



Bainville Town Council Meeting
City Office
211 Clark Ave. East
Monday July 18, 2022 at 7:00 PM

I. Call Meeting to Order

II. Pledge of Allegiance

III. Roll Call—Establish a quorum

___ Mayor, Toby Romo

___ Councilperson, Matt Giese

___ Councilperson, Nick Tester

___ Councilperson, Carol Rasmussen

IV. Approval of Agenda

V. Approval of meeting minutes dated June 13, 2022.

VI. Treasurers Report

- a. Approve claims with checks dated July 11, 2022 in amount of \$65,984.69.
- b. Approve claims with checks dated July 18, 2022 in the amount of \$1,923.82.
- c. Approve JV, Payroll slips in the amount of \$10,496.40.
- d. Cash Balances in all funds
- e. YTD Expense & Revenue in all funds
- f. Receipts from Utility Billing for June 2022. Review Delinquent accounts.
- g. Approve mayor to sign July payroll checks.

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

VIII. Department or Committee Reports

- A. Public Works/Fire Chief Report:
 - Grass Clippings area established at the lagoon.
 - Main Water line project update.
 - City projects: trees, alley's, streets.
- B. Roosevelt County Sheriff's Department Update.
 - Citations—2
- C. Local Emergency Planning Committee Update.
- D. Report from Sewer Impact Fee Committee.
- E. Report from Committee on Community Development.

IX. Old Business

X. New Business

- A. EDUs changes & final numbers for FY23
- B. Acceptance of Councilperson Giese's resignation. Discuss MCA 7-4-4112 Filling Vacancies in Office.
- C. Mosquito fogging.
- D. Noise ordinance discussion
- E. Approve and authorize the Mayor to sign the contract with Sidney Tax Service.

- F. Hiring of Short Term Workers and regular volunteers for Cemetery maintenance.
- G. Seitz Insurance update for Town owned buildings/equipment.
- H. Update on FY 2020 Financial Review from Denning and Downey and Town's response.
- I. Re-purposing of retired Ambulance.
- J. Request to keep one Portable Toilet at the Park.
- K. Building Permits
 - 1. Bainville Homestead Properties – Request to improve 3rd Street from Rhea Ave. north to Hill Ave.
 - 2. Lisa Sullivan—Request for a 10x10 deck at 107 6th Avenue East
- L. Financial Report:
 - Update on FY21 Delinquent budget.
 - Chet McLean will start working on the Annual Financial Report and will finalize in August.
 - Start putting together the FY2023 preliminary budget. (due 10/1/2022).
 - What are Council goals for the FY23 budget?

XI. Adjourn

Next Regular Meeting will be Monday, August 8, 2022 at 7:00pm. at the City Office

Regular Meeting Minutes of June 13, 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, and Toby Romo. Nick Tester was absent. A **quorum** was established. Also present were Clerk, Nikki Rogers. Guests included: Bernie Popp, Diane Panasuk, David Norton, Allen Bowker, Cora Norton, Bree Strickland, Patti Malkuch, Jess Malkuch, Ernie Bingham, Jo Bingham, Darrel Rasmussen,

Matt Giese moved to approve the agenda with the addition of New Business L. Emergency Resolution for Fireworks. Carol Rasmussen seconded the motion. All voted in favor and motion carried.

Matt Giese moved to approve the special meeting minutes dated May 23, 2022 as submitted. Carol Rasmussen seconded the motion. All voted in favor and motion carried.

Treasurer's Report:

- a. Approve claims with checks dated June 13, 2022 in the amount of \$16,650.02.
Matt Giese moved to approve claims with checks dated June 13, 2022 in the amount of \$16,650.02. Carol Rasmussen seconded the motion. All voted in favor and motion carried.
- b. Approve JV, UB Vouchers, Payroll slips in the amount of \$9,132.49.
Matt Giese moved to approve JV, UB Vouchers, Payroll slips in the amount of \$9,132.49. Carol Rasmussen seconded the motion. All voted in favor and motion carried.
- c. Monthly bank reconciliation report—None
- d. Cash balances in our 12 Funds—None
- e. Year To Date Expense & Revenue in our 12 Funds—None
- f. Receipts from Utility Billing for May 2022. Review Delinquent accounts.--None
- g. Approve mayor or president of council to sign June payroll checks.
Carol Rasmussen moved to approve mayor or president of council to sign June payroll checks. Matt Giese seconded the motion. All voted in favor and motion carried.

Public Comment

Bree Strickland commented on the cemetery upkeep and how disappointed she was on Memorial Day.

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.

Matt Giese moved to approve the purchase of a pull behind sprayer up to the amount of \$500.00. Carol Rasmussen seconded the motion. All voted in favor and motion carried.

Roosevelt County Sheriff's Department Update—None

- Citations

Local Emergency Planning Committee Update—None

Old Business

Report from Sewer Impact Fee Committee.—Meeting will be held following the council meeting.

New Business

A. New Permits:

- Amanda Kinney—Fence Permit at 619 Evans Street
Matt Giese moved to approve the fence permit at 619 Evans Street. Carol Rasmussen seconded the motion. All voted in favor and motion carried.
- Ada Eastes—Connex Storage and New Garage at 308 Tubman Street
Matt Giese moved to approve the connex storage unit and the new garage at 308 Tubman Street. Carol Rasmussen seconded the motion. All voted in favor and motion carried.
- Kam Murnion—12 x 24 Storage shed and Fence permit at 3 Flynn Avenue East
Carol Rasmussen moved to approve the 12 x 24 Storage shed and Fence permit at 3 Flynn Avenue East with the condition they must stay within the 10 foot setbacks with the shed. Matt Giese seconded the motion. All voted in favor and motion carried.

B. Resolution to amend the FY2021 Annual Budget.

Clerk Rogers will check with Keri Powles at the State Financial Services.

C. Discussion on Dry Prairie Rural Water Hook ups.

Matt Giese moved to drop the 40 Equivalent Dwelling Units from Dry Prairie Rural Water. Carol Rasmussen seconded the motion. All voted in favor and motion carried.

D. Disposal area for grass clippings and leaves.

Mayor Romo will check with Public Works for an area for grass clippings.

E. Approve and authorize the Mayor to sign the Solid Waste Contract with Bowker Sanitation.

Matt Giese moved to approve and authorize the Mayor to sign the Solid Waste Contract with Bowker Sanitation with an 8% increase, fuel surcharge, and retroactive to February 2022. Carol Rasmussen seconded the motion. All voted in favor and motion carried.

F. Approve and authorize the Mayor to sign an agreement with Chet McLean for the FY2022 Annual Financial Report.

Matt Giese moved to approve and authorize the Mayor to sign an agreement with Chet McLean for the FY2022 Annual Financial Report. Carol Rasmussen seconded the motion. All voted in favor and motion carried.

G. Discussion on the Emergency Medical Services agreement.

David Norton discussed the Emergency Medical Services agreement with the council. He stated the agreement states a 60 day notice must be given to the council to cancel the agreement with Roosevelt Memorial Hospital for ambulance services with the town ambulance. The new ambulance will be ready within 60 days.

H. Request from Bainville Community Association to waive the Special Use fee for the upcoming Heritage America Celebration.

Carol Rasmussen moved to waive the Special Use fee for the upcoming Heritage America Celebration. Matt Giese seconded the motion. All voted in favor and motion carried.

I. Discuss the ownership of the Senior Center/Museum building.

Matt Giese moved to have City Attorney Christofferson look into the ownership of the Senior Center/Museum building. Carol Rasmussen seconded the motion. All voted in favor and motion carried.

J. The Cemetery Plat was recorded at the county with the addition. The ownership was not transferred by deed.

Matt Giese moved to have City Attorney Christofferson draw up a deed for the cemetery. Carol Rasmussen seconded the motion. All voted in favor and motion carried.

K. Appoint a special committee to review the ownership and location of cemetery plats.

Mayor Romo would like to appoint a special committee to review the ownership and location of cemetery plats. He recommends appointing the following people: Clerk Nikki Rogers, Kirk Panasuk, Toby Romo, and Mary Lambert. Matt Giese moved to approve the appointment of Clerk Nikki Rogers, Kirk Panasuk, Toby Romo, and Mary Lambert to the Cemetery Advisory Committee. Carol Rasmussen seconded the motion. All voted in favor and motion carried.

L. **Resolution**—Adopt an emergency resolution to declare certain days to shoot fireworks within Town limits.

Clerk Rogers presented an emergency resolution to declare certain days to shoot fireworks within Town limits. She suggested June 30, 2022 to 11:59 PM July 5, 2022. She also spoke with Fire Chief Lambert, he does not have problem with the resolution and the county is currently not in a burn ban Matt Giese moved to adopt an emergency resolution to declare July 1, 2022 to 11:59 AM July 5, 2022 to shoot fireworks within Town limits. Carol Rasmussen seconded the motion. All voted in favor and motion carried.

M. 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.

Toby Romo moved to adjourn the meeting at 8:16 PM.

Attest:

Approved By:

Nikki Rogers, CMC
Clerk-Treasurer

Toby Romo
Mayor

07/08/22
15:08:01

TOWN OF BAINVILLE
Claim Approval List
For the Accounting Period: 7/22

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Report ID: AP100V

For dates posted from 06/14/22 to 07/08/22
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
5996		74 AGRI INDUSTRIES, INC. Water Line locate North of the Tracks; ARPA 003098 05/31/22 Water Line Locate	4,866.02 4,866.02			5210 430630	360		101000
		Total for Vendor:	4,866.02						
5979		22 Bowker Enterprises, LLC Bowker Sanitation, city garbage collection, June 2022 + Fuel Surcharges and Retroactive Increase	7,008.52						
		June2022 07/16/22 city garbage 06/22	4,783.00			5410 430830	350		101000
		4627 06/15/22 Fuel Surcharges March	110.68			5410 430830	350		101000
		4628 06/15/22 Fuel Surcharges April	182.30			5410 430830	350		101000
		4629 06/15/22 Fuel Surcharges April	210.66			5410 430830	350		101000
		4630Feb 06/15/22 Retroactive 8% Increase Feb	191.32			5410 430830	350		101000
		4630Mar 06/15/22 Retroactive 8% Increase Mar	382.64			5410 430830	350		101000
		4630Apr 06/15/22 Retroactive 8% Increase Apr	382.64			5410 430830	350		101000
		4630May 06/15/22 Retroactive 8% Increase May	382.64			5410 430830	350		101000
		4630Jun 06/15/22 Retroactive 8% Increase Jun	382.64			5410 430830	350		101000
		Total for Vendor:	7,008.52						
5991		366 Carol Rasmussen Councilperson; January 1, 2022 to December 31, 2023; June 2022 June2022 07/31/22 Councilperson, 01/22	30.00 30.00			1000 410100	350		101000
		Total for Vendor:	30.00						
5997		334 Community News Legal Ads from July 2021 due to no invoice received; Public Hearing Legal Ad for Budget Amendment	144.00						
		2021ci-232 07/31/21 Public Hearing Ad 7/21	96.00			1000 410500	330		101000
		2022ci-322 05/31/21 Public Hearing Ad 7/21	48.00			1000 410500	330		101000
		Total for Vendor:	144.00						
5998		333 Denning, Downey, & Associates Financial Review for FY 2020 15526 06/23/22 Financial Rev FY 20	3,400.00 3,400.00*			1000 410530	350		101000
		Total for Vendor:	3,400.00						

