

**REGULAR MEETING OF THE TOWN OF PLEVNA — MONDAY, September 9, 2019,
7:15 p.m.**

Plevna Community Center

Councilman Gary Thielen called the meeting to order in place of Mayor Benner at 7:16 p.m.

As Acting Mayor, Councilman Thielen excused himself from any voting to take place.

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

Also present: Rick Schell, Water Operator
Krista Nemitz, Clerk Intern

Jodi Varner, Clerk/Treasurer
Corrine Sander, Wastewater Operator

Members of the public present: Shawn Sander

The minutes for the August 12, 2019, meeting were approved as presented.

The minutes for the August 26, 2019, Public Budget Hearing were approved as presented.

Public Comment:

- **No public comment**

Coorespondence:

- **MT League of Cities and Towns:** The league has sent out a letter addressing a warranty program that the town could endorse and make available to the town residents for purchase. The members of the council will look over the letter and discuss it at the next regular meeting.

Old Business:

Keystone EXP water use – The Town Clerk will contact MDU again to check on getting power going to the old pool well site.

Water Leak Update – Nothing new to report.

2019 General Election – Taking into account that there are only uncontested races, the council will move forward with canceling the 2019 General Election.

A motion was made by Councilman Hoffman, seconded by Councilman Vennes, to pass Resolution No. 163, A Resolution Canceling the November 5, 2019, General Election of Certain Municipal Officers.

Aye: 3

Nay:0

Absent: 0

Abstain: 1

Carried: 3:1

Wastewater Operator Job Description – The council has reviewed the job description prepared by Human Resources for the position of Wastewater Operator. The Town's Operator, Corrine Sander, brought forth changes to the description. Corrine read, in its entirety, the Wastewater Operator Job Description with the alterations she saw fitting to the position. She has emailed her alterations to Julie in Human Resources and has confirmed that Pete from DEQ has signed off on said changes. The Town Clerk will obtain a copy of the newly proposed job description for the council to review at the October meeting. Corrine also presented to the Council a proposed Log Sheet for her position.

2018 Financial Review Findings – Strom & Associates completed the Town's 2018 Financial Review. At the closing interview, they presented Mayor Benner and the Town Clerk with a list of audit findings. The findings are as follows:

1. Budget not filed in a timely manner.
2. Cash not properly reviewed.
3. Revenue & Utility Billing Resolution
4. Journal Voucher Approval
5. Expenditure Approval Coding & Purchase Orders
6. Annual Financial Report not timely filed.

The Town Clerk will make the necessary changes moving forward and respond to the findings appropriately.

Raise of Utility Rates – The council reviewed the proposed rates increases from 2014, Resolution of Intention #147. After an extensive discussion and comparison of the current rates to the 2020 Fiscal Year budget, a proposed rate increase was determined. The water base rates will need to increase at least \$10 per user to make this year's budget balance. It is necessary to increase the sewer rates in order to collect sufficient revenues to pay costs associated with the operation, maintenance, and improvements to the Wastewater System. It was also determined that the garbage rates for businesses would be split into three tiers, with RVs/Campers having a separate fee. When water meters are read on the 25th of the month, campers and RVs will be counted and charged accordingly along with any other non-permanent structure being used as a residence. Residential Garbage Fees will need to increase \$2.50 per year for the next consecutive three years. Rural garbage will increase to \$300 per year. Starting in November 2019 the total amount of increase across all residential utilities would be \$17.50. A Resolution of Intention will be drafted for the proposed changes and adopted by the council at a special meeting to follow. The council has suggested a Public Hearing to be scheduled for October 1, 2019. The Town Clerk will gather utility base rates from surrounding communities to use as a comparison.

Damage to Sewer Main – The bills for repair have been forwarded to Midrivers.

Water Operator Training – Jennifer Tudor has received a \$500 Scholarship to be applied towards her water school training. That leaves the town responsible for the remaining estimated \$500, which was previously budgeted.

New Business:

- Jodi Varner submitted her letter of resignation to the council.
A motion was made by Councilman Hoffman, seconded by Councilman Vennes, to accept Jodi's resignation.

