



Bainville Town Council Meeting
City Office
211 Clark Ave. East
Monday June 13, 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 Special Meeting minutes dated May 23, 2022.

VI. Treasurers Report

- a. Approve claims with checks dated June 13, 2022.
- b. Approve JV, UB Vouchers, Payroll slips.
- c. Monthly bank reconciliation report
- d. Cash balances in our 12 Funds
- e. Year To Date Expense & Revenue in our 12 Funds
- f. Receipts from Utility Billing for May 2022. Review Delinquent accounts.
- g. Approve mayor or president of council to sign June payroll checks.

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

VIII. Department or Committee Reports

A. Public Works/Fire Chief Report:

- a. Takeaway from Water Audit meeting with **Midwest Assistance Program (MAP)** on 5/23/2022.
 - Josh recommended that we make sure all water hookups are metered.
 - Meter was installed at the Legion on June 1 2022.
 - A new water line and meter is scheduled to be installed at the Senior Center in June, 2022.
 - A broken meter was found in a meter pit and replaced with a new meter. (repaired May 24, 2022).
 - The most common leak is in the copper pipe between the curb stop and the meter.
 - Bainville is losing 300,000 to 400,000 gallons per month. This is a 50% water loss. MAP wants to see this under 10%.
 - The lagoon gates should be kept locked when not attended so there is no dumping of chemically treated sewage in the lagoon. (RVs with chemical in the tanks, septic tanks, portable toilets).
 - Josh also suggested the city increase their utility billing by 5% each year.
 - Josh recommended cutting and capping the water line and sewer line that run to the McBain Man camp.
 - MAP will also do a smoke test on our sewer system to detect any leaks. This is being scheduled.
 - MAP will continue working with us through the year to monitor the unaccounted water as we add meters to our system and search for leaks.

- b. Purchase a pull behind sprayer up to the amount of \$500.00.
- B. Roosevelt County Sheriff's Department Update.
 - Citations
- C. Local Emergency Planning Committee Update.

IX. Old Business

- A. Report from Sewer Impact Fee Committee.

X. New Business

- A. New Permits:
 - Amanda Kinney—Fence Permit at 619 Evans Street
 - Ada Eastes—Connex Storage and New Garage at 308 Tubman Street
 - Kam Murnion—12 x 24 Storage shed and Fence permit at 3 Flynn Avenue East
- B. Resolution to amend the FY2021 Annual Budget.
- C. Discussion on Dry Prairie Rural Water Hook ups.
- D. Disposal area for grass clippings and leaves.
- E. Approve and authorize the Mayor to sign the Solid Waste Contract with Bowker Sanitation.
- F. Approve and authorize the Mayor to sign an agreement with Chet McLean for the FY2022 Annual Financial Report.
- G. Discussion on the Emergency Medical Services agreement.
- H. Request from Bainville Community Association to waive the Special Use fee for the upcoming Heritage America Celebration.
- I. Discuss the ownership of the Senior Center/Museum building.
- J. The Cemetery Plat was recorded at the county with the addition. The ownership was not transferred by deed.
- K. Appoint a special committee to review the ownership and location of cemetery plats.
- L. Financial Report:
 - Mayor Romo spoke with the state financial department and the FY2020 Budget was received and approved.
 - Bob Denning is working on the 2020 state required review. They reached out with questions the week of 6/8/2022. They should be wrapping up soon.
 - Checking & Savings balance for last 4 years.
 - 6/30/2019 - \$329,215.
 - 6/30/2020 - \$296,570.
 - 6/30/2021 - \$264,333.
 - 05/31/22 YTD - \$214,341.

XI. Adjourn

Next Regular Meeting will be Monday, July 11, 2022 at 7:00pm. at the City Office

NOTE: There will be a Sewer Impact Fee Advisory Committee meeting 5 minutes after the conclusion of the Regular Council meeting.

**Special Meeting Minutes of May 23, 2022
Bainville Town Council**

The Special 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. Guests included: Jo Bingham, Darrel Rasmussen, Cora Norton, David Norton

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

Carol Rasmussen moved to approve the minutes dated May 9, 2022 as submitted. Nick Tester seconded the motion. All voted in favor and motion carried.

Public Comment--None

Public Hearing

Resolution 184— Adopt a resolution providing an amendment of the Fiscal Year 2019-2020 budget to acknowledge unanticipated revenues and amend expenditures exceeding the original appropriations.

