Bainville Town Hall, 211 Clark Avenue East. Present were: Matt Giese, Carol Rasmussen, Toby Romo and Nick Tester. A **quorum** was established. Also present were Clerk, Nikki Rogers; Public Works Director, Lyle Lambert; and City Attorney, Greg Hennessey. Guests included: David Norton, Cora Norton, Diane Panasuk, Bernie Popp, Darin Hannum, Ernie Bingham, Jo Bingham, Patti Malkuch, Jess Malkuch, Eric Newton

Matt Giese moved to approve the agenda as submitted. Nick Tester seconded the motion. All voted in favor and motion carried.

Matt Giese moved to approve the minutes dated February 15, 2022 as submitted. Nick Tester seconded the motion. All voted in favor and motion carried.

Treasurer's Report:

- Approve claims with checks dated March 14, 2022 in the amount of \$22,793.96. Nick Tester moved to approve claims with checks dated March 14, 2022 in the amount of \$22,793.96. Carol Rasmussen seconded the motion. No discussion on the motion. All voted in favor and motion carried.
- Approve Payroll slips in the amount of \$9,211.33
Matt Giese moved to approve payroll slips in the amount of \$9,211.33. Nick Tester seconded the motion. No discussion on the motion. All voted in favor and motion carried.
- Review delinquent accounts.—No Discussion
- Approve Mayor to sign employee per diem & mileage for conference in Great Falls. (March 23, 24, 25)
Matt Giese moved to approve the Mayor to sign employee per diem & mileage for the Montana Rural Water Conference. Nick Tester seconded the motion. Discussion: Clerk Rogers clarified with the council if an employee rides with another employee that only the person who is driving receives the mileage per diem. By Council consensus that is correct there is no rider mileage given to conferences. All voted in favor and motion carried.

Public Comment—None

Public Works Report

Lyle Lambert, Public Works, stated the new Fire Siren is up at the lagoon but needs to be hooked up to the power.

Fire Chief Report

Roosevelt County Sheriff's Report—None

Local Emergency Planning Committee

Old Business—None

New Business

A. Approve FY 2021 Annual Financial Report.

Mayor and Council reviewed the Annual Financial Report for FY 2021. Matt Giese moved to approve and accept the FY 2021 Annual Financial Report. Carol Rasmussen seconded the motion. No further discussion All voted in favor and motion carried.

- B. Review and approve Town of Bainville Personnel Policy Manual
Mayor Romo presented the Town of Bainville Personnel Policy Manual. Carol Rasmussen moved to accept the Town of Bainville Personnel Policy Manual with no changes to the current one. Nick Tester seconded the motion. No Discussion. All voted in favor and motion carried.
- C. Approve Clerk/Treasurer Job description
Mayor Romo updated the Clerk/Treasurer Job description. Matt Giese brought it to the council's attention that the job description did not match what the Town Code Title 2 Administration and Personnel Chapter 2.08 Clerk-Treasurer. Clerk Rogers did not agree with the job description that was presented as it did not do anything with the finances of the Town. She would not be able to produce claims or payroll.
The job description was amended by adding BTC 2.08.020 (A) as first paragraph under the Essential Duties and Responsibilities. Nick Tester moved to approve the revised job description with the new amendment Bainville Town Code 2.08.020 (A) as first paragraph under the Essential Duties and Responsibilities. Carol Rasmussen seconded the motion. No further discussion. All voted in favor and motion carried.
- D. Approve Public Works Director job description
Mayor Romo presented a new job description for Lyle Lambert's position, Public Works Director. Clerk Rogers provided an email from Montana Municipal Interlocal Authority Human Resource Consultant, Derrek Shepherd. He asked if this job description needs a commercial driver's license because it requires a drug test. He suggested removing the probation period to come into compliance with the Wrongful Discharge from Employment Act.
The job description was amended by removing the probation period and adding "Subject to drug and alcohol testing and background check upon hire with random drug and alcohol testing after employment." Matt Giese moved to approve the new Public Works Director job description as amended. Nick Tester seconded the motion. No further discussion. All voted in favor and motion carried.
- E. Approve Maintenance Foreman job description
Mayor Romo presented a new job description for Dan Lambert's position, Maintenance Foreman.
The job description was amended by add the "Subject to drug and alcohol testing and background check upon hire with random drug and alcohol testing after employment." Matt Giese moved to approve the new Maintenance Foreman job description as amended. Nick Tester seconded the motion. No further discussion. All voted in favor and motion carried.
Mayor and Council discussed adding the statement "Subject to drug and alcohol testing and background check upon hire with random drug and alcohol testing after employment" to the clerk job description. By Council consensus the statement will be added to the Clerk-Treasurer job description.
- F. Discuss amending Impact fee Resolution
- Section 6, Exemption from Wastewater Impact Fees.
- Mayor Romo and the Council discussed removing from Section 6 "Exemption from Wastewater Impact Fees" the sentence "The previously existing development must have been in place and occupied within the previous 12 months to qualify for this exemption."

