

**REGULAR MEETING OF THE TOWN OF PLEVNA- Monday, December 11, 2023, at 7:00 p.m.**  
**Plevna Community Center.**

Mayor Thielen called the meeting to order at 6:55 p.m.

Mayor/Council Present: Gary Thielen, Promise Miller, Michele Gray, James Franson, and Kyle Vennes

Also present: Mark Thielen, Container Site Operator  
Rick Schell, Water/Wastewater Operator  
Jill Hildebrad, Clerk/Treasurer

Members of the Public Present: Chris Goben, Lois Geving, and Shawn Sander

**Approve Minutes from Town Council Regular Meeting - [November 13, 2023](#)**

- The minutes from the November 13, 2023 Town Council Regular Meeting were approved as read.

**Public Comment and Questions:**

- No Public Comment/Questions

**Correspondence:**

- [Christmas Card from Baker Metal & Recycling](#)

**Old Business:**

Ordinance No. 56 | An Ordinance of Fireworks Regulations - Final Business

- Ordinance No. 56 will have been posted for the required 30 days as of December 12, 2023. The Council stated that the Ordinance will be in effect at that time. Mayor Thielen stated that copies of the Ordinance will be posted in the Message Center outside the Town Office and on the Public Message Board in the Plevna Post Office.

ARPA Minimum Allocation Grant - [Pace, Inc. Contract for Sewer Camera and Cleaning](#)

- Alex Heesch, from Pace, Inc., provided the Town of Plevna a contract to lock in the prices from the proposal the Council approved during the November 2023 Regular Meeting. The Council reviewed the contract.

**Councilman Franson moved to approve and sign the contract provided by Pace, Inc. to camera and clean the Town's sewer lines. Councilwoman Miller seconded the motion. Discussion: None. Action:**

**Aye: 4**

**Nay:0**

**Absent: 0**

**Abstain: 0**

**Carried: 4:0**

**New Business**

ARPA - Request for Qualification for Engineering(I/A)

- The Council reviewed the Request for Qualification for Engineering document provided by Brosz Engineering.

**Councilman Vennes moved to approve and sign the contract provided by Brosz Engineering. Councilman Franson seconded the motion. Discussion: None. Action:**

**Aye: 4      Nay:0      Absent: 0      Abstain: 0      Carried: 4:0**

ARPA - Agreement & Task Order for Engineering(I/A)

- The Council reviewed the Agreement and Task Order from Brosz Engineering. The Mayor and Council stated that they would like the Town’s Attorney, Darcy Wassmann, to review the Order and to ask her for input prior to moving forward with the Council’s acceptance. It was noted that this agenda item will be moved to Old Business for Information/Action during the January 2024 meeting.

Consider HB355 SLIPA Grant Project List(A)

- The Council discussed that a Project List is required to move forward with the grant application. The Council set the following projects in order of importance:
  1. Water Meters - Update
  2. Well - Update/fix well
  3. Street - Repair and/or repave
  4. Sidewalk/Drainage - Fix sidewalks and improve drainage

**Councilwoman Miller moved to approve the Project List and to move forward with the grant application. Councilman Franson seconded the motion. Discussion: None. Action:**

**Aye: 4      Nay:0      Absent: 0      Abstain: 0      Carried: 4:0**

Goben Building Permit

- Chris Goben moved a trailer house onto his 2nd lot - 218 West Callin. He filled out and submitted a building permit for the Council to approve. Councilwoman Gray asked for clarification on the size of the lot. Mayor Thielen stated that the setbacks listed on the building permit do not reflect the current Zoning requirements. He noted that the trailer house should be set on the original pad used by the previous owner.

**Councilman Franson moved to approve the submitted Goben Building Permit on the condition that the trailer house is set on the previous pad with the same placement parameters and setbacks from the property line as used by the previous owner. Councilman Vennes seconded the motion. Discussion: The Council noted that siding and skirting will need to be addressed within the required timeline. Action:**

**Aye: 4      Nay:0      Absent: 0      Abstain: 0      Carried: 4:0**

Consider [Resolution Number 188 - Amendment to Resolution Number 177 - Council/Mayor Wage Increase](#)

- Resolution Number 177 (adopted 1/10/2022) reflects a Council and Mayor wage increase per meeting of \$25. The Council considered the adoption of Resolution Number 188 which would amend the wording of Resolution Number 177 to reflect the wages of Council \$150 per month;

Mayor \$175 per month with an additional \$150/\$175 per special (2nd/additional) meetings per month.