Mayor Romo explained the resolution was to do reduce appropriations by \$121,000 in the General Fund and the unanticipated revenue increased in the amount of \$15,630. The Gas Tax fund proposed decrease was in the amount of \$10,200.

Matt Giese moved to adopt a resolution providing an amendment of the Fiscal Year 2019-2020 budget to acknowledge unanticipated revenues and amend expenditures exceeding the original appropriations. Carol Rasmussen seconded the motion. All voted in favor and motion carried.

New Business

- A. Building Permit Application review/approval.
- Zach Dear—Shed at 202 Rhea Avenue West
Zach Dear would like to put a movable 10x16 shed on his property at 202 Rhea Avenue West.

Matt Giese moved to approve the building permit for a 10X16 Shed at 202 Rhea Avenue West. Nick Tester seconded the motion. All voted in favor and motion carried.

Carol Rasmussen moved to adjourn the meeting at 7:12 PM.

Attest:

Approved By:

Nikki Rogers, CMC
Clerk-Treasurer

Toby Romo
Mayor

Total for Payroll Checks

	Employee	Employer	Amount
HOL HOURS (Holiday Pay)	24.00		560.00
J001 HOURS (WATER REG)	84.28		2,049.90
J003 HOURS (SEWER REG)	20.65		516.25
J005 HOURS (ROADS REG)	52.03		1,300.75
J007 HOURS (FINANCE REG)	147.30		2,946.00
J013 HOURS (WATER TEST)	11.00		275.00
SICK HOURS (Sick Time)	19.28		435.60
VACA HOURS (Vacation Time Used)	16.00		400.00

GROSS PAY	8,483.50	0.00	
NET PAY	6,725.21	0.00	
FIT	714.30	0.00	
MEDICARE	123.01	123.01	
SIT	395.00	0.00	
SOCIAL SECURITY	525.98	525.98	
UNEMPL. INSUR.	0.00	29.69	
WORKERS' COMP	0.00	302.51	
FIT/SIT BASE	8,483.50	0.00	
MEDICARE BASE	8,483.50	0.00	
SOC SEC BASE	8,483.50	0.00	
UN BASE	8,483.50	0.00	
WC BASE	8,483.50	0.00	

Total
Total Payroll Expense (Gross Pay + Employer Contributions): 981.19 9,464.69

Check Summary

Payroll Checks Prev. Out.	\$84,531.86
Payroll Checks Issued	\$6,725.21
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$91,257.07
Electronic Checks	\$2,407.28

	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Deductions Accrued				
Social Security	1051.96	1051.96		212501
Medicare	246.02	246.02		212502
Unempl. Insur.	29.69		59.03	212509
Workers' Comp	302.51		607.33	212508
FIT	714.30	714.30		212503
SIT	395.00	395.00		212504
Total Ded.	2739.48	2407.28	666.36	

**** Carried Forward column only correct if report run for current period.

Office Use Only:
Permit # _____

Toby Romo
Mayor

Town of Bainville

PO Box 92
Bainville, MT 59212
(406) 769-2621
council@townofbainville.com

Councilperson:
Matt Giese
Carol Rasmussen
Nick Tester

Nikki Rogers, CMC-CMMC
Town Clerk

Application for Construction Permit Within city limits of the Town of Bainville

Date: 5-27-22

\$25/\$10 permit fee 10⁰⁰
paid/method

Name of Applicant: Amanda Kinney

Phone number: 406 217 5804

Mailing Address of applicant: Po Box 27

Nature of Permit: Fence (T post wire)

Location of Building: 619 Evans St.

Legal Description: Lot _____ Block _____ Addition: _____

The following information is to be provided with this application before a building permit for a new structure or addition to an existing structure may be obtained.

1. SITE PLAN: plan should show:

- A. Property Lines, show location of pins
- B. Street & Alley right-of-way
- C. Exterior dimensions of building
- D. Set backs (distances) from property lines to building roof overhang

2. Contractor:

- A. Proof of Montana Contractor License Yes No
- B. Proof of Liability Insurance Yes No
- C. Proof of Worker's Compensation Coverage Yes No
- D. State Plumber Permit (required) Yes No
- E. State Electrical Permit (required) Yes No

F. As the homeowner, it is your responsibility to ask for the above items; if the contractor does not have the above insurances or permits, you become responsible for "on the job" accidents.

