

Regular Meeting Minutes of April 10, 2023
Bainville Town Council

The Regular meeting of the Bainville Town Council was called to order at 7:00 p.m. by Mayor Toby Romo at the Bainville Town Hall, 211 Clark Avenue East. Present were: Will Rathbun, Carol Rasmussen, Toby Romo and Nick Tester. A **quorum** was established. Also present were Clerk, Nikki Rogers; and Public Works Director, Lyle Lambert was absent. Guests included: David Norton, Darrel Rasmussen, Patti Malkuch, and Jess Malkuch.

Will Rathbun moved to approve the agenda with the additions of a building permit submitted by Jason Westbury at 204 Rhea Avenue West. Carol Rasmussen seconded the motion. All voted in favor and motion carried.

Carol Rasmussen moved to approve the minutes dated March 13, 2023 as submitted. Will Rathbun seconded the motion. All voted in favor and motion carried.

Carol Rasmussen moved to approve the minutes dated March 23, 2023 as submitted. Nick Tester seconded the motion. All voted in favor and motion carried.

Treasurer's Report:

- a. Cash Balance Report
- b. Bank Reconciliation Report
- c. YTD Expense vs Budget
- d. YTD Revenue vs Budget
- e. Petty Cash Spreadsheet for March 2023.
- f. Bank Statements, March 2023.
- g. YTD Receipts from Utility Billing.
- h. Review delinquent accounts.
- i. Approve claims, JVs in the amount of \$ 19,849.06
Will Rathbun moved to approve the claims and JVs in the amount of \$ 19,849.06. Nick Tester seconded the motion. MSC
- j. Approve payroll in the amount of \$11,049.04.
Carol Rasmussen moved to approve payroll in the amount of \$11,049.04. Nick Tester seconded the motion. MSC
- k. Approve voiding Checks 13569, 13597, 13595, and 13596 due to returning item and printing errors.—*Carol Rasmussen moved to approve voiding Checks 13569, 13597, 13595, and 13596 due to returning item and printing errors. Will Rathbun seconded the motion. MSC*

Public Comment

Jess Malkuch *inquired on his sewer backing up in his basement in the last month. Mayor Romo will look into the sewer lines in his alley.*

Public Works Report

- Water Loss update:
MAPs with Devin Beal are planning to be in Bainville the first week of May to lead 3 projects. A Lead test, a leak test, and to build a GIS mapping tool for all water & sewer valves, manholes, and hydrants.
MAPs is working on the rate study currently.
- Water project update:
 - Scope of work may change. We have until December of 2025 to use the Grant money for a water project.

Roosevelt County Sheriff's Report—None

Court Report—None

Local Emergency Planning Committee—No new update

Sewer Impact Fee Committee—No new update

Committee on Fire—Meeting on April 17, 2023 at 6:00 PM

Committee on Streets: Meeting on April 10, 2023 at 6:00 PM

Committee on Community Development: Meeting on April 14, 2023 at 4:00 PM

Public Hearing

- A. **Resolution**— A resolution of the Bainville Town Council providing an amendment of the Fiscal Year 2022-2023 budget to acknowledge amending expenditures exceeding the original appropriations. *Will Rathbun moved to adopt resolution providing an amendment of the Fiscal Year 2022-2023 budget to acknowledge amending expenditures exceeding the original appropriations. Carol Rasmussen seconded the motion. MSC*
- B. **Ordinance**—Adopt ordinance amending Title 4 Sewer and Water Chapters 02 Sewer Connection Regulations and 06 Water Regulation to include a change in fees. *Carol Rasmussen moved to adopt an ordinance amending Title 4 Sewer and Water Chapters 02 Sewer Connection Regulations and 06 Water Regulation to include a change in fees. Will Rathbun seconded the motion. MSC*
- C. **Resolution**-- A resolution of the Bainville Town Council establishing fees for connection to water and sewer infrastructure.
- Customers will not be billed to turn the water off at the curb stop for line.
- Nick Tester moved to adopt a resolution of the Bainville Town Council establishing fees for connection to water and sewer infrastructure with additional language "No charge for maintenance or emergency related shut offs." Carol Rasmussen seconded the motion. MSC*

Old Business

New Business

A. Approval to disburse checks in the amount of \$140,600.00 for:

- John Beard \$ 7,030.00
1356 Hwy 59N
Miles City, MT 59301
- Bainville School \$ 14,060.00
PO Box 177
Bainville MT 59212
- Bainville Rural Fire District \$ 7,030.00
PO Box 148

- Bainville MT 59212
- Bainville Triangle LLC \$ 28,120.00
650 San Andres Drive
Solana Beach, CA 92075
 - Bainville Triangle LLC \$ 56,240.00
650 San Andres Drive
Solana Beach, CA 92075
 - John Gilligan \$ 7,030.00
PO Box 13630
Scottsdale, AZ 85267
 - Thomas Robinson \$ 7,030.00
PO Box 410
Bainville, MT 59212
 - Claudia Kummer \$ 7,030.00
PO Box 158
Bainville MT 59212
 - Mathew Arps \$ 7,030.00
6002 Elysian RD Unit 201
Billings, MT 59101-6799

Carol Rasmussen moved approve disbursing checks in the amount of \$140,600.00 to the payer listed on the agenda. Nick Tester seconded the motion. MSC

B. Building Permit:

- Fence Permit—Jason Westbury at 204 Rhea Avenue West

Mayor and Council reviewed the permit application. The application was missing the picture of the fence location. Nick Tester moved to approve the application upon inspection from Mayor Romo or Council President Rathbun. Carol Rasmussen seconded the motion. MSC

B. Discuss updating the Capital Improvement Plan.

Mayor Romo and council agreed to send the CIP (Capital Improvement Plan) to the Committee on Community Development.

C. Review of Chapter 7.06 Nuisances.

Mayor Romo discussed Chapter 7.06 Nuisances with the County Attorney. They are willing to enforce any citations related to 7.06.015 Restricting the Keeping of Junk and Declaring Junk as a Nuisance.

D. Request to start Town Council Meetings with a prayer.

A request from Council member Rasmussen to start the Town Council Meetings with a prayer was discussed with the Mayor and Council. Mayor Romo suggested checking with Town Attorney Christofferson.

E. Discussion on late fee for utility billing.

Mayor and Council discussed implementing a late fee for any bills 30 days late. A suggestion would be to have a 15.00 late fee every 30 days. Ongoing discussion will continue.

Financial Report:

1. Financial Audit update for FY2022.
2. Summary of Fund expenditures & revenues.
3. **March of 2020** water loss was **988,074 gallons**, a 69% loss. \$2026/month
4. **March of 2021** water loss was **662,812 gallons**, a 59% loss. \$1359/month
5. **March of 2022** water loss was **407,090 gallons**, a 49% loss. \$835/month
6. **March of 2023** water loss was **90,590 gallons**, a 18% loss. \$186/month

XX moved to adjourn the meeting at XX:XX PM.

Attest:

Approved By:

Nikki Rogers, CMC
Clerk-Treasurer

Toby Romo
Mayor