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* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
5981		14 Dry Prairie Rural Water	7,141.08								
		Dry Prairie Rural Water, City Water Supply, June 2022									
		June2022 07/31/22 citywater06/22DryPrairieRura	7,141.08			5210		430530	340		101000
		Total for Vendor:	7,141.08								
6001		38 Finnicum's	17.47								
		Parts for Park Sprinkler									
		A96422 07/05/22 Park Sprinkler Parts	17.47			1000		460400	200		101000
		Total for Vendor:	17.47								
5975		212 Lower Yellowstone Rural Electric	42.00								
		Lagoon pivot electricity, Lower Yellowstone Rural Electric Assn. June 2022									
		June2022 07/25/22 Lagoon pivot electricity06/2	42.00			5310		430640	360		101000
		Total for Vendor:	42.00								
5982		198 Lyle Lambert	30.00								
		Fire chief, \$30, June 2022, Lyle Lambert									
		June2022 07/30/22 Firechief 6/22 Llambert	30.00			1000		420440	350		101000
		Total for Vendor:	30.00								
5990		183 Matt Giese	30.00								
		Council person March 2022 - December 2023; June 2022									
		June2022 07/31/22 Councilperson MGiese 06/22	30.00			1000		410100	350		101000
		Total for Vendor:	30.00								
6000		142 Montana Municipal Clerks &	50.00								
		Membership Dues for MMCTFOA									
		June2022 07/01/22 Membership Dues-Clerk	50.00			1000		410500	330		101000
		Total for Vendor:	50.00								
6003		65 MONTANA MUNICIPAL INTERLOCAL	5,975.00								
		Liability Program Annual Assessment Invoice for FY 22-23									
		FY22-23 07/01/22 Assessment Pymt FY22-23	5,975.00			1000		410500	510		101000
		Total for Vendor:	5,975.00								

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Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
				Line \$								Account
5984		119 MONTANA-DAKOTA UTILITIES CO.		895.94								
Electricity, June 2022, Montana Dakota Utilities Co.												
June2022 07/24/22 townhallelectricity 06/22				40.08			1000		410500	340		101000
June2022 07/24/22 streetelectricity 06/22				533.32			1000		430263	340		101000
June2022 07/24/22 gazeboelectricity06/22				30.22			1000		460400	340		101000
June2022 07/24/22 watertreatplantelec06/22				25.29			5210		430510	340		101000
June2022 07/24/22 lagoon 06/22				93.82			5310		430630	340		101000
June2022 07/24/22 Lift Station 06/22				127.38			5310		430630	340		101000
June2022 07/24/22 Cemetery 06/22				23.63			1000		430900	340		101000
June2022 07/24/22 Shop Building 06/22				22.20			2820		430200	340		101000
Total for Vendor:				895.94								
5999		154 MT Department of Administration,		75.00								
Financial Review Fee for AFR												
4661 06/08/22 Financial Review Fee				75.00			1000		410500	350		101000
Total for Vendor:				75.00								
5988		11 Nemont		225.29								
Nemont telephone city office June 2022												
June2022 07/16/22 Nemont 06/22 phone				178.74			1000		410500	340		101000
June2022 07/16/22 Nemont 06/22 phone				46.55			5310		430640	340		101000
Total for Vendor:				225.29								
5976		216 Oasis Petroleum North America		85.26								
Oasis Oil owner production costs 6530/2014, \$85.26 invoice S2022061000731												
61000731 07/05/22 OasisOilproductioncost 6/22				85.26			2386		510300	300		101000
Total for Vendor:				85.26								
5978		84 PENNY HENDRICKSON		150.00								
City Judge & clerk, June 2022, Penny Hendrickson												
June2022 07/28/22 CityJudge & Clerk 06/22				150.00			1000		410363	350		101000
Total for Vendor:				150.00								

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Claim Approval List
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For dates posted from 06/14/22 to 07/08/22
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
5977		2 Roosevelt County Roosevelt County Sheriff contract, June 2022 June2022 07/30/22 Roos Co Sheriff Contract 622 Total for Vendor:	833.33 833.33			1000 420100	300		101000
5986		305 Roosevelt County Attorney County Attorney Services for the Town of Bainville; June2022 07/30/22 Attorney Services June 2022 Total for Vendor:	500.00 500.00			1000 411130	350		101000
5980	E	53 Rural Development USDA Rural Development sewer loan payments, June 2022 June2022 07/30/22 sewerloan06/22RuralDevelop Total for Vendor:	1,404.00 1,404.00			5310 490000	610		101000
6002		34 Stamp Fulfillment Services Envelopes for Office June2022 12/16/21 Stamped Envelopes June2022 12/16/21 Stamped Envelopes June2022 12/16/21 Stamped Envelopes Total for Vendor:	710.70 236.90* 236.90* 236.90* 710.70			1000 410500 5210 430510 5310 430610	320 320 320		101000 101000 101000
5992		364 Toby Romo Mayor January 2022 - December 2025; June 2022 June2022 07/31/22 Mayor T Romo 06/22 Total for Vendor:	30.00 30.00			1000 410100	350		101000
5952	E	258 U.S. Bank Montana State of Montana General Obligation bonds; Revolving Fund Program Payment; Water Main Replacement: Project Number WRF-15332 \$156,000 loan; Water Revolving Fund Loan WRF-15331 \$260,000; Loan Commitment WRF-17377 \$368,000.00 July2022 06/30/22 WRF-15332 SPA Lockbox CM9695 July2022 06/30/22 WRF-15332 Interest & Fees July2022 06/30/22 WRF-15331 SPA Lockbox CM9695 July2022 06/30/22 WRF-15331 Interest & Fees July2022 06/30/22 WRF-17377 SPA Lockbox CM9695	23,987.50 4,000.00 1,400.00 5,000.00 2,437.50 8,000.00			5210 490000 5210 490000 5210 490000 5210 490000 5210 490000	610 620 610 620 610		101000 101000 101000 101000 101000

TOWN OF BAINVILLE
Claim Approval List
For the Accounting Period: 7/00

* For dates posted from 06/14/22 to 07/08/22
... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
		July2022 06/30/22 WRF-17377 SPA Lockbox CM9695	3,150.00			5210		490000	620		101000
		Total for Vendor:	23,987.50								
5987		326 WEX Bank									
		Gas for Operators and Equipment; Clerk	554.04								
		82222310 07/30/22 Clerk	84.62			1000		410500	230		101000
		82222310 07/30/22 Water Gas	156.47			5210		430550	200		101000
		82222310 07/30/22 Sewer Gas	156.48			5310		430630	200		101000
		82222310 07/30/22 Facilities Gas	156.47			1000		411200	360		101000
		Total for Vendor:	554.04								
		# of Claims 24	Total:								
		Total Electronic Claims		58,185.15							
		Total Non-Electronic Claims		25,391.50							
				32793.65							
					# of Vendors						
					22						

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TOWN OF BAINVILLE
Fund Summary for Claims
For the Accounting Period: 7/22

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Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	\$12,548.78
2386 Oil Well Fund	
101000 Cash - Operating	\$85.26
2820 GAS TAX	
101000 Cash - Operating	\$22.20
5210 WATER	
101000 Cash - Operating	\$36,413.26
5310 SEWER	
101000 Cash - Operating	\$2,107.13
5410 SOLID WASTE	
101000 Cash - Operating	\$7,008.52

Total: \$58,185.15

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TOWN OF BAINVILLE
Claim Approval Signature Page
For the Accounting Period: 7 / 22

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Claims were approved on July 11, 2022 by Town Council:

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15:29:54

TOWN OF BAINVILLE
Claims and/or Payroll Checks List For Checks from 06/14/22 to 07/31/22
For checks between: 06/14/22 - 07/31/22

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Claims

Check #	Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Date Issued	CL #/Payroll	Notes
-99810	E	258 U.S. Bank Montana	23987.50	7/22	07/08/22	CL 5952	23987.50
-99809	E	53 Rural Development	1404.00	7/22	07/08/22	CL 5980	1404.00
13273	SC	22 Bowker Enterprises, LLC	4783.00	1/21	06/14/22	CL 5435	4783.00
13274	MC	371 Roosevelt Memorial Hospital	3016.54	7/22	06/15/22	CL 5970	3016.54
13303	SC	74 AGRI INDUSTRIES, INC.	4866.02	7/22	07/11/22	CL 5996	4866.02
13304	SC	22 Bowker Enterprises, LLC	7008.52	7/22	07/11/22	CL 5979	7008.52
13305	SC	366 Carol Rasmussen	30.00	7/22	07/11/22	CL 5991	30.00
13306	SC	334 Community News	144.00	7/22	07/11/22	CL 5997	144.00
13307	SC	333 Denning, Downey, & Associates CPA	3400.00	7/22	07/11/22	CL 5998	3400.00
13308	SC	14 Dry Prairie Rural Water	7141.08	7/22	07/11/22	CL 5981	7141.08
13309	SC	38 Finnicum's	17.47	7/22	07/11/22	CL 6001	17.47
13310	SC	212 Lower Yellowstone Rural Electric	42.00	7/22	07/11/22	CL 5975	42.00
13311	SC	198 Lyle Lambert	30.00	7/22	07/11/22	CL 5982	30.00
13312	SC	183 Matt Giese	30.00	7/22	07/11/22	CL 5990	30.00
13313	SC	142 Montana Municipal Clerks & Treasu	50.00	7/22	07/11/22	CL 6000	50.00
13314	SC	65 MONTANA MUNICIPAL INTERLOCAL AUTH	5975.00	7/22	07/11/22	CL 6003	5975.00
13315	SC	119 MONTANA-DAKOTA UTILITIES CO.	895.94	7/22	07/11/22	CL 5984	895.94
13316	SC	154 MT Department of Administration,	75.00	7/22	07/11/22	CL 5999	75.00
13317	SC	11 Nemont	225.29	7/22	07/11/22	CL 5988	225.29
13318	SC	216 Oasis Petroleum North America LLC	85.26	7/22	07/11/22	CL 5976	85.26
13319	SC	84 PENNY HENDRICKSON	150.00	7/22	07/11/22	CL 5978	150.00
13320	SC	2 Roosevelt County	833.33	7/22	07/11/22	CL 5977	833.33
13321	SC	305 Roosevelt County Attorney	500.00	7/22	07/11/22	CL 5986	500.00
13322	SC	34 Stamp Fulfillment Services	710.70	7/22	07/11/22	CL 6002	710.70
13323	SC	364 Toby Romo	30.00	7/22	07/11/22	CL 5992	30.00
13324	SC	326 WEX Bank	554.04	7/22	07/11/22	CL 5987	554.04
Claims Total # of Checks: 26			Total: 65984.69				

Check Types:

MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

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TOWN OF BAINVILLE
Claims and/or Payroll Checks List For Checks from 06/14/22 to 07/31/22
For checks between: 06/14/22 - 07/31/22