3. Sanitary Sewer & Water Service:

- A. Will this connection require a new water connection? Yes No
- B. Will this connection require a new sewer connection? Yes No

If yes to sewer connection, impact fee of \$7030.00 plus 5% admin fee of \$351.50 per unit required before approval of permit.

4. Flood Zone:

Is this site in a flood zone? Yes No

5. Review: Review by the Bainville Town Council is required.

All projects are subject to inspection by Town designated representative.

Signature [Signature]
Property Owner/Applicant

Projected completion date 8/30/22

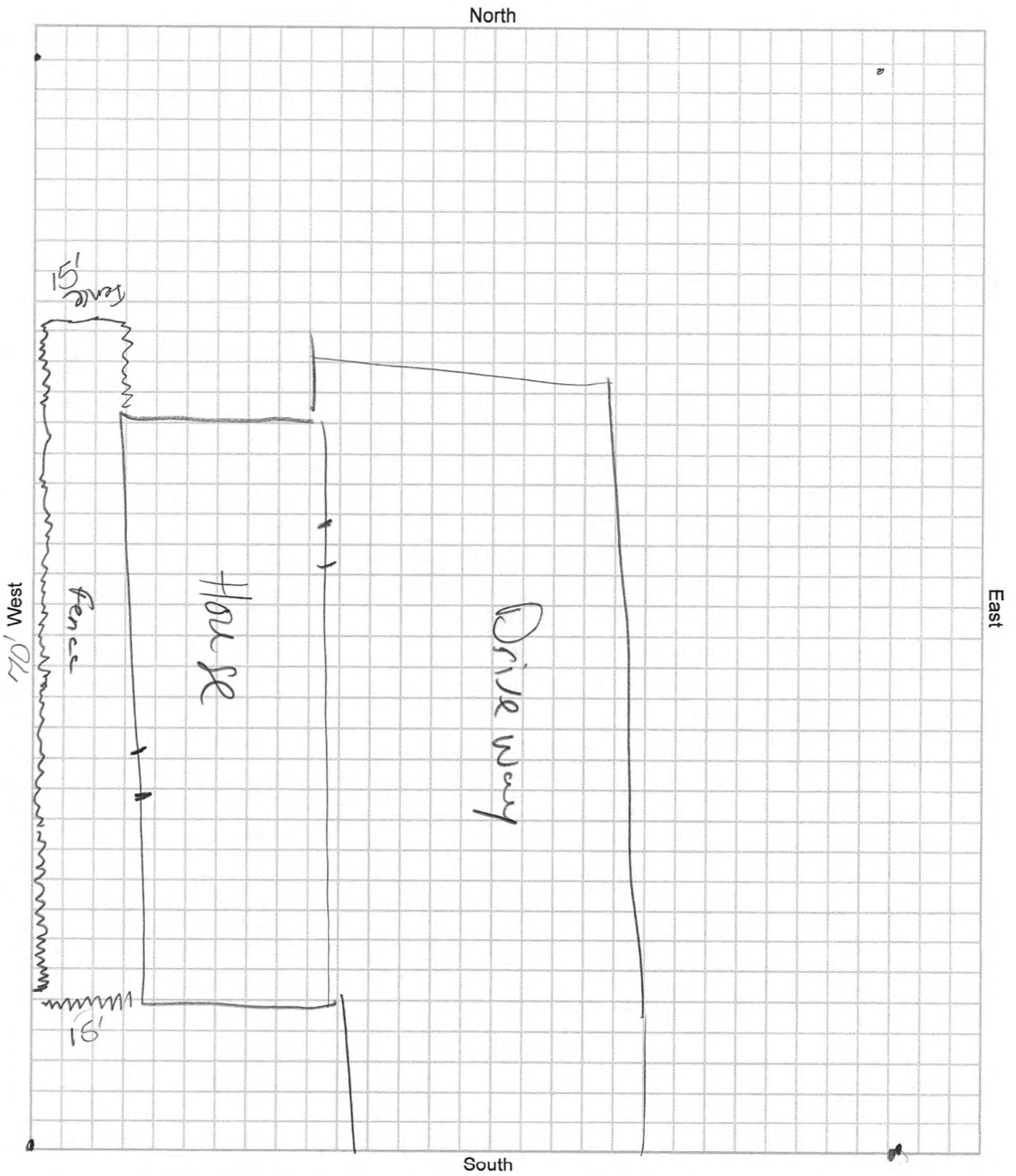
Mayor: _____

Permit # _____

Approved: _____ Denied: _____ Permits will not be approved until fees are paid.
Yes/no, date Yes/no, date

