

**REGULAR MEETING OF THE TOWN OF PLEVNA — MONDAY, August 12, 2019,  
7:00 p.m.**

**Town of Plevna Office**

Mayor Benner called the meeting to order at 7:05 p.m.

Councilmen present were Gary Thielen, Jordan Hoffman and Alba Higgins.

Also present: Rick Schell, Water Operator

Krista Nemitz, Clerk Intern

Corrine Sander, Wastewater Opera-

tor

Julie Straub, Human Resources

Mary Grube, Planner Assis-

tant

Members of the public present: Cliff Tudor, Jennifer Tudor, Kalyn Bohle, Shawn Sander

The minutes for the July 8, 2019, meeting were approved as presented.

**Public Comment:**

- **Mylen Bohle Plot** – According to Mary Grube, the town cannot de-annex the Bohle plot from within the city limits. It was determined the best way to proceed would be with filing a variance request and holding a public hearing to discuss the reason for variance. Mylen would want to install a septic system. Previous water customers that have a septic were already outside of city limits, pre-zoning. Mary Grube presented Variance Request paperwork. Mylen will plan to build in the following year. Mary will place an ad in newspaper about the public hearing. Plevna has no Fee Schedule for a Variance, Baker charges \$150. The Town will decide on a fee for the variance at the public hearing. Kalyn left the meeting at 7:10pm.

**Old Business:**

**Keystone EXP water use** –The Councilmen reviewed a copy of the Keystone EXP Contract. Krista will send a copy of the contract over to Darcy Wassmann to have it reviewed. A question was brought up about how much water can be pumped before you would need to have water rights filed. A decision will be made at the next meeting.

**Water Leak Update** – The water loss is still consistent. The alley at 3<sup>rd</sup> and Main may be a source. Cliff will continue to look. He will isolate each house and check the lines. If there is still no leak found, it may be possible to use a listening device while the lines are shut down. Digging would be a last resort. Clint Dietz's house may be difficult to test due to the nontypical curb boxes. The question was asked if there is curb stop at the Old Store? It would be on the As-Built Map if there is one. Over by Oberlander's House and Catholic Church appears to be very "green", this may be an indication of a water leak.

Willie wonders if there may be a leak in his curb stop because his house has risen over an inch in the last year. Cliff and Rick will move forward with looking for a source.

**HR Interviews** – Julie Straub conducted an interview with each the Councilmen and Mayor Benner. She extended an invitation to Corrine Sander, who was not comfortable at that time to meet. Julie also spent a significant amount of time conducting a phone interview with Pete Boettcher, DEQ Technical Assistance, determining a job description for our Wastewater Operator.

**Garbage**– There has been public agitation with the container site being full. G&G has not been able to respond as quickly as normal. Cliff is also monitoring the compressed container when he takes trash from Happy Camper and notifies Mark of how full it is. Willie will contact G&G head office in Dickinson to see if the issue can be resolved. The Council wonders if D&M has containers? Gary thinks the RV parks should be paying a higher commercial rate per camper to use the sight. This issue will be revisited upon further research. Alba thinks there should be an extra container at the dump with a tarp or flip top. The town owns a dumpster that G&G has in their possession.

**Business Licenses** – Baker does charge for Business Licenses due to the inconvenience. There were a few other towns around the state that shared their rates from \$25-\$150. The council will consider this for the following meeting.

**Meter Reading** -- Corrine has since resigned from the meter reading position. Rick has been appointed to read meters as part of his water job.

**New Meters** -- If our current meters are compatible with radio read, we will see where the budget is sitting before proceeding with a decision.

**Damage to Sewer Main** – Repair of the sewer main is finished. Krista will forward on the bills to Midrivers. CT Excavation would like to be paid for the work they have done. It was agreeable with the Councilmen that we will continue paying CT Excavation for their work.

**Wastewater Operator Job Description** – Julie did a brief review of the Job Description draft and how it was composed. Pete Boettcher was very helpful with the job description. With a clear job description there should be no confusion as to the expectations of the job. Mayor Benner and the Councilmen would like to have increased communication with the manager. Pete has sent over several templates for a work log to be completed by the Operator. His suggestions are that the facility be inspected weekly and logs be presented at the monthly council meeting. JSA would need to be covered more extensively later. Julie has also offered to do some training for the town on some safety procedures. Every position for the town will now have an updated job description. Julie also presented the Council with a letter from Pete Boettcher that states the third cell at the Plevna Wastewater Treatment Facility is an additional treatment cell. Mayor Benner would like to be able to meet with Pete when he comes to visit the treatment facility.



Shaun Sander questioned the Mayor, "This all stems from you needing proof that there is a third cell. The town has never been fined for discharging water into the third cell." Shaun was agitated over the situation. Julie Straub interjected, and respectfully asked that we move forward with business.

**New Business:**

- The Town is being required by Local Government Services to have a Financial Review done for Fiscal Year 2018.