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Payroll

Check #	Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Date Issued	CL #/Payroll Notes
-89780	P	FFTPS	2045.67	6/22	07/08/22	
-89779	P	SIT	402.00	6/22	07/08/22	
-89778	P	Unempl. Insur. STATE OF MONTANA	89.16	6/22	07/08/22	
13275	SC	Check not processed in this period	0	/	/	
13276	SC	Check not processed in this period	0	/	/	
13277	SC	Check not processed in this period	0	/	/	
13278	SC	Check not processed in this period	0	/	/	
13279	SC	Check not processed in this period	0	/	/	
13280	SC	Check not processed in this period	0	/	/	
13281	SC	Check not processed in this period	0	/	/	
13282	SC	Check not processed in this period	0	/	/	
13283	SC	Check not processed in this period	0	/	/	
13284	SC	Check not processed in this period	0	/	/	
13285	SC	Check not processed in this period	0	/	/	
13286	SC	Check not processed in this period	0	/	/	
13287	SC	Check not processed in this period	0	/	/	
13288	SC	Check not processed in this period	0	/	/	
13289	SC	Check not processed in this period	0	/	/	
13290	SC	Check not processed in this period	0	/	/	
13291	SC	Check not processed in this period	0	/	/	
13292	SC	Check not processed in this period	0	/	/	
13293	SC	Check not processed in this period	0	/	/	
13294	SC	Check not processed in this period	0	/	/	
13295	SC	Check not processed in this period	0	/	/	
13296	SC	Check not processed in this period	0	/	/	
13297	SC	Check not processed in this period	0	/	/	
13298	SC	Check not processed in this period	0	/	/	
13299	P	4 Dan Lambert	2420.92	6/22	06/30/22	Check 13299 printed on check paper 13301
13300	P	5 Lyle Lambert	1685.84	6/22	06/30/22	
13301	P	11 Nikki Rogers	2712.90	6/22	06/30/22	Check 13301 printed on check paper 13299
13302	P	Workers' Comp MONTANA MUNICIPAL INTERL	1139.91	6/22	07/08/22	
Payroll Total # of Checks: 31			Total: 10496.40			
Grand Total # of Checks: 57			Total: 76481.09			

Check Types:

MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

07/14/22
15:39:14

TOWN OF BAINVILLE
Claim Approval List
For the Accounting Period: 7/22

Page: 1 of 3
Report ID: AP100V

For dates posted from 06/14/22 to 07/14/22
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
6004		372 Christoffersen & Knierim, P.C. General Town Matters for April, May, June 2022; Conference with Mayor Romo regarding Clerk issues	419.00						
	32067 07/07/22	General Town Matters	419.00			1000	411130	350	101000
		Total for Vendor:	419.00						
5989		347 Ecolab Pest Elimination Division Rodent Program for office and shop June 2022	120.00						
	7303824 07/14/22	Rodent Program-Shop	87.50			5310	430630	350	101000
	7303824 07/14/22	Rodent Program-Office	32.50			1000	411200	350	101000
		Total for Vendor:	120.00						
6005		38 Finnicum's Tubing and supplies for the Senior Citizen Water hookup	93.66						
	A95838 06/13/22	Water Hookup	93.66			1000	411200	200	101000
		Total for Vendor:	93.66						
6006		373 Native Energy Solutions, LLC Lift Station Generator Electrical	1,291.16						
	84338 03/31/22	Lift Station Generator	1,291.16			5310	430630	360	101000
		Total for Vendor:	1,291.16						
		# of Claims	4						
		Total:	1,923.82						
		# of Vendors	4						

07/14/22
15:39:14

TOWN OF BAINVILLE
Fund Summary for Claims
For the Accounting Period: 7/22

Page: 2 of 3
Report ID: AP110

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	\$545.16
5310 SEWER	
101000 Cash - Operating	\$1,378.66
Total:	\$1,923.82

07/14/22
15:39:14

TOWN OF BAINVILLE
Claim Approval Signature Page
For the Accounting Period: 7 / 22

Page: 3 of 3
Report ID: AP100A

Claims were approved on July 18, 2022 by Town Council:

Claims

Check		Vendor/Employee/Payee Number/Name			Check Amount	Period	Date Issued	Notes	
Check #	Type								
13325	Clm SC	372	Christoffersen & Knierim, P.C.		419.00	7/22	07/18/22	CL	6004 419.00
13326	Clm SC	347	Ecolab Pest Elimination Division		120.00	7/22	07/18/22	CL	5989 120.00
13327	Clm SC	38	Finnicum's		93.66	7/22	07/18/22	CL	6005 93.66
13328	Clm SC	373	Native Energy Solutions, LLC		1291.16	7/22	07/18/22	CL	6006 1291.16
Grand Total		# of Checks:	4	Total:	1923.82	Total	Claims	1923.82	Total Payroll 0

Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

07/15/22
13:39:44

TOWN OF BAINVILLE
Bank Reconciliation

Page: 1 of 1
Report ID: BANKREC1

Reconciliation for Bank Account 1ST COMMUNITY BANK -

Reconciliation Period 5/22

Account #

Cash Account 101000 - Cash - Operating
Cash Account 101025 - Cash - Sewer Impact Fees
Cash Account 101030 - Cash - Sewer Impact Administrative Fees
Cash Account 102110 - WATER OP. - CONSTRUCTION CASH
Cash Account 102220 - Cash - Restricted (Future Payment)
Cash Account 102240 - Cash - Replacement & Depreciation
Cash Account 106000 - Valuation of Investments to Fair Value

Balance from Bank Statement

633,178.94

Deposits in Transit

19,514.71

Outstanding Checks

-8,607.90

Other Cash Items

-2,407.28

OS Payroll Liabilities

-847.12

Adjusted Bank Balance

640,831.35

General Ledger Balance

640,568.94

Manual Adjustments

1,069.61 - Closing Entries that touched Cash FY 20 1069.61
115.47 - Unknown Adjustment 114.47
-308.64 - Paygov Bank May BMS June Batch 10141 -308.64
-1,018.01 - Gas Tax Batch Bank May BMS June 10139 1018.01
-120.84 - Deposit Bank May BMS July
-262.41

Total Manual Adjustments

Difference

0.00

Total checks and other credit items cleared:

27,701.72

Total deposits and other debit items cleared:

16,967.99

UTILITY BILLING SYSTEM Report ID: 1014

ACCOUNTS RECEIVABLE SUMMARY For AP-Year 6-2022

TOWN OF BAINVILLE

09:46:03 - 07/01/2022

Service	Fund	Old Balance	Billings	Payments	[- ----- Adjustments ----- -]			New Balance
					Autodistribute		Other	
WATER	5210	40709.72	0.00	9057.16	-399.17		0.00	31253.39
SEWER	5310	25363.13	0.00	5306.46	-162.26		0.00	19894.41
GARBAGE	5410	7571.67	0.00	3636.82	-115.21		0.00	3819.64
MISC WATER	5210	0.00	0.00	0.00	0.00		0.00	0.00
MISC SEWER	5310	0.00	0.00	0.00	0.00		0.00	0.00
MISC GARBAGE	5410	0.00	0.00	0.00	0.00		0.00	0.00
OVERPAYMENT	5210	-1785.28	0.00	559.18	676.64		0.00	-1667.82
Grand Totals by Service:			0.00	18559.62	0.00		0.00	53299.62
Grand Total by Fund:			New Balance					
			Old Balance					
5210			38924.44			29585.57		
5310			25363.13			19894.41		
5410			7571.67			3819.64		



July 1, 2022

Mayor Romo
Town of Bainville
PO Box 92
Bainville, Montana 59212

via: tromo@townofbainville.com

RE: Design Engineering
Water Replacement Project
Town of Bainville, Montana
IE# S2106123 / S2101154.13

Dear Mr. Romo:

Thank you for the opportunity to prepare a design engineering service proposal for a watermain replacement project from the Welcome Stop to the Town's old pump house, including two (2) water service reconnections to the Welcome Stop and Gracie's Bar and Casino.

It is our understanding that the proposal should cover design engineering services for the project identified in Exhibit A. A future RFQ for engineering services must be issued by the Town prior to entering into an agreement for funding assistance, bidding services, and construction engineering services. Documentation of the RFQ is required by ARPA.

The project's funding source is anticipated to leverage the Town of Bainville and Roosevelt County's ARPA Minimum Allocation Grants, the Town of Bainville's ARPA Local Fiscal Recovery Funds, and loans if necessary. Interstate Engineering is currently under contract with the MT Department of Commerce to submit ARPA applications on behalf of the Town.

Furthermore, it is our understanding that as part of the project the following elements will generally need to be completed as part of the project. Additionally, tasks have been itemized with an estimated fee to complete each task.

1. Call in utility locates (MT-One Call) for areas to be surveyed.
2. Perform topographic surveys to locate roadway centerlines and edge of surfacing, rail lines, curb, gutter, sidewalk, water facilities, sewer facilities, drainage facilities, utility locates, easily accessible and apparent right of way markers and property corners, and other physical structures within public rights-of-way. The topographic survey will be completed using traditional GPS collection methods.
3. Obtain a geotechnical report for existing site subsurface conditions. It is suggested that a geotechnical investigation be prepared to aid Contractor's in preparing their

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bid to cross Clinton St and the Railroad using trenchless technology. Bore logs will be performed outside of MDT and BNSF's right-of-way.

4. Submit application for Utility Occupancy and Location Agreement(s) to MDT. Fees for the Agreement are included in this scope.
5. Submit application for Pipeline Crossing to BNSF Railway. Fees for the Pipeline Crossing shall be paid directly by the Town of Bainville. The agreement is recommended to be reviewed by the Town of Bainville's legal counsel prior to execution.
6. Preparation of design standards and details in compliance with current editions of Montana Public Works Standard Specifications and Montana Department of Environmental Quality (MDEQ) Circular DEQ-1.
7. Prepare construction plans and specifications (bidding documents) incorporating the improvements to be used for bidding and construction purposes. Plans will include an alternate alignment.

Task 1 – Topographic Survey/Mapping

Interstate Engineering will perform a topographic survey of the area proposed for the new water mains.

Approximate area to be surveyed:

1. See Exhibit A

The topographic survey and mapping will generally include the following:

1. Interstate will request a One-Call locate for utilities. The accuracy of Interstate's survey is dependent upon the accuracy of the locates provided by the One-Call service.
2. Assuming favorable ground conditions the project site will be surveyed with conventional GPS methods to generate a preliminary digital terrain model of the existing site features to complete the design including the following information:
 - Locations and elevations of the existing roadway centerline, railroad tracks, driveways, fence lines, edge of surfacing, berms, utilities located during One-Call request, and location of other existing visible features within apparent public right-of-way for the length of the project based on legal descriptions or plats provided by the Owner.
3. Locate existing property and right-of-way markers that are readily accessible to help verify right-of-way limits for design purposes. Locating and uncovering all property corners along the length of the project is not included in this fee.

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4. A minimum of three (3) control points (coordinates and elevation) will be set for use during construction.

The Engineer will utilize the field survey to develop engineering plans for the water main design.