Impact fee amount \$7381.50 x units \$ check #

Please include property lines and appropriate set backs



Office Use Only:
Permit # _____

Toby Romo
Mayor

Town of Bainville

PO Box 92
Bainville, MT 59212
(406) 769-2621
council@townofbainville.com

Councilperson:
Matt Giese
Carol Rasmussen
Nick Tester

Nikki Rogers, CMC-CMMC
Town Clerk

Application for Construction Permit Within city limits of the Town of Bainville

Date: 6-7-22

\$25/\$10 permit fee 25⁰⁰ pd Trans #1
paid/method

Name of Applicant: Ada Haught Eastes Phone number: 928 970 2539

Mailing Address of applicant: PO Box 152

Nature of Permit: Conex Storage - garage addition - fence

Location of Building: 306 Tubman St

Legal Description: Lot _____ Block _____ Addition: _____

The following information is to be provided with this application before a building permit for a new structure or addition to an existing structure may be obtained.

1. self SITE PLAN: plan should show:
 - A. _____ Property Lines, show location of pins
 - B. _____ Street & Alley right-of-way
 - C. _____ Exterior dimensions of building
 - D. _____ Set backs (distances) from property lines to building roof overhang

2. self Contractor:

A. Proof of Montana Contractor License	Yes _____ No _____
B. Proof of Liability Insurance	Yes _____ No _____
C. Proof of Worker's Compensation Coverage	Yes _____ No _____
D. State Plumber Permit (required)	Yes _____ No _____
E. State Electrical Permit (required)	Yes _____ No _____

F. As the homeowner, it is your responsibility to ask for the above items; if the contractor does not have the above insurances or permits, you become responsible for "on the job" accidents.

3. NA Sanitary Sewer & Water Service:
 - A. Will this connection require a new water connection? Yes _____ No _____
 - B. Will this connection require a new sewer connection? Yes _____ No _____

If yes to sewer connection, impact fee of \$7030.00 plus 5% admin fee of \$351.50 per unit required before approval of permit.

4. NA Flood Zone:

Is this site in a flood zone? Yes _____ No _____

5. _____ Review: Review by the Bainville Town Council is required.
All projects are subject to inspection by Town designated representative.