An Impact Fee Committee will be set up to look into a number of issues and bring recommendations back to council and Mayor.

- G. Approve Mayor to sign Purchase Agreement with Dakota Land Homes.
Mayor Romo spoke with Betty Romo, County Treasurer and she suggested the Town look into taking over the property in lieu of delinquent water and sewer. Matt Giese moved to approve proceeding with the acquisition of Dakotaland Property on the northside of town. Carol Rasmussen seconded the motion. No further discussion. All voted in favor and motion carried.

Nick Tester moved to adjourn the meeting at 8:35 PM.

Attest:

Approved By:

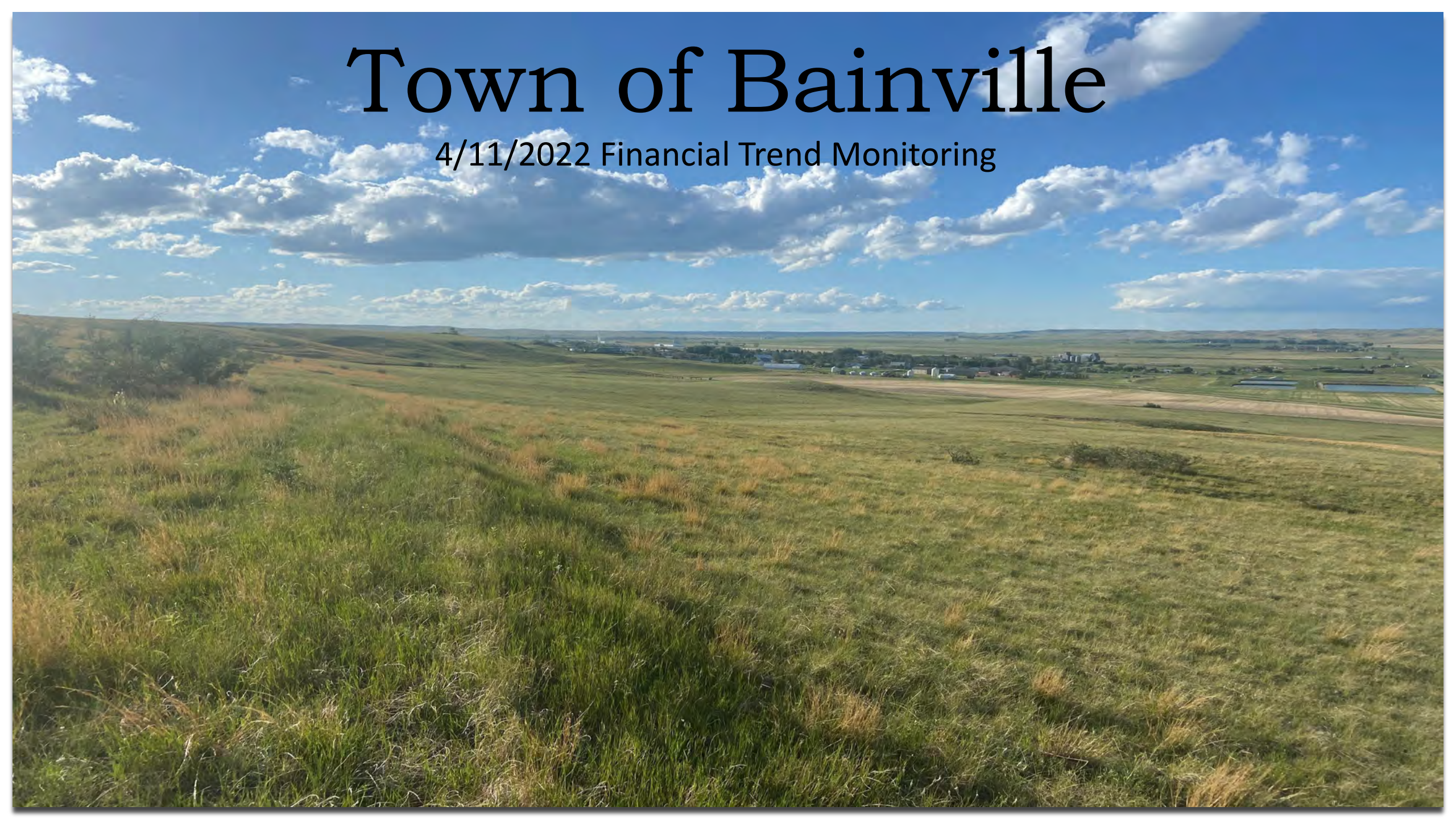
Nikki Rogers, CMC
Clerk-Treasurer

Toby Romo
Mayor

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Town of Bainville

4/11/2022 Financial Trend Monitoring



General Fund

Cash Report - Ending Balance in Accounts				
Fund	2018	2019	2020	2021
1000 General	206K estimate	\$156,653.00	\$131,331.00	\$111,379.00
5210 Water		\$101,300.00	\$85,936.00	\$65,685.00
5310 Sewer		\$170,279.00	\$172,277.00	\$209,121.00
5410 Solid Waste		\$18,480.00	\$16,236.00	\$12,281.00

1000 General Fund				
Fund	2018	2019	2020	2021
Property Taxes	\$62,611.00	\$65,457.00	\$69,175.00	\$66,823.00
State Entitlement Share	\$49,535.00	\$50,361.00	\$52,030.00	\$53,664.00
Gambling Machine Permits	\$8,275.00	\$7,775.00	\$7,900.00	\$6,350.00
Total General Fund Revenue	\$126,638.00	\$138,692.00	\$143,546.00	\$131,432.00
Total General Fund Expenditures	\$144,327.00	\$189,012.00	\$167,104.00	\$159,198.00
Total	-\$17,689.00	-\$50,320.00	-\$23,558.00	-\$27,766.00

50K to repair books

11K Audit

- Auditing costs have been very high.
- The Cash Report Ending Balance is declining year over year.
- We can only keep 50% of our Budget in cash in the General Fund. MCA 7-6-4034.
- Approving the use of the paid Sewer Impact fees from the man camp could increase property taxes over time.
- Selling one of the Bobcat machines would reduce warranty costs, maintenance costs and place Capital back into the General Fund.
- Senate Bill 302 gives the State the authority to take and hold our State entitlement Revenue & Federal Grants. This comes into effect after being 2 years delinquent on reporting the Annual Budget.