Topographic survey for location of areas beyond what is listed above, though not included in this budget, can be provided on an hourly basis at your request. Ground conditions, such as snow cover, can affect the ability to accurately perform the survey. It is recommended that the survey be performed when the ground is clear. The budgeted survey hours assume favorable (thawed) ground conditions. Should the survey need to be performed during unfavorable ground conditions, the additional time to perform such work can be estimated ahead of time and charged as Additional Services. The Owner shall acknowledge that the inaccuracies can lead to potential changed condition claims (change orders) during construction.

The following items are not included within this proposal, but if requested by the Owner these services can be provided under **Task 4 – Additional Services**.

1. The budget excludes confined space entry and therefore manhole depths will be approximated using above ground means only. If the Owner wishes to have more accurate depths, an additional fee can be proposed.
2. The budget excludes locating and uncovering buried private water and sewer services. If the Owner wishes to have more accurate locations and depths, an additional fee can be proposed.
3. The budget excludes delineating BNSF and MDT rights-of-way.
4. Setting property or right-of-way markers.
 - If legal descriptions or plats are not available or adequate for survey purposes, establishing rights-of-way can be provided under Additional Services.

Estimated cost to perform Task 1 – Topographic Survey/Mapping will be **[Lump Sum Value of \$8,500]**.

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Task 2 – Geotechnical Investigation and Report

Interstate Engineering will utilize a subconsultant to perform a geotechnical investigation to support project designs, determine in-situ soil condition, and provide directional drilling guidance.

The geotechnical bore locations for field investigation will generally include the following:

1. The Engineer will coordinate with the Owner to direct locations of up to two (2) geotechnical borings up to 15 feet deep. One location will be south of the railroad tracks and the other will be east of Clinton Street.
 - This proposal assume bores will be conducted outside of MDT and BNSF right-of-way. The existing watermain location will need to be located by the Owner to avoid any conflicts during the investigation.

Representative soils will be sampled, tested, and a report generated to develop recommendations for design and construction. The report will generally include the following information:

1. A sketch showing the exploration locations.
2. Logs of the borings describing the materials encountered and presenting the results of groundwater measurements and laboratory tests.
3. A summary of the subsurface profile and groundwater conditions.
4. Discussion identifying the subsurface conditions that will impact design and construction.
5. Discussion regarding the reuse of on-site materials during construction.
6. Discussion and recommendations for underground utility construction.
7. Discussion and recommendations for horizontal directional drilling.
8. Discussion and recommendations on soil chemistry and corrosion of buried metals.
9. Recommendations for the construction of on-site materials such as lift thicknesses, moisture conditioning, compaction requirements and any other pertinent information that will affect the project specifics.

Information gathered from the geotechnical analysis is limited to that found in the physical bore holes and conditions may vary during construction. The Owner recognizes that construction claims for changed conditions are a possibility.

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The following items are not included within this proposal, but if requested by the owner these services can be provided under **Task 4 – Additional Services**.

1. Proposal assumes there will not be any fees associated with bores conducted outside of MDT and BNSF right-of-way or property.
2. Access agreements or permits, if required.
3. Removal and disposal of auger boring clippings offsite (proposal assumes clippings could be dispersed onsite).

Estimated cost to perform Task 2 – Geotechnical Investigation and Report will be **[Lump Sum value of \$7,000]**.

Task 3 – Design Engineering Services

Interstate Engineering will prepare a design report, construction plans and specifications for water improvements in accordance with modified Montana Public Works Standard Specifications and Montana Department of Environmental Quality (MT DEQ) Circular DEQ-1 for submittal to MT DEQ.

Design elements will generally include the following items:

1. Design Components
 - Water main, fire hydrants, and water services
 - a. Water main extensions will be sized per the Owner's direction but not less than the size required by MT DEQ Circular DEQ-1. Should MT DEQ require hydraulic modeling of the Town's water system, these services can be provided under **Task 4 – Additional Services**.
 - Trench restoration
 - a. Trench restoration will be designed based on historical information or Owner-provided anticipated vehicle type and traffic volumes, if acquired.
2. The Engineer will submit the infrastructure improvements plans and specifications to the Town of Bainville and the Montana Department of Environmental Quality for review and approval or concurrence.
3. The Engineer will prepare a set of specifications for the Project that will be used for the bidding and construction of the Project. The specifications will be prepared using the Construction Specifications Institute (CSI) Master Format, 2016 and Montana Public Works Standard Specifications, Seventh Edition, April 2021 as deemed appropriate by the Engineer. The Engineer will assist the Owner in

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obtaining Montana Department of Environmental Quality approvals, unless specifically stated elsewhere in the scope.

4. The Engineer will attend one (1) meeting with the Owner to review plans and cost estimates, receive input, and answer questions regarding the Project. We do not anticipate any meetings with other agencies will be required.

The following items are not included within this proposal, but if requested by the owner these services can be provided under **Task 4 – Additional Services**.

1. The Owner is responsible for all filing and review fees.
2. Hydraulic modeling of the City's water distribution system, or portions thereof.
3. Utility and/or Construction Easements
4. MPDES, Dewatering, or SWPPP permits
 - To be provided by Contractor if required by construction operations.
5. An Environmental Impact Statement, Environmental Assessment, or Environmental Report, including wetlands determination and delineation.

Estimated cost to perform Task 3 – Water Main Design Drawings and Specifications will be **[Lump Sum Value of \$26,000]**.

Task 4 – Additional Services

Additional services that may be requested by the Owner shall be provided at the Engineer's hourly rate schedule in effect at the time of the request;

1. Additional services budget is an allowance agreed upon by the Owner and Engineer set forth to allow the Owner's designated representative to request additional items that may come up during the term of this contract that may be time sensitive. The additional services will be provided only at the written request of the Owner's designated representative (via email). The Engineer shall be reimbursed by the Owner on an hourly basis per the attached hourly rate schedule.

The estimated fee for Additional Services is **[\$10,000 at our Hourly Rates]**.

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Exclusions – Scope of Services

The following additional items are specifically excluded from this Scope of Services:

1. Land acquisition negotiations.
2. New utility or access easements.
3. Hydraulic modeling of the Town's water distribution system.
4. Drainage plan.
5. Design of drainage structures, curbs, gutters, sidewalks, or street improvements, such as paving, reconstruction, or widening.
6. Fees for recording any necessary easements or rights-of-way. Should any right-of-way or easement documents be necessary, the Engineer reserves the right for additional budget for such.
7. Additional field time due to extreme weather conditions and/or snow cover.
8. ARPA application(s). Interstate Engineering currently has a contract with the Department of Commerce to complete ARPA application(s) on behalf of the Town of Bainville.
9. Funding acquisition assistance services. An amendment for services can be provided at a later date.
10. Funding administration services. An amendment for services can be provided at a later date.
11. Fees for necessary permits or regulatory agency review.
12. Re-design efforts.
13. Bidding services. An amendment for services can be provided at a later date.
14. Construction engineering services. An amendment for services can be provided at a later date.
15. Preparation, submittal, and monitoring of a Notice of Intent (NOI) and Stormwater Pollution Prevention Plan (SWPPP) as stated in the Stormwater General Permit or maintenance of the stormwater controls as required by the Montana Department of Environmental Quality. Interstate can prepare the NOI and SWPPP Permit for an additional fee if required and requested.

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Tentative Schedules

All timelines assume a signed contract by July 29, 2022. Should the date of a signed contract be delayed the Engineer reserves the right to adjust the schedule accordingly.

The following outlines a tentative design schedule for the project but is subject to change based on verified field conditions and local, state, and federal agency permitting and applicable review and processing times.

1. August 2022
 - Field Survey
 - Submit ARPA application(s)
2. September 2022
 - Geotechnical Investigation
3. November 2022
 - Select Interstate Engineering for general engineering services
4. December 2022
 - Contract Interstate Engineering for bidding and construction services
 - Submittal of Plans and Specification to MT DEQ for review.
 - i. Up to 60-days review time for the MT DEQ.
 - RFQ for general engineering services
5. March of 2023
 - Bid Opening
 - The extent and timing of the comments from stakeholders such as MT DEQ and/or funding agency(ies) is beyond Interstate's control. Therefore, the timeline established is approximate for final approval of the construction documents to be used for bidding purposes.
6. 2023 / 2024 / 2025 / 2026
 - Construction
 - Construction shall be completed by 2026 and is anticipated to take less than two (2) months once started

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Compensation & Budget

Please note the following regarding this Scope of Services:

1. This proposal is based on Interstate Engineering's 2022 Rate Schedule. However, Interstate Engineering reserves the right to adjust our rates in January 2023 should any work be performed in 2023.

Task 1: Topographic Survey / Mapping – **Lump Sum – \$8,500.**

Task 2: Geotechnical Investigation and Report – **Lump Sum – \$7,000.**

Task 3: Water Main Design Drawings and Specifications – **Lump Sum – \$26,000.**

Task 4: Additional Services – Hourly Basis – **Budgeted Amount - \$10,000.** Expenditures from this budget can only be approved by the Town of Bainville's authorized representative.

Total for Scope of Services: Tasks 1 to Task 3 = **\$41,500 [Excludes Additional Services]**

This Task Order budget may be modified by the Owner and Engineer in writing as needed.

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Payment Schedule

Payment compensation shall be made by the Owner to the Engineer on a monthly basis beginning after the issuance of a fully executed copy of an Agreement for Services.

We look forward to providing you with our professional services. Should you find this proposal acceptable, please contact me and I will provide an agreement for review. We will consider a signed agreement as our notice to proceed. We can begin work on this upon receipt of an executed agreement.

The Engineer's Project Manager & Engineer assigned to this project is Jordan Mayer, P.E. and the work will be managed from the Engineer's office in Sidney, Montana.

This proposal for our services is valid for 30 days. If you have any questions or require additional information, please feel free to contact me via phone at (406) 433-5617 or by e-mail at Jordan.Mayer@interstateeng.com.

Respectfully Submitted,
INTERSTATE ENGINEERING, INC.

A handwritten signature in blue ink, appearing to read 'JMayer', is written over a light blue circular background.