Signature Ada Haught Eastes
Property Owner/Applicant

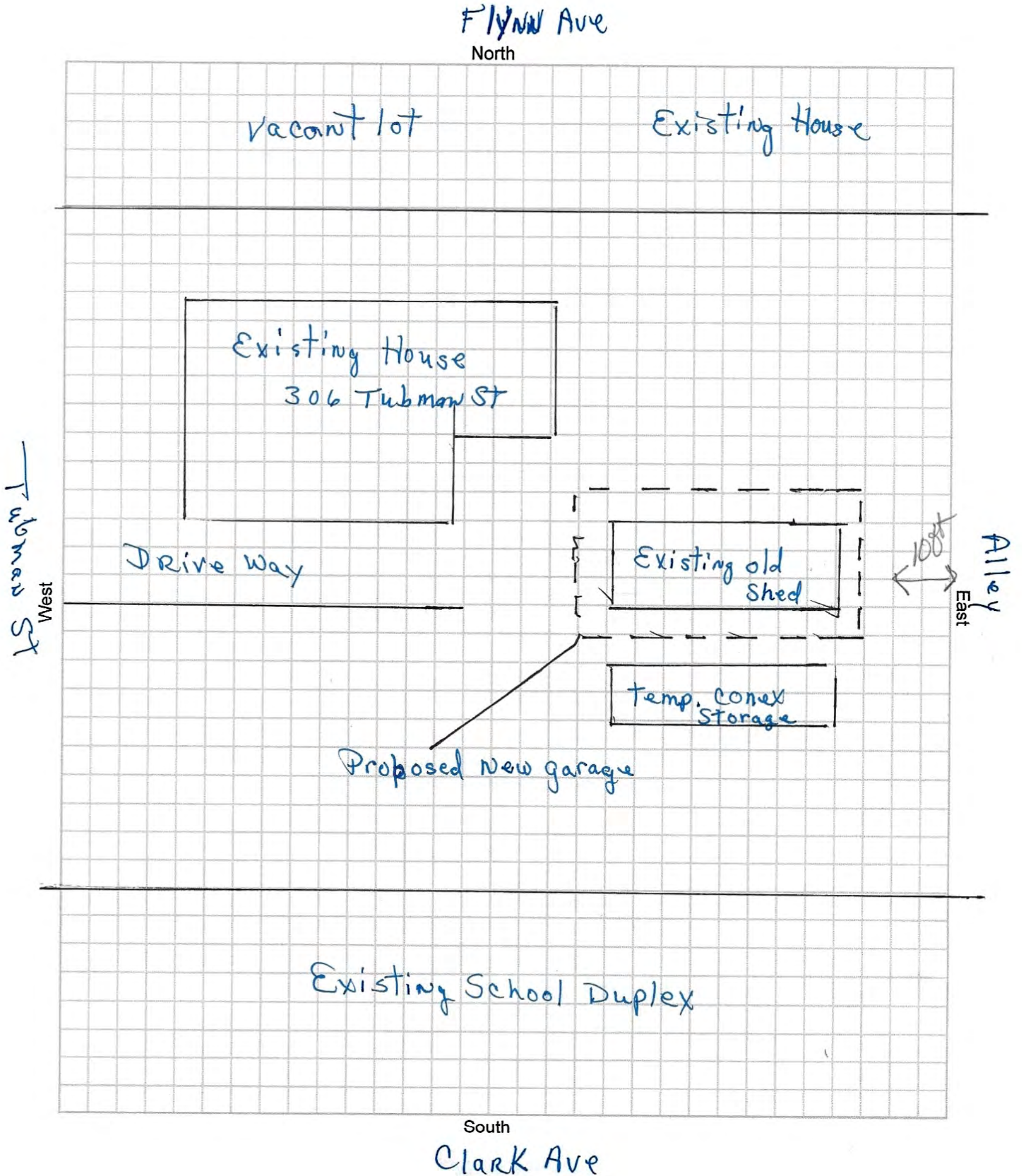
Projected completion date May 23 2023

Mayor: _____ Permit # _____

Approved: _____ Denied: _____ Permits will not be approved until fees are paid.
Yes/no, date Yes/no, date

Impact fee amount \$7381.50 x _____ units \$ _____ check # _____

Please include property lines and appropriate set backs



CONTRACTORS:

Office Use Only:
Permit # _____

Toby Romo
Mayor

Town of Bainville

PO Box 92
Bainville, MT 59212
(406) 769-2621
council@townofbainville.com

Councilperson:
Matt Giese
Carol Rasmussen
Nick Tester

Nikki Rogers, CMC-CMMC
Town Clerk

Application for Construction Permit Within city limits of the Town of Bainville

Date: 6-1-22

\$25/\$10 permit fee 25.00 Trans #5
paid/method

Name of Applicant: Kam Murnion (Scott Folda) Phone number: 406-366-0663

Mailing Address of applicant: P.O. Box 1019 Lewistown MT 59457

Nature of Permit: ^{12x24} Storage shed & yard fence

Location of Building: 3 Flynn Ave E INSIDE OUR BACK YARD LEFT OF HOUSE

Legal Description: Lot _____ Block _____ Addition: _____

The following information is to be provided with this application before a building permit for a new structure or addition to an existing structure may be obtained.

1. SITE PLAN: plan should show:
 - A. Property Lines, show location of pins
 - B. Street & Alley right-of-way
 - C. Exterior dimensions of building
 - D. Set backs (distances) from property lines to building roof overhang

2. Contractor:

A. Proof of Montana Contractor License	Yes <u> </u> No <u> </u>
B. Proof of Liability Insurance	Yes <u> </u> No <u> </u>
C. Proof of Worker's Compensation Coverage	Yes <u> </u> No <u> </u>
D. State Plumber Permit (required)	Yes <u> </u> No <u> </u>
E. State Electrical Permit (required)	Yes <u> </u> No <u> </u>

F. As the homeowner, it is your responsibility to ask for the above items; if the contractor does not have the above insurances or permits, you become responsible for "on the job" accidents.

3. Sanitary Sewer & Water Service:
 - A. Will this connection require a new water connection? Yes No
 - B. Will this connection require a new sewer connection? Yes No

If yes to sewer connection, impact fee of \$7030.00 plus 5% admin fee of \$351.50 per unit required before approval of permit.