- The Annual Budget report is due Oct. 1, of each year.

Water Fund

Cash Report - Ending Balance in Accounts				
Fund	2018	2019	2020	2021
1000 General	206K estimate	\$156,653.00	\$131,331.00	\$111,379.00
5210 Water		\$101,300.00	\$85,936.00	\$65,685.00
5310 Sewer		\$170,279.00	\$172,277.00	\$209,121.00
5410 Solid Waste		\$18,480.00	\$16,236.00	\$12,281.00

5210 Water Fund				
Fund	2018	2019	2020	2021
Water (receipts from customers)	\$157,369.00	\$167,660.00	\$149,632.00	\$128,910.00
Water (payments to employees)		-\$34,545.00	-\$36,666.00	-\$49,171.00
Water (payments to suppliers)		-\$63,977.00	-\$77,547.00	-\$84,446.00
Total	\$157,369.00	\$69,138.00	\$35,419.00	-\$4,707.00
	108K grants	78K grants		

Description	Water Loss Analysis					
	YEAR	% lost	DRY PRAIRIE METER	BLACK MOUNTAIN BILLING	unaccounted water	\$ lost to leak
Man Camp went in.	FY 2015	48.55%	17,370,000	11,693,375	5,676,625	\$8,514.94
	FY2016	27.83%	12,562,100	9,827,194	2,734,906	\$4,102.36
	FY2017	33.41%	13,489,900	10,111,675	3,378,225	\$5,067.34
	FY2018	28.93%	13,449,400	10,431,546	3,017,854	\$4,526.78
New Water tank installed	FY2019	23.84%	12,308,500	9,938,790	2,369,710	\$3,554.57
	FY2020	203.60%	22,615,100	7,448,912	15,166,188	\$22,749.28
Repair by Water house 9/2021	FY2021	110.71%	18,220,200	8,646,869	9,573,331	\$14,360.00
repair by cemetary 11/20/2021	FY2022YTD	144.99%	17,480,108	7,135,138	10,344,970	\$15,517.46
	Total		127,495,308	75,233,499	52,261,809	\$78,392.71

*unaccounted water

- Current DPRW rates are \$1.50/1000 gallons. This will increase to \$2.07/1000 gallons in June of 2022.
- Current DPRW base rate is \$14.25/EDU on 210 EDUs. This will increase to \$17.25/EDU in June of 2022.
- The national average for unaccounted water is 25%. Bainville's average for the last 8 years is 78%.
- The Cash Report ending balance is decreasing year over year.
- Properly bill all properties in Town.
- Approving the use of the paid Sewer Impact fees from the man camp would increase revenue.
- We need to aggressively pursue finding leaks in our water system to reduce lost revenue.