Jordan Mayer, PE
Project Engineer

Enclosures

c. File: S2106123

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Town of Bainville

Watermain Replacement Project

EXHIBIT A
7/5/2022

alternate 1:
800' watermain
replacement (6")

existing 4" feed
from DPRW

schedule 1:
600' watermain
replacement (6")

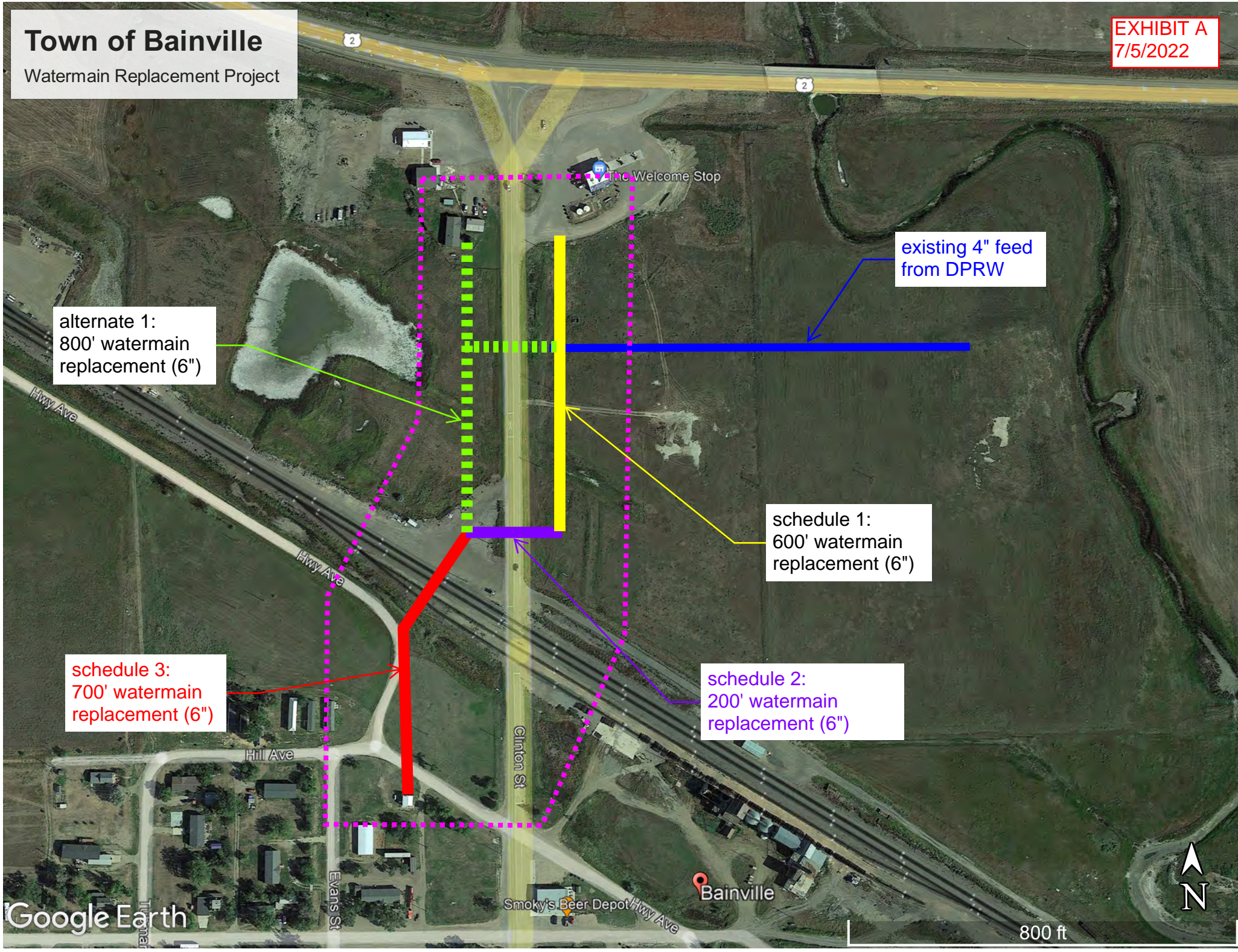
schedule 3:
700' watermain
replacement (6")

schedule 2:
200' watermain
replacement (6")

Google Earth



800 ft



Construction Cost Estimate
Fairview Phase I Water Mains
Town of Fairview
IE # S21-06-123 (Bainville Water Main Replacement - North Railroad)
JULY 5, 2022

ITEM	DESCRIPTION	UNIT	TOTAL QUANTITY	UNIT PRICE	EXTENDED PRICE
SCHEDULE 1					
	MOBILIZATION, TAXES, BONDS AND INSURANCE	LS	1	\$ 15,000.00	\$ 15,000.00
	6" PVC WATER MAIN	LF	600	\$ 95.00	\$ 57,000.00
	6" GATE VALVE	EA	3	\$ 3,500.00	\$ 10,500.00
	6" FITTING	EA	2	\$ 2,000.00	\$ 4,000.00
	CONNECT TO EXISTING MAIN	EA	2	\$ 5,000.00	\$ 10,000.00
	FIRE HYDRANT ASSEMBLY	EA	1	\$ 7,500.00	\$ 7,500.00
	6" FIRE HYDRANT LEAD	LF	20	\$ 85.00	\$ 1,700.00
	2" WATER SERVICE CONNECTION (W.S.C.)	EA	2	\$ 1,000.00	\$ 2,000.00
	2" CURBSTOP	EA	2	\$ 1,500.00	\$ 3,000.00
	2" SERVICE PIPE	LF	50	\$ 50.00	\$ 2,500.00
	GRASS RESTORATION – (SEED)	SY	1000	\$ 5.00	\$ 5,000.00
	EXPLORATORY EXCAVATION	HR	10	\$ 500.00	\$ 5,000.00
	IMPORTED BACKFILL (5% @ 5' DEEP)	CY	35	\$ 30.00	\$ 1,050.00
	TYPE II BEDDING (10% @ 2' DEEP)	CY	25	\$ 40.00	\$ 1,000.00
	TRAFFIC CONTROL	LS	1	\$ 2,500.00	\$ 2,500.00
	MATERIALS TESTING ALLOWANCE	UNIT	2000	\$ 1.00	\$ 2,000.00
	MISCELLANEOUS WORK ALLOWANCE	UNIT	2500	\$ 1.00	\$ 2,500.00
			Sub-Total Schedule 1	\$	132,250.00
SCHEDULE 2					
	MOBILIZATION, TAXES, BONDS AND INSURANCE	LS	1	\$ 9,000.00	\$ 9,000.00
	6" PVC WATER MAIN	LF	100	\$ 100.00	\$ 10,000.00
	15" CASING W/ WATERMAIN	LF	100	\$ 350.00	\$ 35,000.00
	6" GATE VALVE	EA	1	\$ 3,500.00	\$ 3,500.00
	6" FITTING	EA	1	\$ 2,000.00	\$ 2,000.00
	CONNECT TO EXISTING MAIN	EA		\$ 5,000.00	\$ -
	FIRE HYDRANT ASSEMBLY	EA	1	\$ 7,500.00	\$ 7,500.00
	6" FIRE HYDRANT LEAD	LF	20	\$ 85.00	\$ 1,700.00
	GRAVEL RESTORATION	SY	75	\$ 25.00	\$ 1,875.00
	GRASS RESTORATION – (SEED)	SY	150	\$ 5.00	\$ 750.00
	EXPLORATORY EXCAVATION	HR	5	\$ 500.00	\$ 2,500.00
	IMPORTED BACKFILL (10% @ 5' DEEP)	CY	10	\$ 30.00	\$ 300.00
	TYPE II BEDDING (20% @ 2' DEEP)	CY	10	\$ 40.00	\$ 400.00
	TRAFFIC CONTROL	LS	1	\$ 2,000.00	\$ 2,000.00
	MATERIALS TESTING ALLOWANCE	UNIT	1000	\$ 1.00	\$ 1,000.00
	MISCELLANEOUS WORK ALLOWANCE	UNIT	2000	\$ 1.00	\$ 2,000.00
			Sub-Total Schedule 2	\$	79,525.00
SCHEDULE 3					
	MOBILIZATION, TAXES, BONDS AND INSURANCE	LS	1	\$ 27,000.00	\$ 27,000.00
	6" PVC WATER MAIN	LF	400	\$ 110.00	\$ 44,000.00
	15" CASING W/ WATERMAIN	LF	300	\$ 500.00	\$ 150,000.00
	6" GATE VALVE	EA	2	\$ 3,500.00	\$ 7,000.00
	6" FITTING	EA	2	\$ 2,000.00	\$ 4,000.00
	CONNECT TO EXISTING MAIN	EA		\$ 5,000.00	\$ -
	FIRE HYDRANT ASSEMBLY	EA	1	\$ 7,500.00	\$ 7,500.00
	6" FIRE HYDRANT LEAD	LF	20	\$ 85.00	\$ 1,700.00
	GRAVEL RESTORATION	SY	100	\$ 25.00	\$ 2,500.00
	GRASS RESTORATION – (SEED)	SF	550	\$ 5.00	\$ 2,750.00
	EXPLORATORY EXCAVATION	HR	5	\$ 500.00	\$ 2,500.00
	IMPORTED BACKFILL (5% @ 5' DEEP)	CY	25	\$ 30.00	\$ 750.00
	TYPE II BEDDING (10% @ 2' DEEP)	CY	20	\$ 40.00	\$ 800.00
	TRAFFIC CONTROL	LS	1	\$ 2,500.00	\$ 2,500.00
	MATERIALS TESTING ALLOWANCE	UNIT	2000	\$ 1.00	\$ 2,000.00
	MISCELLANEOUS WORK ALLOWANCE	UNIT	2500	\$ 1.00	\$ 2,500.00
			Sub-Total Schedule 3	\$	257,500.00
ALTERNATE 1					
	MOBILIZATION, TAXES, BONDS AND INSURANCE	LS	1	\$ 25,000.00	\$ 25,000.00
	6" PVC WATER MAIN	LF	700	\$ 100.00	\$ 70,000.00
	15" CASING W/ WATERMAIN	LF	100	\$ 350.00	\$ 35,000.00
	6" GATE VALVE	EA	4	\$ 3,500.00	\$ 14,000.00
	6" FITTING	EA	3	\$ 2,000.00	\$ 6,000.00
	CONNECT TO EXISTING MAIN	EA	2	\$ 5,000.00	\$ 10,000.00
	FIRE HYDRANT ASSEMBLY	EA	2	\$ 7,500.00	\$ 15,000.00
	6" FIRE HYDRANT LEAD	LF	40	\$ 85.00	\$ 3,400.00
	2" WATER SERVICE CONNECTION (W.S.C.)	EA	2	\$ 1,000.00	\$ 2,000.00
	2" CURBSTOP	EA	2	\$ 1,500.00	\$ 3,000.00
	2" SERVICE PIPE	LF	20	\$ 50.00	\$ 1,000.00
	2" SERVICE PIPE BORE	LF	80	\$ 125.00	\$ 10,000.00
	GRAVEL RESTORATION	SY	100	\$ 25.00	\$ 2,500.00
	GRASS RESTORATION – (SEED)	SF	1150	\$ 5.00	\$ 5,750.00
	EXPLORATORY EXCAVATION	HR	10	\$ 500.00	\$ 5,000.00
	IMPORTED BACKFILL (5% @ 5' DEEP)	CY	40	\$ 30.00	\$ 1,200.00
	TYPE II BEDDING (10% @ 2' DEEP)	CY	35	\$ 40.00	\$ 1,400.00
	TRAFFIC CONTROL	LS	1	\$ 6,000.00	\$ 6,000.00
	MATERIALS TESTING ALLOWANCE	UNIT	3000	\$ 1.00	\$ 3,000.00
	MISCELLANEOUS WORK ALLOWANCE	UNIT	5000	\$ 1.00	\$ 5,000.00
			Sub-Total Alternate 1	\$	224,250.00
SCHEDULE 1, 2 & 3 AND ALT 1: TOTAL PROJECT COSTS					
SUBTOTAL SCHEDULE 1				\$	132,250.00
SUBTOTAL SCHEDULE 2				\$	79,525.00
SUBTOTAL SCHEDULE 3				\$	257,500.00
SUBTOTAL ALTERNATE 1				\$	224,250.00
PROJECT TOTAL: SCHEDULE 1 + 2 + 3				\$	469,275.00
PROJECT TOTAL: ALTERNATE 1 + SCHEDULE 3				\$	481,750.00
CONTINGENCY (10%)				\$	46,900.00
GRANT ADMINISTRATION				\$	10,000.00
LEGAL COSTS				\$	-
OTHER ADMINISTRATIVE COSTS				\$	17,000.00
DESIGN ENGINEERING				\$	41,500.00
CONSTRUCTION ENGINEERING				\$	75,000.00
TOTAL PROJECT COST				\$	659,675.00