4. Flood Zone:
Is this site in a flood zone? Yes No

5. Review: Review by the Bainville Town Council is required.
All projects are subject to inspection by Town designated representative.

Signature Scott Folda
Property Owner/Applicant

Projected completion date ? We are hoping soon before winter.

Mayor: _____ Permit # _____

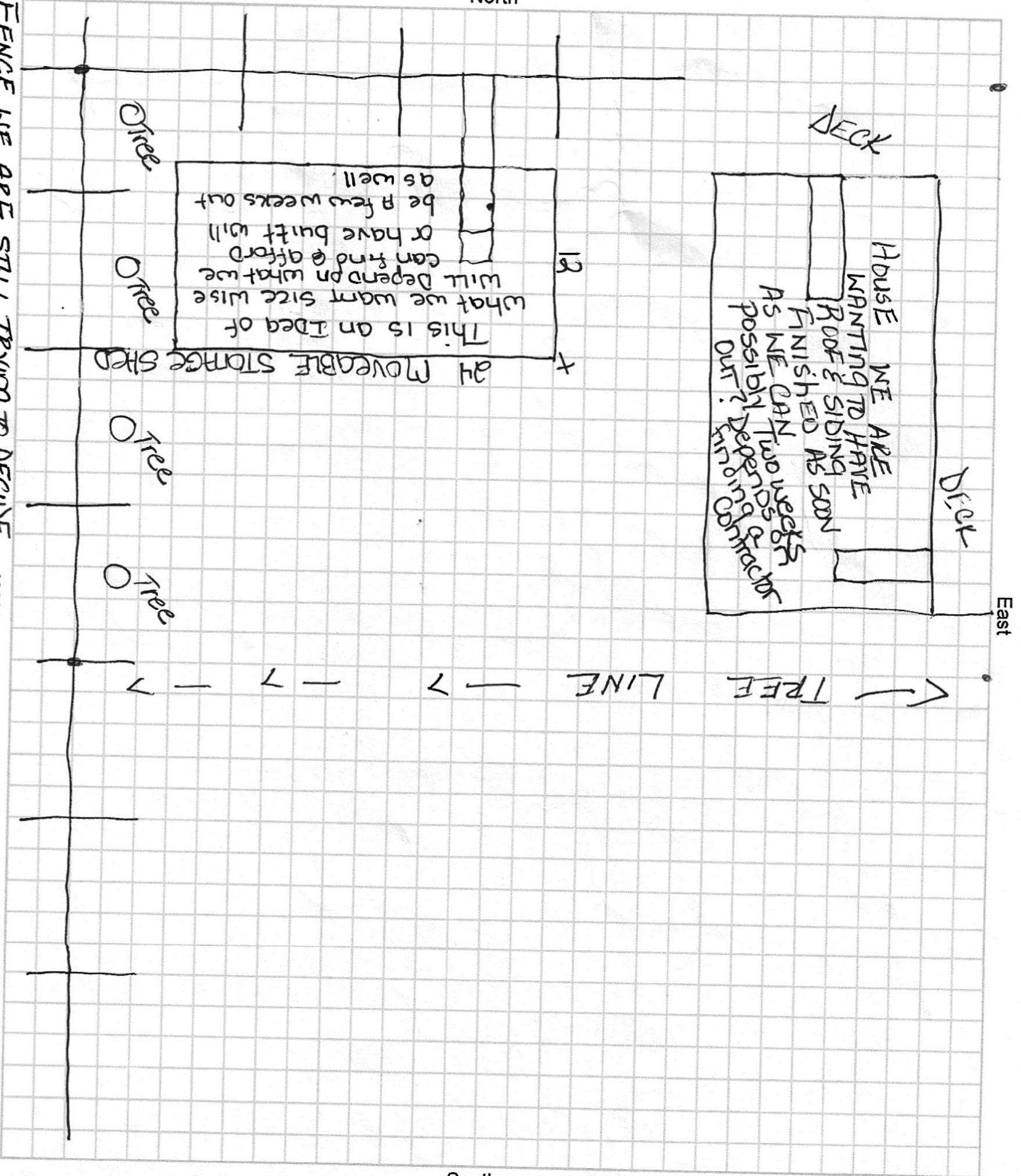
Approved: _____ Denied: _____ Permits will not be approved until fees are paid.
Yes/no, date Yes/no, date

Impact fee amount \$7381.50 x _____ units \$ _____ check # _____

Please include property lines and appropriate set backs

Tracks

North



South

Solid Waste Disposal Contract

The city of Bainville awards the solid waste disposal contract to Allen and Melanie Bowker, dba, Bowker Enterprises, LLC for the following year(s): _____.

