

**Regular Meeting Minutes of January 17, 2023
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: Will Rathbun, Carol Rasmussen, Toby Romo and Nick Tester. A **quorum** was established. Also present were Clerk, Nikki Rogers. Guests included: Darrell Rasmussen, Patti Malkuch and Jess Malkuch.

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

Carol Rasmussen moved to approve the minutes dated December 19, 2022 as submitted. Will Rathbun seconded the motion. All voted in favor and motion carried.

Treasurer's Report:

- a. Cash Balance Report—*November and December*
- b. Bank Reconciliation Report—*November and December*
- c. YTD Expense vs Budget—*included.*
- d. YTD Revenue vs Budget—*included.*
- e. Receipts from Utility Billing for December 2022.—*included.*
- f. Review delinquent accounts.
- g. Void Check 13465 to Tractor and Equipment in the amount of \$2,860.88.

Will Rathbun moved to void Check 13465 to Tractor and Equipment in the amount of \$2,860.88. Carol Rasmussen seconded the motion. All voted in favor and motion carried.

- h. Approve JVs, Payroll slips in the amount of \$9,768.02 and claims dated January 17, 2023 in the amount of \$18,154.89.

Mayor and Council reviewed the claims. Will Rathbun moved to approve JVs, Payroll slips in the amount of \$9,768.02 and claims dated January 17, 2023 in the amount of \$18,154.89. Nick Tester seconded the motion. All voted in favor and motion carried.

Public Comment—None

Public Works Report

- Report on Water Audit/water loss report/Rate study

Roosevelt County Sheriff's Report—None

Court Report—2 Citations in December

Local Emergency Planning Committee

Sewer Impact Fee Committee

Carol Rasmussen gave an update on the Sewer Impact Fee. Town Attorney Christoffersen's office sent out letters to current property owners and former property owners. They have 30 days from the date of the letter to respond in writing an appeal. Mayor Romo received a call from one of the recipients and asked about ownership.

Committee on Fire—None

Other committee reports.—None

Old Business—None

New Business

- A. Approve and authorize the Mayor to sign the Dakota Pump Annual Maintenance Agreement in the amount of \$700.00.

Mayor Romo discussed with the council that Dakota Pump is the company who put in the pumps at the lift station. Public Works highly recommends keeping the agreement. Will Rathbun moved to approve and authorize the Mayor to sign the Dakota Pump Annual Maintenance Agreement. Carol Rasmussen seconded the motion. All voted in favor and motion carried.

- B. Discussion and timeline on advertising for the Cemetery Maintenance position.

Mayor Romo asked for clarification on hiring a Cemetery maintenance person. Council discussed an hourly rate and a possible use of the person's own equipment.

- C. Discussion on creating an ice-skating rink on a town owned lot (Request by a Bainville Elementary Student).

Mayor Romo received a request from a Bainville Elementary Student to have an ice skating rink. His suggestion would be to put it next to Simard Park in front of the swing set. Clerk Rogers emailed Montana Municipal Interlocal Authority on any liability issues do's and don'ts. This item will be referred to the Community Development Committee.

- D. Review the 2023 Town Council meeting dates and Holiday Schedule.

Mayor Romo and the Town Council reviewed the meeting dates and holiday schedule. The meeting on Monday October 9, 2023 will be moved to Tuesday October 10, 2023 in observance of the Columbus Day holiday. The state of Montana does not recognize Monday June 19, 2023 Juneteenth Day but Federal does recognize it as a holiday. The Town of Bainville will not take the day off. Carol Rasmussen moved to approve the 2023 Town Council meeting dates and Holiday Schedule as amended. Will Rathbun seconded the motion. All voted in favor and motion carried.

- E. Mayor appointments to the following offices:

1. President of the Council—Will Rathbun
2. Town Attorney—Christoffersen & Knierim, P.C
3. Town Clerk-Treasurer—Nikki Rogers
4. Fire Chief—Lyle Lambert
5. Town Judge—Penny Hendrickson

Mayor Romo would like to recommend the following appointments:

Will Rathbun as President of the Council
Christoffersen & Knierim, P.C as Town Attorney
Nikki Rogers as Town Clerk
Lyle Lambert as Fire Chief
Penny Hendrickson as Town Judge

Carol Rasmussen moved to accept the Mayor's recommendations for appointments. Will Rathbun seconded the motion. All voted in favor and motion carried.

- F. Mayor appointments to the following Committees:

1. Sewer and Water—Lyle Lambert, Toby Romo, Ernie Bingham
2. Streets—Nick Tester, Russ Bowker, Toby Romo
3. Fire—Nick Tester, David Norton, Will Rathbun
4. Police and Public Safety—Nick Tester, Chuck Hyatt, Joe Moore

5. Community Development—Carol Rasmussen, John Gilligan, Diane Panasuk
6. Cemetery Advisory Committee—Nikki Rogers, Kirk Panasuk, Toby Romo

Mayor Romo recommended the same appointments to the following Committees:

1. Sewer and Water—Lyle Lambert, Toby Romo, Ernie Bingham
2. Streets—Nick Tester, Russ Bowker, Toby Romo
3. Fire—Nick Tester, David Norton, Will Rathbun
4. Police and Public Safety—Nick Tester, Chuck Hyatt, Joe Moore
5. Community Development—Carol Rasmussen, John Gilligan, Diane Panasuk
6. Cemetery Advisory Committee—Nikki Rogers, Kirk Panasuk, Toby Romo

Will Rathbun moved to accept the Mayor’s recommendations for the Committee appointments. Nick Tester seconded the motion. All voted in favor and motion carried.

G. Discuss retirement of Public Works position and Maintenance Position.

Mayor Romo discussed with the council the public works positions. Lyle Lambert will be retiring in June 2023 and Dan Lambert may be retiring in June of 2024. He would like to start advertising for Lyle’s position as soon as we can as many other communities are having a tough time filling Water/Wastewater Operator position. The applicant would need to go through training, pass the certification exam and work with a current certified operator.

H. Discussion on Timeclock Plus (TCP) Software renewal.

Mayor Romo discussed the Timeclock Plus Software renewal needs to be cancelled 60 days before the renewal date. The Town will need to pay for one more year. Carol Rasmussen moved to approve renewing Time Clock Plus Software. Will Rathbun seconded the motion. All voted in favor and motion carried.

I. Building Permits: *None*

J. Financial Report:

- a. Audit FY 22—Update from Tica Hall, Denning Downey & Associates

Clerk Rogers spoke with Ms. Hall on January 13, 2023. The audit is tentatively scheduled to start the week of January 23, 2023 depending on schedules.

Will Rathbun moved to adjourn the meeting at 7:52 PM.

Attest:

Approved By:

Nikki Rogers, CMC
Clerk-Treasurer

Toby Romo
Mayor