\$ 220.42 /ft

\$ 397.63 /ft

\$ 367.86 /ft

\$ 280.31 /ft

ARPA WATER & SEWER INFRASTRUCTURE GRANT APPLICATION

Table 2. Project Budget

Applicant Entity:

Town of Bainville

Project Title:

Water Main Replacement - Railroad North - DRAFT 07-05-22

	ARPA - MINIMUM ALLOCATION GRANT (BAINVILLE)	ARPA - MINIMUM ALLOCATION GRANT (ROOSEVELT COUNTY)	ARPA - LOCAL FISCAL RECOVERY FUNDS (BAINVILLE)		TOWN OF BAINVILLE	Total
Grant Management	\$ 9,085					\$ 9,085
Bond Counsel						\$ -
Legal						\$ -
Loan Reserves (Estimated)						\$ -
Audit (REQUIRED)	\$ 17,000					\$ 17,000
TOTAL ADMINISTRATION	\$ 26,085	\$ -	\$ -	\$ -	\$ -	\$ 26,085
Design Engineering	\$ 21,290		\$ 20,210			\$ 41,500
Construction Engineering	\$ 50,000					\$ 50,000
Construction		\$ 200,000			\$ 42,415	\$ 242,415
Contingency (10%)	\$ 13,210				\$ 26,790	\$ 40,000
TOTAL ACTIVITY	\$ 84,500	\$ 200,000	\$ 20,210	\$ -	\$ 69,205	\$ 373,915
TOTAL PROJECT BUDGET	\$ 110,585	\$ 200,000	\$ 20,210	\$ -	\$ 69,205	\$ 400,000

Agency: Bainville Police Department

Finding: Guilty					
Citation	Issued	Charge	Plea	Fine	Case
A31994	6/16/2022	45-5-206(1)(c) [2nd]	Guilty	585.00	TK-755-2022-0000129
Partner Fam Mem Assault, Causing Reasonable Apprehen Of Bodily Injury In P;					
Officer: O'Connor, Patrick Sgt, BVPD					
Jail: 1 years					
A31996	6/16/2022	45-8-101(1) [1st]	Guilty	185.00	TK-755-2022-0000129
Disorderly Conduct (1)(a)(i) thru (1)(a)(vi) - 1st Offense					
Officer: O'Connor, Patrick Sgt, BVPD					
Finding Totals: Guilty			Citations: 2	Fines: 770.00	
Totals for: Bainville Police Department			Citations: 2	Fines: 770.00	
Report totals:			All Citations: 2	Fines: 770.00	

Minutes of Sewer Impact Fee Committee Meeting 6/13/22

Present were: Matt Giese, Carol Rasmussen, Patti Mulkuch, Jo Bingham, Darrel Rasmussen, David Norton, Bree Strickland.

We reviewed the minutes of the 5/23/22 meeting and minutes were approved.

Discussion was as follows:

- Carol reported that she discussed with Nikki Rogers about impact fees being connected to a loan and Nikki advised that currently the fees are not connected to a loan.
- Carol reported that she discussed with Mayor Romo about his property connected to impact fees and if he has a partner in said property. Mayor Romo does not have a partner in said property.

After some discussion by committee members and those attending the meeting on sewer impact fees and the possibility of reducing impact fees, the council came to a unanimous consensus that it is not feasible to try to reduce impact fees at this time.

The Committee made the decision to make recommendations to the Town Council as follows:

- The impact fee program no longer conforms to all legal requirements.
- Do away with imposing sewer impact fees due to the reasoning that, 1.) The review and updates required by the Resolution dated November 25, 2013 establishing sewer impact fees were never completed in the required two-year time period, 2.) The demand and cost assumptions underlying such fees are no longer valid in that it was projected that the sewer system would need updated by 2020 as population was projected to grow to 1500. The population currently is less than 300.
- Sewer impact fees be refunded to each applicant. Forecasts for additional needs for service used to implement sewer impact fees are no longer valid and sewer impact fees must be refunded as required under MCA 7-6-1603.
- Concerning impact fees that would be refunded to Mayor Romo, a variance should be allowed so that any sum Mayor Romo would receive would not be allotted until such time as he is no longer Mayor of the Town of Bainville.

Meeting was adjourned at 8:53 pm.

Respectfully Submitted,

Carol Rasmusen

TOWN OF BAINVILLE

ROOSEVELT COUNTY, MONTANA

Fiscal Year Ended June 30, 2020

**REPORT ON APPLYING
AGREED-UPON PROCEDURES**

Denning & Downey & Associates, P.C.
Certified Public Accountants

**TOWN OF BAINVILLE
ROOSEVELT COUNTY, MONTANA**

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Denning, Downey & Associates, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

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Robert K. Denning, CPA, CGFM

INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

Honorable Town Council
Town of Bainville
211 Clark Avenue East
Bainville, MT 59212

We have performed the procedures enumerated below, which were agreed to by the Town of Bainville, Roosevelt County, Montana, and the State of Montana, solely to perform an agreed upon procedures engagement for the Town as of and for the year ended June 30, 2020, as required by Section 2-7-503, MCA. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The Town's management is responsible for the financial statements, compliance with the specified requirements, and internal control over compliance with those requirements. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the State of Montana, as required by Section 2-7-503, MCA. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

1. Obtain the Government's annual financial report required to be prepared by State law, and determine whether:
 - The financial statements internally balance and reconcile, and agree to the Government's underlying accounting records, and
 - Beginning net position and fund balance amounts reported on the government-wide and fund financial statement agree to the related ending net position and fund balance amounts on the prior-year financial statements.

Procedures performed:

We obtained the Government's annual financial report required to be prepared by State law (MCA 7-6-611), and we determined whether:

- The financial statements internally balance and reconcile, and agree to the Government's underlying accounting records, and
- Beginning net position and fund balance amounts reported on the government-wide and fund financial statements agree to related ending net position and fund balance amounts on prior-year financial statements.

We found no exceptions as a result of these procedures

2. Determine whether the Government performed reconciliations, on a monthly basis, of total cash and investments per the accounting records with deposits and investments held in financial institutions.

Procedures performed:

We observed whether the Government performed reconciliations, on a monthly basis, of total cash and investments per the accounting records with deposits and investments held in financial institutions.

We found no exceptions as a result of these procedures

3. Determine whether the Government has a policy requiring that its cash receipts be deposited intact on a timely (at least weekly or in accordance with the Government's policy) basis with a financial institution, and verify that, for several selected weeks throughout the year, deposits were made per this policy.

Procedures performed:

We determined whether the Government has a policy requiring that its cash receipts be deposited intact on a timely (at least weekly or in accordance with the Government's policy) basis with a financial institution, and verified that, for several selected weeks throughout the year, deposits were made per this policy.

We found the Town does not have a formal policy; however, the Town's informal policy is that they deposit monies 3-4 times per month around the 15th, around the 20th and then again at the end of the month and/or the first week of the next month. Per our testing, we found that this informal policy was followed.

4. Determine whether the Government maintained documentation of capital assets and related schedules of depreciation, and that this documentation supports the amount of net capital assets and depreciation expense reported in the accounting records.

Procedures performed:

We determined whether the Government maintained documentation of capital assets and related schedules of depreciation, and that this documentation supports the amount of net capital assets and depreciation expense recorded in the accounting records.

We found no exceptions as a result of these procedures.

5. Determine whether the Government maintained documentation for all long-term liabilities recorded in the accounting records, including but not limited to bonds, notes and loans, capital leases, compensated absences, and judgments.

Procedures performed:

We determined whether the Government maintained documentation for all long-term liabilities recorded in the accounting records, including but not limited to bonds, notes and loans, capital leases, compensated absences, and judgments.

We found no exceptions as a result of these procedures

6. Examine general journal entries prepared during the year, and verify that:
- All adjustments to the fund balance and net position accounts, including prior period adjustments, were supported by explanatory documentation and approved by the governing body, and
 - All transfers made were allowable under State law.

Procedures performed:

We examined general journal entries prepared during the year, and verified that:

- All adjustments to the fund balance and net position accounts, including prior period adjustments, were supported by explanatory documentation and approved by the governing body, and
- All transfers made were allowable under State law. (MCA 7-6-613)

We found no exceptions as a result of these procedures

7. Determine whether the governing body received and reviewed the following on a monthly basis:
- A report comparing budgeted revenues and budgeted appropriations with the year-to-date actual revenues and actual expenditures,
 - A copy of the bank reconciliation for all deposits/investments,
 - A report of cash balances, receipts and disbursements,
 - Supporting documentation for all expenditures/expenses.

Procedures performed:

Through inquiry of members of the governing body and through observation of supporting documentation, we determined whether the governing body received and reviewed the following on a monthly basis:

- A report comparing budgeted revenues and budgeted appropriations with the year-to-date actual revenues and actual expenditures,
- A copy of the bank reconciliation for all deposits/investments,
- A report of cash balances, receipts and disbursements, as required by MCA 7-6-612,
- Supporting documentation for all expenditures/expenses, as required by MCA 7-6-4301.

We found the Council did not receive any of these reports as part of their board packets. See further information at Finding #1 in Schedule C.

8. Identify all claims in excess of \$80,000 and determine whether any contracts for the purchase of vehicles, machinery, equipment, supplies, construction, repair or maintenance in excess of that amount were let to the lowest responsible bidder after advertisement for bids. Determine whether the bidding process was documented in the minutes of governing body meetings.

Procedures performed:

We looked through all of the expenditures in their trial balance with revenues and expenditures looking for any expenditures in excess of \$80,000 to determine whether any contracts for the purchase of vehicles, machinery, equipment, supplies, construction, repair or maintenance in excess of that amount were let to the lowest responsible bidder after advertisement for bids, as required by MCA 7-5-4302, and we determined whether the bidding process was documented in the minutes of governing body meetings.

The Government had no contracts or purchases that met this criterion.

9. Verify that:

- The final budget was adopted by resolution;
- The “Tax Levy Summary Schedule” in the Government’s budget document was accurately prepared, and cash reserves were within the statutory limitations and were not negative;
- If applicable, any amendments to the final budget were adopted as required; and
- Total expenditures for each governmental fund did not exceed the budgeted appropriations for the fund (i.e., final budget as legally amended).

Procedures performed:

We verified that:

- The final budget was adopted by resolution, as required by MCA 7-6-4030;
- The “Tax Levy Requirements Schedule” in the Government’s budget document was accurately prepared, and cash reserves were (1) within the statutory limitations (MCA 7-6-4034) and (2) not negative (MCA 7-6-4030(2));
- If applicable, any amendments to the final budget were adopted as required by MCA 7-6-4031; and
- Total expenditures for each governmental fund did not exceed the budgeted appropriations for the fund (i.e., final budget as legally amended), as required by MCA 7-6-4005 and 7-6-4033.