The above-named contractors agree that they will pick up and remove garbage from all family dwellings, residential buildings, and all commercial establishments. In the event that road conditions are impassable, they shall not be obligated to remove such garbage until conditions improve.

They will require the following details to be included in this contract:

1. The city will be responsible for keeping all roads and alleys passable.
2. All garbage containers need to remain in place or they will not be serviced.
3. Metal, tires, ashes, yard waste (including brush, tree branches, or grass clippings), or any items not allowed for disposal at the landfill will not be serviced.
4. Bowker Enterprises, LLC will supply the garbage containers.
5. Landfill charges will be paid for by Bowker Enterprises, LLC at the current rate of \$55/ton up to 10,000 pounds per week.
6. All dogs will be in an enclosed area or on a leash and be unable to reach the garbage pickup area.
7. Either party may request to revisit this contract at any time.
8. Residences and businesses will be serviced once a week.
9. A fuel surcharge will be triggered at \$4/gallon (200 gallons per month).

The city of Bainville, agrees to pay the sum of _____ per month, subject to change due to increased operating costs or number or residents at any time and may be retroactive. Payments shall be made promptly following the regularly scheduled town council meeting.

It is agreed that the above is understood by both parties to govern and regulate the garbage disposal with the city of Bainville.

Dated this _____

Signed by: _____

Attest: _____

Contractor: _____

Allen and Melanie Bowker
Dba, Bowker Enterprises, LLC
5957 Road 1017
Culbertson, MT 59218
(406)787-7514

EMERGENCY MEDICAL SERVICES AGREEMENT

AGREEMENT made effective this 1st day of September, 2009, by and between ROOSEVELT MEDICAL CENTER, (herein after "RMC"), a nonprofit charitable corporation, and TOWN OF BAINVILLE, a body politic, (herein after "Town").

WHEREAS, the Town through donations provided by the community is willing to purchase an ambulance to be used in the service area of RMC's emergency medical services,

WHEREAS, RMC is the primary provider of emergency medical services, including ambulance services, in eastern Roosevelt County, Montana,

NOW THEREFORE the parties agree as follows:

1. The Town agrees to provide to RMC one ambulance which will be used by RMC primarily for the provision of emergency medical services in and around the area of Bainville, Montana. RMC will be responsible for maintaining the ambulance at its sole expense. The ambulance will remain at all times the sole property of the Town. There will be no charge imposed by the Town for the use of the ambulance by RMC as it is mutually recognized that RMC is assuming significant cost and responsibility related to the operation and maintenance of the ambulance.
2. Duration. This contract shall commence on September 1, 2009 (or as soon thereafter as the ambulance is obtained) and continue through September 1, 2010. This contract shall be automatically renewed for annual periods commencing on September 1 of each year, unless written notice of either party's intention to cancel this agreement is given within 60 days prior to the expiration of the initial term or any renewal thereof.
3. Effective Date. The parties agree that the effective date of this agreement shall be September 1, 2009.
4. Relationship of the Parties. The parties agree that the operation of the ambulance services pursuant to this agreement shall be the sole responsibility of RMC. In that regard, RMC shall be an independent contractor and not an employee or servant of Town.
5. Insurance Coverages. RMC shall maintain adequate liability coverages for the operation of the ambulance and other emergency services provided by RMC under this agreement.
6. Assignment. This agreement shall not be assigned or sublet by RMC without the express written consent of the Town.

7. Revenue and Expenses from Services Rendered. The parties agree that RMC shall be entitled to receive the revenues collected from the ambulance services, without accounting to the TOWN. RMC shall be solely responsible for all costs or expenses incurred in the rendition of ambulance and other emergency services under this agreement.
8. State and Federal Requirements. RMC shall provide all emergency medical services in accordance with all applicable state or federal laws or regulations.

In witness whereof, the parties have signed this agreement the day and year above written.

ROOSEVELT MEDICAL CENTER

Dated: 2/23/10

By: Audrey Stromberg
Administrator

TOWN OF BAINVILLE

Dated: 2/15/10

By: Dennis Portra
Dennis Portra, Mayor

Attest:

Joy Owens
Joy Owens, Town Clerk