**Councilman Franson moved to adopt Resolution Number 188. Councilman Vennes seconded the motion. Discussion: None. Action:**

**Aye: 4      Nay:0      Absent: 0      Abstain: 0      Carried: 4:0**

**Department Reports:**

- **Water/Wastewater Operator** – Rich Schell stated that the Town has received some feedback from DEQ regarding the reporting of the required testings. He stated that he has been in touch with DEQ and the testing lab regarding these issues, and there were some issues with software on their end. He stated that there should not be any violations at this time. He will be checking with them again within a short period of time to verify this information.
  
- **Container Site Operator** – Mark Thielen stated that he was able to get a new metal container.
  
- **Clerks Report** – Clerk Hildebrand stated:
  - Financial Signature Cards have been updated for all accounts at Bank of Baker and Grasslands Federal Credit Union, and the online Bank of Baker account access has been updated.
  - Black Mountain Software Cloud Hosting was implemented on 12/8/2023. It was a very smooth transition.
  - There will be a Public Hearing held by the Planning Board on January 2, 2024, at the Fallon County Courthouse. Councilman Franson is the Town’s representative and was provided a hardcopy Planning packet. Councilwoman Gray expressed interest in attending the meeting and requested a copy of the packet.
  - The Town’s Mid-Rivers email account storage is at approx 80% capacity, and there have been some errors/security problems within the past few weeks. When contacted, two of the Mid-Rivers representatives recommended changing to a gmail account - storage is 15x larger. They stated some of their accounts have been moving in that direction. Clerk Hildebrand stated she would like to begin the process of changing the Town’s email address.
    - The Council supported the move toward changing the Town’s email account to [townofplevnamt@gmail.com](mailto:townofplevnamt@gmail.com).
  - Municipal Council/Clerk training will be held by Montana Municipal Institute in Butte during the month of May. Clerk Hildebrand stated that she would probably like to attend this (or another) training session. She stated that she will update the Council with registration/agenda information as it becomes available.

**Town Financials—November 2023:**

- Mayor Thielen noted the improvement in the Water Loss Report.
- The [November 2023](#) financial report was reviewed and accepted by the Council.

**Mayor/Council Comments:**

- The Council members did not have any comments.
- Mayor Thielen stated that he will be in touch with the Plevna Fire Department to discuss cost sharing the purchase of a hydrant repair tool.

**Approve Claims:**

- November Claims (\$6,102.83) - See attached document.

**A motion was made by Councilwoman Miller to approve the November Claims in the amount of \$6,102.83. Councilman Franson seconded the motion. Discussion: None. Action:**

**Aye: 4      Nay:0      Absent: 0      Abstain: 0      Carried: 4:0**

**Adjournment:**

Having no further business, Mayor Thielen adjourned the meeting at 7:30 p.m.

**Next Meeting:**

The next regular meeting of the Plevna Town Council will be Monday, January 8, 2024, at the Plevna Community Center.

1/8/2024  
\_\_\_\_\_  
Signature Date:

  
\_\_\_\_\_  
Clerk, Jill Hildebrand

  
\_\_\_\_\_  
Mayor, Gary Thielen

12/13/23  
07:22:30

TOWN OF PLEVNA  
Check Register  
For the Accounting Period: 11/23

Page: 1 of 2  
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-99746	E	19 Mid Rivers Communication	93.55	11/30/23		CL 1659	93.55
-99745	E	18 Montana Dakota Utilities	1016.49	11/30/23		CL 1660	1016.49
3485	S	14 G&G Garbage	185.00	12/11/23		CL 1656	185.00
3486	S	31 Griffith Excavating	905.00	12/11/23		CL 1654	905.00
3487	S	17 Hawkins Inc.	236.36	12/11/23		CL 1647	236.36
3488	S	49 MMCT & FOA	50.00	12/11/23		CL 1657	50.00
3489	S	60 US POSTAL SERVICE	98.00	12/11/23		CL 1650	98.00
3490	S	137 Wiedmer Backhoe Service Plus, LLC	985.00	12/11/23		CL 1649	985.00
3491	S	131 Badlands Patriot, LLC	44.00	12/08/23		CL 1652	44.00
3492	S	3 Black Mountain Software, Inc.	146.00	12/08/23		CL 1655	146.00
3493	S	4 City of Baker	1980.00	12/08/23		CL 1658	1980.00
3494	S	9 Energy Laboratories, Inc.	53.00	12/08/23		CL 1651	53.00
3495	S	138 Fallon County Weed Department	240.41	12/08/23		CL 1661	240.41
3496	S	12 Farmer's Union Oil	70.02	12/08/23		CL 1648	70.02

Total for Claim Checks 6102.83  
Count for Claim Checks 14

\* denotes missing check number(s)

# of Checks: 14 Total: 6102.83