We found that the Tax Levy Requirements Schedule was not accurately prepared, and the recalculated cash reserves were negative. See Findings #2 Schedule C. We found no other exceptions as a result of the remaining procedures.

10. Obtain a copy of the Government’s worksheet(s) for the “Determination of Tax Revenue and Mill Levy Limitations, Section 15-10-420 MCA”, and verify the accuracy of the worksheet(s). Compare the “Authorized mill levy” from this worksheet(s) to the actual mills levied per the budget resolution and determine whether the Government complied with the tax levy limitations. If the actual mills levied exceeded the worksheet’s authorized mill levy, verify that the Government had documentation to support these additional mills.

Procedures performed:

We obtained a copy of the Government’s worksheet for the Determine of Tax Revenue and Mill Levy Limitations to verified the accuracy of the worksheet. We also compared the authorized mill levy from this worksheet to the actual mills levied per the budget resolution to determine if the Government complied with the tax levy limitations. We also determined if the actual mills levied exceeded the worksheet’s authorized mill levy and if the government had documentation to support those additional mills.

We found no exceptions as a result of these procedures

11. Verify the accuracy of recorded tax revenue by multiplying the Government's taxable valuation with the total mills levied; note any variances of 5% or greater. Verify the accuracy of recorded taxes receivable by comparing with taxes receivable reported by the County.

Procedures performed:

We verified the accuracy of recorded tax revenue by multiplying the Government's taxable valuation with the total mills levied; noting any variances of 5% or greater. We verified the accuracy of recorded taxes receivable by comparing with taxes receivable reported by the County.

We found no exceptions as a result of these procedures.

12. For any single source of revenue that the Government received with specific terms/conditions for its receipt and use (e.g., grants, State allocations) and that represented 25% or greater of total revenues for the fiscal year, review the terms/conditions of that revenue source and verify that the Government complied with those terms/conditions.

Procedures performed:

We were to determine, for any single source of revenue that the Government received with specific terms/conditions for its receipt and use (e.g. grants, State allocations) and that represented 25% or greater for total revenues for the fiscal year, if the Town complied with the terms/conditions of that revenue source.

We reviewed each revenue in each fund. We found that the only revenues meeting the 25% threshold was the charges for services in the Water Fund. These revenues do not have any term/conditions for its receipt and use.

Accompanying are the following schedules:

Schedules A.1. and A.2. present the Government's government-wide Statement of Net Position and Statement of Activities as of and for the fiscal year ended June 30, 2020, in the format required by generally accepted accounting principles.

Schedules B.1 through B.7 present the Government's governmental fund statements, as applicable, as of and for the fiscal year ended June 30, 2020, in the format required by generally accepted accounting principles.

Schedule C presents findings and recommendations resulting from performing the above agreed-upon procedures.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to, and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the specified accounts and transactions, or on compliance or effectiveness of internal control over compliance. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Town and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the use of the Town of Bainville, Roosevelt County, Montana, and the State of Montana, and is not intended to be and should not be used by anyone other than these specified parties.

Denning, Downey and Associates, CPAs, P.C.

Denning Downey and Associates, CPAs, PC
Kalispell, Montana

June 24, 2022

Schedule A.1

Town of Bainville Statement of Net Position June 30, 2020

	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total</u>
ASSETS			
Current assets:			
Cash and investments	\$ 262,465	\$ 422,431	\$ 684,896
Taxes and assessments receivable, net	21,822	-	21,822
Accounts receivable - net	-	55,271	55,271
Total current assets	<u>\$ 284,287</u>	<u>\$ 477,702</u>	<u>\$ 761,989</u>
Noncurrent assets			
Restricted cash and investments	\$ -	\$ 41,723	\$ 41,723
Capital assets - land	6,366	50,361	56,727
Capital assets - depreciable, net	82,811	3,730,470	3,813,281
Total noncurrent assets	<u>\$ 89,177</u>	<u>\$ 3,822,554</u>	<u>\$ 3,911,731</u>
Total assets	<u>\$ 373,464</u>	<u>\$ 4,300,256</u>	<u>\$ 4,673,720</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>\$ 373,464</u>	<u>\$ 4,300,256</u>	<u>\$ 4,673,720</u>
LIABILITIES			
Current liabilities			
Accounts payable	\$ 5,071	\$ 21,611	\$ 26,682
Unearned Revenue	-	1,999	1,999
Other Current Liabilities	89	-	89
Current portion of long-term capital liabilities	-	39,430	39,430
Current portion of compensated absences payable	3,693	914	4,607
Total current liabilities	<u>\$ 8,853</u>	<u>\$ 63,954</u>	<u>\$ 72,807</u>
Noncurrent liabilities			
Noncurrent portion of long-term capital liabilities	\$ -	\$ 804,211	\$ 804,211
Noncurrent portion of compensated absences	3,694	914	4,608
Total noncurrent liabilities	<u>\$ 3,694</u>	<u>\$ 805,125</u>	<u>\$ 808,819</u>
Total liabilities	<u>\$ 12,547</u>	<u>\$ 869,079</u>	<u>\$ 881,626</u>
NET POSITION			
Net investment in capital assets	\$ 89,177	\$ 2,937,190	\$ 3,026,367
Restricted for special projects	33,481	41,723	75,204
Unrestricted	238,259	452,264	690,523
Total net position	<u>\$ 360,917</u>	<u>\$ 3,431,177</u>	<u>\$ 3,792,094</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	<u>\$ 373,464</u>	<u>\$ 4,300,256</u>	<u>\$ 4,673,720</u>

See accompanying Notes to the Financial Statements

Schedule A.2

Town of Bainville, Roosevelt County, Montana
Statement of Activities
For the Fiscal Year Ended June 30, 2020

<u>Functions/Programs</u>	<u>Program Revenues</u>			<u>Net (Expenses) Revenues and Changes in Net Position</u>		
	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Primary Government</u>		<u>Total</u>
				<u>Governmental Activities</u>	<u>Business- type Activities</u>	
Primary government:						
Governmental activities:						
General government	\$ 103,701	\$ 1,850	\$ -	\$ (101,851)	\$ -	\$ (101,851)
Public safety	18,592	-	2,940	(15,652)	-	(15,652)
Public works	54,385	-	22,988	(31,397)	-	(31,397)
Culture and recreation	10,370	-	-	(10,370)	-	(10,370)
Miscellaneous	1,912	-	-	(1,912)	-	(1,912)
Total governmental activities	<u>\$ 188,960</u>	<u>\$ 1,850</u>	<u>\$ 25,928</u>	<u>\$ (161,182)</u>	<u>\$ -</u>	<u>\$ (161,182)</u>
Business-type activities:						
Water	\$ 221,881	\$ 168,995	\$ -	\$ -	\$ (52,886)	\$ (52,886)
Sewer	176,139	133,175	-	-	(42,964)	(42,964)
Solid Waste	62,916	57,414	-	-	(5,502)	(5,502)
Total business-type activities	<u>\$ 460,936</u>	<u>\$ 359,584</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (101,352)</u>	<u>\$ (101,352)</u>
Total primary government	<u>\$ 649,896</u>	<u>\$ 361,434</u>	<u>\$ 25,928</u>	<u>\$ (161,182)</u>	<u>\$ (101,352)</u>	<u>\$ (262,534)</u>
General Revenues:						
Property taxes for general purposes				\$ 73,518	\$ -	\$ 73,518
Licenses and permits				175	-	175
Miscellaneous				1,254	-	1,254
Interest/investment earnings				16,417	-	16,417
Local option taxes				4,052	-	4,052
Unrestricted federal/state shared revenues				59,930	-	59,930
Total general revenues, special items and transfers				<u>\$ 155,346</u>	<u>\$ -</u>	<u>\$ 155,346</u>
Change in net position				<u>\$ (5,836)</u>	<u>\$ (101,352)</u>	<u>\$ (107,188)</u>
Net position - beginning				\$ 369,605	\$ 3,127,920	\$ 3,497,525
Restatements				<u>(2,852)</u>	<u>404,609</u>	<u>401,757</u>
Net position - beginning - restated				<u>\$ 366,753</u>	<u>\$ 3,532,529</u>	<u>\$ 3,899,282</u>
Net position - end				<u>\$ 360,917</u>	<u>\$ 3,431,177</u>	<u>\$ 3,792,094</u>

See accompanying Notes to the Financial Statements

Schedule B.1

Town of Bainville, Roosevelt County, Montana
Balance Sheet
Governmental Funds
June 30, 2020

	<u>General</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
ASSETS			
Current assets:			
Cash and investments	\$ 196,903	\$ 65,562	\$ 262,465
Taxes and assessments receivable, net	21,822	-	21,822
Due from other funds	19,930	-	19,930
TOTAL ASSETS	\$ 238,655	\$ 65,562	\$ 304,217
LIABILITIES			
Current liabilities:			
Accounts payable	\$ 5,071	\$ -	\$ 5,071
Due to other funds	-	19,930	19,930
Other Current Liabilities	89	-	89
Total liabilities	\$ 5,160	\$ 19,930	\$ 25,090
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows of resources - taxes and assessments	\$ 21,822	\$ -	\$ 21,822
Total deferred inflows of resources	\$ 21,822	\$ -	\$ 21,822
FUND BALANCES			
Restricted	\$ -	\$ 33,482	\$ 33,482
Committed	-	32,080	32,080
Unassigned fund balance	211,673	(19,930)	191,743
Total fund balance	\$ 211,673	\$ 45,632	\$ 257,305
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE	\$ 238,655	\$ 65,562	\$ 304,217

See accompanying Notes to the Financial Statements

Schedule B.2

Town of Bainville, Roosevelt County, Montana
Reconciliation of the Governmental Funds Balance Sheet to the
Statement of Net Position
June 30, 2020

Total fund balances - governmental funds	\$ 257,305
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	89,177
Property taxes receivable will be collected this year, but are not available soon enough to pay for the current period's expenditures, and therefore are deferred in the funds.	21,822
Net pension liabilities are not due and payable in the current period and therefore are not reported as liabilities in the funds.	(7,387)
Total net position - governmental activities	\$ <u>360,917</u>

See accompanying Notes to the Financial Statements

Schedule B.3

Town of Bainville, Roosevelt County, Montana
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Fiscal Year Ended June 30, 2020

	<u>General</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
REVENUES			
Taxes and assessments	\$ 69,175	\$ -	\$ 69,175
Licenses and permits	175	-	175
Intergovernmental	59,930	22,685	82,615
Fines and forfeitures	1,850	-	1,850
Miscellaneous	1,254	3,243	4,497
Investment earnings	16,417	-	16,417
Total revenues	<u>\$ 148,801</u>	<u>\$ 25,928</u>	<u>\$ 174,729</u>
EXPENDITURES			
General government	\$ 99,624	\$ -	\$ 99,624
Public safety	17,338	-	17,338
Public works	40,363	9,343	49,706
Culture and recreation	9,285	-	9,285
Miscellaneous	1,912	-	1,912
Total expenditures	<u>\$ 168,522</u>	<u>\$ 9,343</u>	<u>\$ 177,865</u>
Excess (deficiency) of revenues over expenditures	<u>\$ (19,721)</u>	<u>\$ 16,585</u>	<u>\$ (3,136)</u>
OTHER FINANCING SOURCES (USES)			
Transfers in	\$ -	\$ 493	\$ 493
Transfers out	<u>(493)</u>	<u>-</u>	<u>(493)</u>
Total other financing sources (uses)	<u>\$ (493)</u>	<u>\$ 493</u>	<u>\$ -</u>
Net Change in Fund Balance	<u>\$ (20,214)</u>	<u>\$ 17,078</u>	<u>\$ (3,136)</u>
Fund balances - beginning	\$ 169,957	\$ 90,693	\$ 260,650
Restatements	<u>61,930</u>	<u>(62,139)</u>	<u>(209)</u>
Fund balances - beginning, restated	<u>\$ 231,887</u>	<u>\$ 28,554</u>	<u>\$ 260,441</u>
Fund balance - ending	<u>\$ 211,673</u>	<u>\$ 45,632</u>	<u>\$ 257,305</u>