Solid Waste/Garbage Fund

Cash Report - Ending Balance in Accounts				
Fund	2018	2019	2020	2021
1000 General	206K estimate	\$156,653.00	\$131,331.00	\$111,379.00
5210 Water		\$101,300.00	\$85,936.00	\$65,685.00
5310 Sewer		\$170,279.00	\$172,277.00	\$209,121.00
5410 Solid Waste		\$18,480.00	\$16,236.00	\$12,281.00

5410 Solid Waste				
Fund	2018	2019	2020	2021
SW (reciepts from customers)	\$51,645.00	\$52,557.00	\$55,890.00	\$54,215.00
SW (payments to suppliers)	-\$58,535.00	-\$57,938.00	-\$58,133.00	-\$58,170.00
Total	-\$4,872.00	-\$3,362.00	-\$223.00	-\$1,934.00

- We are losing around \$3000/year in the cash balance.
- Our expenses are going to increase by around \$6000 per year for FY23.
- Make sure all users are being billed properly.
- A strict policy on delinquent utility bills would help.
- Approving the use of the paid Sewer Impact Fee's from the man camp would increase revenue.

2023 Budget Planning

FY23 Budget Ideas								
FUND NAME	Current FY2022 Exp. Budget	Estimated Expense (based on prior year)	Estimated Revenue (based on prior year)	Cash	Cash Allowance	Proposed FY23 Exp. Budget	Spendable Budget	Amount to be balanced (increase revenue & decrease expense)
1000 General Fund	\$287,750.00	\$159,200.00	\$131,400.00	\$111,400.00	50.00%	\$242,800.00	\$131,400.00	-\$27,800.00
5210 Water Fund	\$237,750.00	\$215,600.00	\$160,000.00	\$65,700.00	200.00%	\$225,700.00	\$160,000.00	-\$55,600.00
5310 Sewer Fund	\$107,650.00	\$83,200.00	\$96,000.00	\$209,100.00	200.00%	\$305,100.00	\$96,000.00	\$12,800.00
5410 Solid Waste Fund	\$62,050.00	\$58,200.00	\$53,300.00	\$12,300.00	200.00%	\$65,600.00	\$53,300.00	-\$4,900.00
								-\$88,301.00
1000 General Fund has 65 Functions:			Annual savings/expense	Questions & Ideas:				
General Fund brought in \$66,823 in property taxes in 2021			\$14,000.00	*Can we use the Edward Jones \$ to pay off a water loan? -loan is at a higher interest rate than the investment is making.				
General Fund brought in \$53,664 in state entitlement share in 2021			\$16,848.00	*Can we use the extra \$ in the sewer Fund to pay off the sewer loan? -Our checking account interest rate vs. Loan interest rate?				
			\$14,400.00	10 new users (potential from Sewer Impact Fee exemption)				
2230 Ambulance Fund			\$6,000.00	*Eliminate \$3500 and \$2500 warranty on Tool Cat & Skid steer.				
2386 Oil Well Fund	\$60,000 Capital			*Sell old tractor, sell one of the Bobcat machines, sell lots that are unused. Can we pay off debt with it?				
2810 Police Reserve Fund			\$600.00	*get rid of TimeClock Plus software \$600/year. Is not effective at tracking work.				
2820 Gas Tax			\$6,000.00	*Do not hire summer help, use volunteers or Maintenance Foreman				
2821 Gas Tax BARSAA				*Can we shift some \$ from Sewer towards Water in a new Rate sheet?				
2996 Recovery Funds-Federal	\$1/month =		\$1,560.00	*Increase water rates? Base rate could be left alone, but per gallon should go up.				
4000 Capital Improvements Fund			-\$7,624.00	Garbage Rate increase plus estimate for fuel surcharge increase.				
5210 Water Fund	\$1/month =		\$1,560.00	*Garbage rates may need to be increased. *there is a fuel surcharge coming that is not showing in above spreadsheet.				
5310 Sewer Fund			-\$14,000.00	*DPRW rate increase				
5311 Sewer Impact Fee Fund			\$14,400.00	*Proper billing of Utilities				
5410 Solid Waste Fund			-\$88,301.00	*Reduction in spend needed to balance the budget				
			-\$3,600.00	*Current Handshake Agreement with Hennessy law office. State Code does not require Towns to have an attorney appointed.				
			\$10,000.00	*Public works Director went to 3hrs/day on 1/1/2022				