

REGULAR MEETING OF THE TOWN OF PLEVNA—Monday, July 12, 2021, 7:00 p.m.
Plevna Community Center

Mayor Benner called the meeting to order at 7:01 p.m.

Councilmen present: Alba Higgins, Jordan Hoffman, Gary Thielen, and Kyle Vennes.

Also present: Krista Nemitz, Clerk/Treasurer Rick Schell, Water Operator
 Jolene Boespflug, Assistant Clerk Julie Straub, Human Resources

Members of the public present: Shawn Sander, Lois Geving

The minutes were approved for the June 14, 2021, regular meeting.

Public Comment: none

Correspondence:

- An informational letter was received from Denning, Downey & Associates, P.C., that touches on accounting and auditing changes.
- DEQ sent a failure to report daily entry point chlorine residuals. The Water Operator was notified and he reported that the DEQ fax system was down. The Operator is following up on the matter.
- Corrine Sander submitted a Records Request for a Council Meeting Packet.

Old Business:

Wastewater Operator Position – The Council hired Rick Schell to fill the position for Wastewater Operator. An interview was held on July 1, 2021, with Rick, Councilman Higgins, Councilman Hoffman, Councilman Vennes, and the Town Clerk in attendance. Rick was given an offer letter and job description, which he accepted and signed.

Railroad Well Heaters – A system for heating the meter building and the pump house will need to be put in place before the weather gets cold. Mayor Benner has one heater he will sell to the Town. Councilman Thielen will check with Prairie Fuels about purchasing a propane tank, 500 gallons. The Assistant Clerk will contact CENEX to price check propane tanks.

Street Repair – Mayor Benner will meet with the Fallon County Commissioners about the specifics of getting Plevna's street repair done. Councilman Higgins will contact the County Shop Foreman and work with Councilman Thielen to work out the details.

New Business:

- Julie Straub suggested that the Town look into getting a credit card for the Town Clerk to be used for purchasing office supplies, cleaning supplies, ect. Mayor Benner mentioned that in the past, the Town was advised against getting a credit card. The Clerk will inquire with Strom & Associates and Darcy Wassmann. She will also get more information from Kimberly Jensen at the County.
- The Wastewater Operator will find a device to be installed for measuring the lagoon levels.

Department Reports:

- **Water Operator** – Nothing more to report.
- **Container Site Operator** – absent
- **Bulk Water Pumping Site** – Several new users have contacted the Town Office to set up Bulk Water Accounts. Baker is currently on water restrictions.
- **Wastewater Operator** – DEQ visited the lagoon site to measure the sludge levels. Their report on the findings was emailed to each Councilman and the Mayor. Rick did a brief report of findings. The Operator will contact Robin with MT Rural Water and his contacts from the MT Rural Water Conference to discuss sludge removal options. The Operator will also check on mowing equipment from Griffith Rental. Mayor Benner will talk with Mayor Zachmann about the City of Baker boom mower. The Lagoon Log Sheet will be dropped by the office. The PER from Brozs Engineering is still not finished.
- **Human Resources** – Julie has finished the first draft of the Clerk/Treasurer job description. She met with the Town Clerk in June to go over job duties. A final draft will be presented at the next meeting.

Clerks Report:

There are two past due accounts that will be sent to the Water Operator.

The nuisance letters for mowing and debris were sent out. A couple letters were sent regarding above ground gas storage tanks. An additional letter was sent to Chris Mellon about finishing the skirting on his mobile home.

The Town has received half of “Pot A” of the ARPA funds.

The end of fiscal year reports will be run. The Council discussed hiring Rachael’s Accounting to complete the AFR.

A motion was made by Councilman Hoffman, seconded by Councilman Vennes to hire Rachael’s Accounting to complete the Annual Financial Report.

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

Jolene has reached the end of her probationary period. The Clerk recommended raising the Assistant Clerk wage to \$15 per hour.

A motion was made by Councilman Higgins, seconded by Councilman Hoffman to increase the Assistant Clerk’s wage to \$15/hour.

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

A motion was made by Councilman Thielen, seconded by Councilman Vennes to approve the COLA increase of 1.8 for fiscal year 2022.

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

The Clerk/Treasurer gave a report on the FY22 Draft Budget. It was brought to the attention of the Council that if not for the cash reserves, the General Fund would not be able to support itself. The Council would like to allocate additional funds to the Road and Street Services account within the General Fund. They would also like to account for the Railroad Well heater project in the Water Fund.

Financial Report — June 2021:

- The June financial report was reviewed and accepted by the Council.

Mayor/Council Comments: A concerned citizen reported that there is someone taking garbage to the dump after hours. It was noted that Happy Camper is allowed to dump three days a week because they pay a business rate and the Council doesn't want them holding up the line on Saturday mornings.

Approve Claims:

A motion was made by Councilman Thielen, seconded by Councilman Vennes to approve the June claims in the amount of \$1,470.27.

Aye: 4

Nay:0

Absent: 0

Abstain: 0

Carried: 4:0

June Claims (\$1,470.27) see attached document.

Having no further business, Mayor Benner adjourned the meeting at 8:10 p.m. The next regular meeting of the Plevna Town Council will be Monday, August 9, 2021, at the Community Center.


Town Clerk, Krista Nemitz


Mayor, William Benner

07/12/21
12:47:03

TOWN OF PLEVNA
Check Register

For the Accounting Period: 6/21

Page: 1 of 2
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
2943 *	S	5 Coral Creek Landfill	179.25	07/12/21		CL 1336	179.25
2944	S	9 Energy Laboratories, Inc.	22.00	07/12/21		CL 1335	22.00
2945	S	12 Farmers Union Oil Co.	111.93	07/12/21		CL 1339	111.93
2946	S	14 G&G Garbage	740.00	07/12/21		CL 1334	740.00
2947	S	48 MT LEAGUE OF CITIES & TOWNS	165.00	07/12/21		CL 1333	165.00
2948	S	999999 PLEVNA FIREMANS RELIEF ASSOC.	244.00	07/12/21		CL 1337	244.00
2949	S	62 Revnolds Market	8.09	07/12/21		CL 1340	8.09

Total for Claim Checks
Count for Claim Checks

1470.27
7

* denotes missing check number(s)

of Checks: 7 Total: 1470.27

Handwritten note: (1) 2944 check