# **Bainville Town Council Meeting Minutes**

# 211 Clark Ave. East Monday August 14, 2023, at 7:00 PM

- **Call Meeting to Order -** *Toby Romo called meeting to order.*
- Pledge of Allegiance

•	Roll Call—Establish a quorum.	
	x Mayor, Toby Romo	x Councilperson, Will Rathbun

\_x\_\_ Councilperson, Carol Rasmussen \_\_\_\_ Councilperson,

- **Approval of Agenda**. Council added letter E. under New Business to review applicant for Council position. Carol R. moved to approve agenda. Will R. seconded and motion passed unanimously.
- **Approval of regular meeting minutes dated July 10, 2023.** *Carol R. moved to approve minutes of meeting dated July 10 2023. Will R. seconded and motion passed unanimously.*
- **Approval of special meeting minutes dated July 24, 2023.** Carol R. moved to approve minutes of special meeting dated July 24 2023. Will R. seconded and motion passed unanimously.

#### • Treasurers Report

- a. Cash Balance Report (none)
- b. Bank Reconciliation Report (none)
- c. YTD Expense vs Budget (none)
- d. YTD Revenue vs Budget (none)
- e. Petty Cash Spreadsheet for July 2023.
- f. Bank Statements for July 2023.
- g. YTD Receipts from Utility Billing.
- h. Review delinquent accounts.
- i. Approve claims & JVs in the amount of \$21,472.52 *Carol R. moved to approve claims & JVs.. Will R. seconded and motion passed unanimously.*
- j. Approve payroll in the amount of \$8,893.72- *Carol R. moved to approve payroll. Will R. seconded and motion passed unanimously.*

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

Cora Norton requested a copy of meeting packet sent to her via email each month. Ms. Norton also requested that Town website be updated regularly. Carol R is updating website.

### • Department or Committee Reports

A. Public Works/Fire Chief Report: Lyle Lambert reported that we have downgraded from extreme to high fire danger.

Diane Panasuk reported that she had turned off water at the red house because there was leakage. Dan & Lyle will stop by to fix the leak.

- B. Roosevelt County Sheriff's Department Update.
  - Citations, updates. No update
- C. Committee reports:
  - Committee on Community Development
    - o Clean up day. *The Special Council met earlier today to plan cleanup day. Clean up day will be Saturday 19th starting at 8am.*

## Public Hearing

A. **Resolution**—Adopt a resolution adopting fiscal year 2023-2024 preliminary budget and set the public hearing for September 11, 2023. *Will R. moved to approve motion. Carol R. seconded and motion passed unanimously.* 

#### • **Old Business** (none)

#### • New Business

- A. Building Permits:
  - Jess & Patti Malkuch Carol R. moved to approve agenda. Will R. seconded and motion passed unanimously.
  - Luis Orozco Mobile home will hook on to a new sewer & water. *Carol R. moved to approve the motion pending inspection. Will R. seconded and the motion passed unanimously.*
- B. Review applicants for part time Utility Billing Clerk/Office administrator. Will R abstained from voting. Carol R. moved to hire Mary Munee Rathbun as Part Time UB Clerk.. Toby R. seconded and the motion passed unanimously.
- *C.* Review applicants for part time Town Clerk position. *No applicants currently. We will keep Ad in the paper for the position.*
- D. Approval to make repairs & improvements to John Deere Tractor. *Will R. moved to approve motion to repair tractor. Carol R. seconded and motion passed unanimously.*
- E. Review applicants for Councilmember vacancy. *John Gilligan is interested. Council reviewed and voted to hire John Gilligan. Will R moved to appoint John Gilligan to fill position of council member. Carol R. seconded and motion passed unanimously.*

#### • Mayor's Report:

- Chet McLean is working on the FY23 Annual Financial Report. *Chet is working with Valli & Mary to complete AFR FY23.*
- Once the AFR is completed it will go to MAP for the final numbers on the rate study.

#### • Adjourn Meeting adjourned at 7:45 pm.

\*\*\*Next Regular Meeting will be Monday, September 11, 2023, 7:00pm. City Office\*\*\*