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

- The Acting Mayor made the offer to appoint Krista Nemitz as the new Town Clerk/Treasurer at the rate of \$15.45/hour and three hours of vacation per month. She will work up to 30 hours per week as necessary to complete the work that needs done. There have been budgeted trainings that the clerk will be attending throughout the year. Krista voiced a few concerns with accepting the position in regards to the amount of time the Clerk & Treasurer position requires. There are certain aspects of the job in which she would need further training as well as help from external sources. She would like assistance with the Annual Financial Report and the Annual Budget. The previous Town Clerk agreed with the difficulty of these tasks. Jodi will contact an accountant to assist with the Annual Financial Report for 2019. The council will discuss purchasing the Black Mountain Budget Prep Module at a later date. It was stated that there is enough excess in the General Fund to hire an accountant to complete the Annual Financial Report.
A motion was made by Councilman Hoffman, seconded by Councilman Higgins, to hire Krista Nemitz at the rate of the previous clerk, \$15.45 with a vacation rate of 3 hours per month.

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

- Jodi will get the paperwork started for adding Krista to the Bank of Baker signature card. The Council also agreed to add Gary Thielen to the signature card.
- The Council reviewed two building permits submitted by Jerry Mellon and Jill & Brian Hildebrand.
A motion was made by Councilman Vennes, seconded by Councilman Hoffman, to approve the building permits submitted by Mellon and Hildebrand.

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

- Jodi Varner left the meeting at 8:45 p.m.

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Department Reports:

- **Water Operator** — Rick replaced the seal around one of the pumps and purchased an additional new seal kit for when the other pump needs maintenance done. Last month while reading meters, Rick noticed that one of Clint Dietz's campers was not connected to a water meter. Clint stated that he did not have time to hook up the meter. A couple days later Rick noticed the meter was hooked up. Rick also noticed a new camper has moved in. Rick will be getting a new meter put in Clint's shop on his next set of days off. The Clerk will send Clint a letter outlining proper procedures for his RV spots.
- **Container Site Operator** — Absent.
- **Wastewater Operator** — Corrine expressed concerns of the sewer sludge testing costing quite a lot. The current Replacement and Depreciation fund is sitting at \$25,708. Corrine would like the Town to cover Shaun Sander under their Workman's Compensation in the event that she should need his volunteer assistance.

Financial Report — August:

- The August financial report was reviewed and accepted by the council.

Mayor/Council Comments

- No additional comments.

Approve Claims:

A motion was made by Kyle, seconded by Alba to approve the August claims in the amount of \$7,627.41

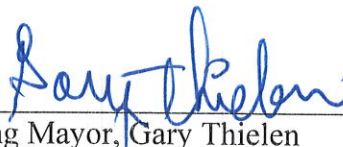
Aye: 3 Nay: 0 Absent: 0 Abstain: 1 Carried: 3:1

August Claims (\$7,627.41) see attached document

Having no further business, Acting Mayor Thielen adjourned the meeting at 9:04 p.m. The next meeting of the Plevna Town Council will be Tuesday, October 15, 2019, at the Community Center.



Town Clerk, Krista Nemitz



Acting Mayor, Gary Thielen

10/14/19
13:48:06

TOWN OF PLEVNA
Check Register
For the Accounting Period: 8/19

Page: 1 of 2
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-99853	E	19 Mid Rivers Communication	107.02	09/08/19	8/19	CL 1068	107.02
-99852	E	18 Montana Dakota Utilities	919.92	09/08/19	8/19	CL 1075	919.92
2501 *	S	9 Emerqy Laboratories, Inc.	20.00	09/09/19		CL 1071	20.00
2502	S	12 Farmers Union Oil Co.	41.65	09/09/19		CL 1076	41.65
2503	S	15 Hach Co.	416.62	09/09/19		CL 1072	416.62
2504	S	17 Hawkins Inc.	381.33	09/09/19		CL 1070	381.33
2505	S	999999 LISA PASSMORE	180.00	09/09/19		CL 1067	180.00
2506	S	26 MMIA Liability Program	1106.00	09/09/19		CL 1066	1106.00
2507	S	100 Northwest Pipe Fittings, Inc	575.89	09/09/19		CL 1069	575.89
2508	S	88 PETTY CASH	78.98	09/09/19		CL 1074	78.98
2509	S	999999 STROM & ASSOCIATES, P.C.	3800.00	09/09/19		CL 1073	3800.00
			7627.41				
			11				
			Total:				7627.41

Total for Claim Checks
Count for Claim Checks

* denotes missing check number(s)

of Checks: 11

Total: 7627.41