**A motion was made by Jordan to hire Strom & Associates to complete our Financial Review.**

**Aye: 3      Nay:0      Absent: 1      Abstain: 0      Carried: 3:1**

- Mayor Benner handed out the Employee Expenditures and Worker's Compensation Coverage Memorandum to all present employees. A copy will be mailed to employees that were not present at the meeting. The mayor also gave a brief description of the correct process for requesting to spend town money. A clause will be implemented into the spending procedure policy to deal with cases of emergency spending. The council will work on formulating a more clear and concise spending policy to negate further confusion on the matter.

- Rick needs to purchase replacement supplies for water testing. He is estimating \$350 in total.

**A motion was made by Gary, seconded by Alba to approve the purchase of water testing supplies in the amount of \$350.**

**Aye: 3      Nay:0      Absent: 1      Abstain: 0      Carried: 3:1**

- Jennifer Tudor needs continuing education credits to maintain her Water Operator Certification and continue as the town's Backup Water Operator. Training Registration is \$250. Considering three nights of hotel stay and mileage at \$0.58/mile, that would put the training at approximately \$1000. The council will try working this into the preliminary budget and make a decision at the next council meeting. Julie mentioned that there may be possible grants or certain agencies that would be willing to waive tuition. She will look into it further and forward on any information to the Town Clerk.
- A Public Budget hearing was set for August 26<sup>th</sup> at 7pm.

**Department Reports:**

- **Water Operator** — Rick has noticed that there is water standing around the pumps. He contacted Northwest Pipe to service them, but was told there is nobody available.
- **Container Site Operator** — Absent.
- **Wastewater Operator** — Nothing to report.
- **Planner** – Mary mentioned there is a Planning Board member position available over in Baker. Krista will advertise for it around town.

**Financial Report — July 2019 and Budget Discussion:**

- The July financial report was reviewed, and the 2019-2020 Budget was discussed. Each council member took home a copy of the budget to review.

**Mayor/Council Comments**

- No additional comments.


**Approve Claims**

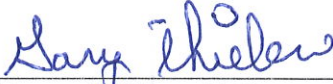
A motion was made by Gary, seconded by Jordan to approve the July claims in the amount of \$19,833.28.

Aye: 3      Nay:0      Absent: 1      Abstain: 0      Carried: 3:1

**July Claims (\$19833.28) see attached document**

Having no further business, Mayor Benner adjourned the meeting at 9:12 p.m. The next meeting of the Plevna Town Council will be Monday, September 9, 2019, at the Community Center.

  
Town Clerk Intern, Krista Nemitz

  
Mayor, William E. Benner

09/11/19  
11:47:20

TOWN OF PLEVNA  
Check Register  
For the Accounting Period: 7/19

Page: 1 of 2  
Report ID: AP300

Claim Checks

| Check # | Type | Vendor #/Name               | Check Amount | Date Issued | Period Redeemed | Claim #            | Claim Amount        |
|---------|------|-----------------------------|--------------|-------------|-----------------|--------------------|---------------------|
| -99855  | E    | 18 Montana Dakota Utilities | 897.14       | 08/22/19    | 7/19            | CL 1055            | 897.14              |
| -99854  | E    | 19 Mid Rivers Communication | 86.38        | 08/22/19    | 7/19            | CL 1057            | 86.38               |
| 2476 *  | S    | 86 Allied Plumbing          | 90.00        | 08/09/19    |                 | CL 1053            | 90.00               |
| 2477    | S    | 16 Baker Ace Hardware       | 54.99        | 08/09/19    |                 | CL 1058            | 54.99               |
| 2478    | S    | 5 Coral Creek Landfill      | 611.50       | 08/09/19    |                 | CL 1060            | 611.50              |
| 2479    | S    | 68 CT Excavation, Inc.      | 15482.97     | 08/09/19    |                 | CL 1051<br>CL 1063 | 13069.80<br>2413.17 |
| 2480    | S    | 9 Energy Laboratories, Inc. | 105.00       | 08/09/19    |                 | CL 1050            | 105.00              |
| 2481    | S    | 12 Farmers Union Oil Co.    | 104.61       | 08/09/19    |                 | CL 1059            | 104.61              |
| 2482    | S    | 14 G&G Garbage              | 675.00       | 08/09/19    |                 | CL 1061            | 675.00              |
| 2483    | S    | 38 Griffith Rental          | 582.50       | 08/09/19    |                 | CL 1064            | 582.50              |
| 2484    | S    | 999999 KRISTA NEMITZ        | 833.12       | 08/09/19    |                 | CL 1065            | 833.12              |
| 2485    | S    | 42 MT DEQ                   | 60.00        | 08/09/19    |                 | CL 1054            | 60.00               |
| 2486    | S    | 56 MT RURAL WATER SYSTEMS   | 150.00       | 08/09/19    |                 | CL 1052            | 150.00              |
| 2487    | S    | 20 Runnings Supply Inc.     | 30.07        | 08/09/19    |                 | CL 1062            | 30.07               |
| 2488    | S    | 60 US POSTAL SERVICE        | 70.00        | 08/09/19    |                 | CL 1056            | 70.00               |

**Total for Claim Checks** 19833.28  
Count for Claim Checks 15

\* denotes missing check number(s)

# of Checks: 15 Total: 19833.28