See accompanying Notes to the Financial Statements

Schedule B.4

Town of Bainville, Roosevelt County, Montana
Reconciliation of the Statement of Revenues, Expenditures.
and Changes in Fund Balances of Governmental Funds
to the Statement of Activities
For the Fiscal Year Ended June 30, 2020

Amounts reported for *governmental activities* in the statement of activities are different because:

Net change in fund balances - total governmental funds	\$ (3,136)
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Governmental funds report capital outlays as expenditures while governmental activities report depreciation expense to allocate those expenditures over the life of the assets:

- Depreciation expense	(12,017)
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Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds:

- Increase in Taxes Receivable	8,395
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The change in compensated absences is shown as an expense in the Statement of Activities	922
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Change in net position - Statement of Activities	\$ <u>(5,836)</u>
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See accompanying Notes to the Financial Statements

Schedule B.5

Town of Bainville, Roosevelt County, Montana
Statement of Net Position
Proprietary Funds
June 30, 2020

Business-Type Activities - Enterprise Funds				
	Water	Sewer	Solid Waste	Totals
ASSETS				
Current assets:				
Cash and investments	\$ 85,937	\$ 320,259	\$ 16,236	\$ 422,432
Accounts receivable - net	30,876	17,599	6,795	55,270
Total current assets	<u>\$ 116,813</u>	<u>\$ 337,858</u>	<u>\$ 23,031</u>	<u>\$ 477,702</u>
Noncurrent assets:				
Restricted cash and investments	\$ 24,875	\$ 16,848	\$ -	\$ 41,723
Capital assets - land	10,165	40,196	-	50,361
Capital assets - depreciable, net	2,502,915	1,227,555	-	3,730,470
Total noncurrent assets	<u>\$ 2,537,955</u>	<u>\$ 1,284,599</u>	<u>\$ -</u>	<u>\$ 3,822,554</u>
Total assets	<u>\$ 2,654,768</u>	<u>\$ 1,622,457</u>	<u>\$ 23,031</u>	<u>\$ 4,300,256</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>\$ 2,654,768</u>	<u>\$ 1,622,457</u>	<u>\$ 23,031</u>	<u>\$ 4,300,256</u>
LIABILITIES				
Current liabilities:				
Accounts payable	\$ 16,276	\$ 552	\$ 4,783	\$ 21,611
Unearned Revenue	1,999	-	-	1,999
Current portion of long-term capital liabilities	32,000	7,429	-	39,429
Current portion of compensated absences payable	549	365	-	914
Total current liabilities	<u>\$ 50,824</u>	<u>\$ 8,346</u>	<u>\$ 4,783</u>	<u>\$ 63,953</u>
Noncurrent liabilities:				
Noncurrent portion of long-term capital liabilities	\$ 593,000	\$ 211,211	\$ -	\$ 804,211
Noncurrent portion of compensated absences	549	365	-	914
Total noncurrent liabilities	<u>\$ 593,549</u>	<u>\$ 211,576</u>	<u>\$ -</u>	<u>\$ 805,125</u>
Total liabilities	<u>\$ 644,373</u>	<u>\$ 219,922</u>	<u>\$ 4,783</u>	<u>\$ 869,078</u>
NET POSITION				
Net investment in capital assets	\$ 1,888,080	\$ 1,049,111	\$ -	\$ 2,937,191
Restricted for special projects	24,875	16,848	-	41,723
Unrestricted	97,440	336,576	18,248	452,264
Total net position	<u>\$ 2,010,395</u>	<u>\$ 1,402,535</u>	<u>\$ 18,248</u>	<u>\$ 3,431,178</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSTION	<u>\$ 2,654,768</u>	<u>\$ 1,622,457</u>	<u>\$ 23,031</u>	<u>\$ 4,300,256</u>

See accompanying Notes to the Financial Statements

Schedule B.6

Town of Bainville, Roosevelt County, Montana
Statement of Revenues, Expenses, and Changes in Net Position
Proprietary Funds
For the Fiscal Year Ended June 30, 2020

	Business-Type Activities - Enterprise Funds			
	Water	Sewer	Solid Waste	Totals
OPERATING REVENUES				
Charges for services	\$ 168,995	\$ 133,175	\$ 57,415	\$ 359,585
Total operating revenues	\$ 168,995	\$ 133,175	\$ 57,415	\$ 359,585
OPERATING EXPENSES				
Personal services	\$ 38,193	\$ 22,918	\$ -	\$ 61,111
Supplies	2,764	4,328	-	7,092
Purchased services	89,589	90,721	62,917	243,227
Depreciation	72,617	48,436	-	121,053
Total operating expenses	\$ 203,163	\$ 166,403	\$ 62,917	\$ 432,483
Operating income (loss)	\$ (34,168)	\$ (33,228)	\$ (5,502)	\$ (72,898)
NON-OPERATING REVENUES (EXPENSES)				
Debt service interest expense	\$ (18,718)	\$ (9,736)	\$ -	\$ (28,454)
Total non-operating revenues (expenses)	\$ (18,718)	\$ (9,736)	\$ -	\$ (28,454)
Change in net position	\$ (52,886)	\$ (42,964)	\$ (5,502)	\$ (101,352)
Net Position - Beginning of the year	\$ 1,652,516	\$ 1,447,004	\$ 28,401	\$ 3,127,921
Restatements	410,766	(1,506)	(4,651)	404,609
Net Position - Beginning of the year - Restated	\$ 2,063,282	\$ 1,445,498	\$ 23,750	\$ 3,532,530
Net Position - End of the year	\$ 2,010,395	\$ 1,402,535	\$ 18,248	\$ 3,431,178

See accompanying Notes to the Financial Statements

Schedule B.7

Town of Bainville
Combined Statement of Cash Flows
All Proprietary Fund Types
Fiscal Year Ended June 30, 2020

	Business - Type Activities			
	Water	Sewer	Solid Waste	Totals
Cash flows from operating activities:				
Cash received from providing services	\$ 149,632	\$ 138,800	\$ 55,890	\$ 344,322
Cash payments to suppliers	(77,547)	(96,356)	(58,134)	(232,037)
Cash payments to employees	(36,666)	(23,247)	-	(59,913)
Net cash provided (used) by operating activities	\$ 35,419	\$ 19,197	\$ (2,244)	\$ 52,372
Cash flows from capital and related financing activities:				
Principal paid on debt	\$ (29,000)	\$ (7,112)	\$ -	\$ (36,112)
Interest paid on debt	(18,718)	(9,736)	-	(28,454)
Net cash provided (used) by capital and related financing activities	\$ (47,718)	\$ (16,848)	\$ -	\$ (64,566)
Net increase (decrease) in cash and cash equivalents	\$ (12,299)	\$ 2,349	\$ (2,244)	\$ (12,194)
Cash and cash equivalents at beginning	123,111	334,758	18,480	476,349
Cash and cash equivalents at end	\$ 110,812	\$ 337,107	\$ 16,236	\$ 464,155
Reconciliation of operating income (loss) to net cash provided (used) by operating activities:				
Operating income (loss)	\$ (34,168)	\$ (33,228)	\$ (5,502)	\$ (72,898)
Adjustments to reconcile operating income to net cash provided (used) by operating activities:				
Depreciation	72,617	48,436	-	121,053
Other losses	441	-	(4,651)	(4,210)
Changes in assets and liabilities:				
Accounts receivable - Net	(21,387)	5,625	3,126	(12,636)
Accounts payable	14,806	(1,307)	4,783	18,282
Deposits and refunds payable	(415)	-	-	(415)
Unearned revenue	1,999	-	-	1,999
Compensated Absences	1,526	(329)	-	1,197
Net cash provided (used) by operating activities	\$ 35,419	\$ 19,197	\$ (2,244)	\$ 52,372

See accompanying notes to the financial statements

Schedule C

Report of Findings, Recommendations, and Reponses Resulting from Performing Agreed-Upon Procedures

1. **Subject:** Procedure #7 Board Packets

Condition: The Town Council does not receive all of the reports that they should receive as part of their Board Packet.

Context: Procedure #7 had us to determine whether the governing body received and reviewed the following on a monthly basis:

 - * A report comparing budgeted revenues and budgeted appropriations with the year - to -date actual revenues and expenditures
 - * A copy of the bank reconciliation for all deposits/investments
 - * A report of cash balances, receipts and disbursements
 - * Supporting documentation for all expenditures/expenses

Effect: I could not find evidence within the board information provided that the Council received a report comparing budgeted revenues and budgeted appropriations with the year-to-date actual revenues and expenditures, a copy of the bank reconciliation for all deposits/investments, a report of cash balances, receipts and disbursements or supporting documentation for all expenditures/expenses. Per review of their board packets, the Council did receive journal vouchers for both accounting and utility billings, payroll slips, and the minutes noted that the Council reviewed accounts receivable. I also noted that they get claims approval listing and check registers.

Recommendation: We recommend that in addition to the reports the Town Council is currently given that they also get copies of budget versus actuals, bank reconciliations, a report of cash balances, receipts and disbursements and supporting documentation for all expenditures/claims.

Response: The Town has put a Plan of Improvement in place with the Town Clerk which requires that the monthly financials be presented to the Council each month.
2. **Subject:** Procedure #9 Tax Levy Requirements Schedule

Condition: The Tax Levy Requirement Schedule was not accurately prepared and the recalculated cash reserves were negative

- Context:** As part of Procedure #9, we were to determine if the Tax Levy Requirement Schedule as accurately prepared, and cash reserves were (1) within statutory limitations and (2) not negative.
- Effect:** The General Fund appropriations per the budget were \$358,950 yet the Town showed them as \$243,750 on their Tax Levy Requirement Schedule. We also noted that per the budget, the Non-Tax Revenues for the General Fund were \$69,450 yet the Town's Tax levy Requirement reflected \$77,450. Due to these errors, the recalculated cash reserves were actually negative \$54,397 or -15%.
- Recommendation:** We recommend that when the Town prepares the Tax Levy Requirement Schedule that the Town ensures the amounts reflected in the tax levy requirement for appropriations and non-tax revenues match the amounts as showing within the budget for that fund so that the calculated cash reserves are accurate.
- Response:** The Town will use outside advisors if needed to be sure the Tax Levy Requirements Schedule is reviewed and the amounts match up to the budget amounts for those funds.