

The Claims Committee met at Terry Town Hall at 7:00 p.m. with Cindy Bond and Caryn Rein reviewing claims. **The following claims were submitted for payment:**

Payroll Register

12722	Cindy Bond	November 2014 Payroll	138.52
89800	Rolane Christofferson	November 2014 Payroll	373.02
89799	Jared Davis	November 2014 Payroll	84.45
12723	Ken Lacquement	November 2014 Payroll	124.67
89798	Andrew Lapicki	November 2014 Payroll	957.20
89797	Caryn Rein	November 2014 Payroll	115.52
12724	Tim Richards	November 2014 Payroll	124.67
89796	James Schilling	November 2014 Payroll	2620.23
89795	Lynn Schilling	November 2014 Payroll	2108.72
89794	Trayton Schroeber	November 2014 Payroll	2405.03
12725	MMIA- Insurance	November 2014 Payroll- Insurance	1775.00
12726	Dept. of Revenue	November 2014 Payroll- State Tax	455.00
89793	EFTPS	November 2014 Payroll- Tax Deposit	2749.50
89792	PERS	November 2014 Payroll	1974.92

Claims

2775	MDU	November 2014 Utilities	2399.63
2776	MT Public Service Commission	Intrastate Registration 2015	10.00
2777	Tongue River Electric	Power @ Landfill	105.26
2778	ABC Glass & Signs	Repair of Town Hall Door	695.00
2779	City of Glendive	November Invoices- Landfill Services	2649.00
2780	Eastern Plains EDC	Annual Contribution	1000.00
2781	Econo Signs LLC	Street Signs/Freight	399.68
2782	Energy Laboratories	Lagoon Samples/Shipping	524.00
2783	Get R Done	Tires- Peterbilt	1017.17
2784	Lucas & Tonn, P.C.	Legal Services- November	262.50
2785	Mid-Rivers	November 2014 Statement	177.91
2786	Morrison-Maierle	Managed Online Back-up	20.00
2787	MTD Petroleum	November 2014 Statement- Fuel	1066.15
2788	Netzer Hardware	November 2014 Statement	368.39
2789	Northern Safety Co.	Safety Glasses/Shipping	132.27
2790	Petty Cash	Replenish Petty Cash	79.31
2791	Prairie County	Public Safety Interlocal- ½	38308.81
2792	Shawn Quinlan	Reimbursement for Mileage	41.44
2793	Lynn Schilling	Reimbursement of Mileage	87.36
2794	State Treasurer	2014 AFR Filing Fee	435.00
2795	Terry Tribune	Advertising/1 Yr. Subscription	89.00
2796	Town of Terry	Sewer	99.00
2797	USPS	Postage Stamps	151.00
2798	Montana Farmers Union	Renewal of TVFD Accident/Sickness Pol.	3590.00
JV970876	USDA	Monthly Loan Repayment	8848.00
Total			\$79,298.62

Receipts for the month of November, 2014:

11243	Prairie County	Fallon Garbage Service/Fire Training	2665.07
11244	State of Montana	HB758 Oil, Gas, Nat Gas Dist.	1725.21
11245	State of Montana	Permit License Dist	1200.00
11246	State of Montana	Fuel Allocation	2492.22
11247	Rural Garbage Contracts	Annual Contracts	2183.00
11248	Rural Garbage Contracts	Annual Contracts	2898.00
11249	Rural Garbage Contracts	Annual Contracts	2358.00
11250	Rural Garbage Contracts	Annual Contracts	2224.00
11251	Rural Garbage Contracts	Annual Contracts	1623.00
11252	Prairie County Treasurer	Taxes & Assessments	38587.89
11253	Mid-Rivers Communications	Credit Balance Refund- Pool Phone	15.64
11254	Rural Garbage Contracts	Annual Contracts	1322.00
11255	Rural Garbage Contracts	Annual Contracts	1428.00
11256	Stockman Bank	Interest	136.43
UB531	Journal Voucher	Sewer Receipts	9658.94
Total			\$ 70,517.40

The Terry Town Council met in regular session at Terry Town Hall at 7:30 p.m. with Mayor Rolane Christofferson presiding. Council members present were Ken Lacquement, Caryn Rein, and Cindy Bond. Also present were Clerk Lynn Schilling, PWD James Schilling, and Town Attorney Shawn Quinlan.

Mayor Rolane Christofferson called the meeting to order at 7:30 p.m. and led the Pledge of Allegiance.

Public Comment- None.

Minutes from the November 13th, 2014 meeting were approved. (Lacquement/Bond)

Claims approved per Claims Committee. (Lacquement/Rein)

Cash/Bank Reconciliation approved. (Lacquement/Bond)

After review of the Stockman Bank Investment Fund account \$720,981.01 will be the amount in the Stockman Bank Investment Fund for the month of December. (Rein/Bond) Interest is deposited in the account the end of each month.

*Balance as of 10/31/14--\$701,148.88 Interest paid 11/28/14--\$136.43 Balance as of 11/28/14—\$720,981.01
Credits-\$68,925.13 Debits-\$49,093.00.*

Unfinished Business

Mayor Rolane Christofferson reported that the grant application has been submitted to FEMA for assistance in purchasing a new fire truck. They will be notifying applicants next February or March of their application status. Council looked over a service contract that Clerk Lynn Schilling received from TVFD Assistant Chief Matt Payne in regards to billing for the mitigation rates. The Council discussed some questions in regards to the billing that will require further clarification from the TVFD.

In regards to Town/Fire Hall, Clerk Lynn Schilling and PWD James Schilling reported that the fire extinguishers in Town Hall and the Town Shop were inspected this month by Fireman's Company.

Public Works Report

- PWD James Schilling reported that the steer tires were replaced on the Peterbilt garbage truck as discussed.
- PWD James Schilling had nothing new to report in regards to the equipment.
- PWD James Schilling reported that they were able to put in the speed limit signs that the Sheriff's department had requested. They are still working with the Department of Transportation in regards to the truck route signs along the highways.

Mayor Rolane Christofferson initiated discussion on the proposed Table of Contents for the Town's Municipal Code that was provided by Sterling Codifiers. Council went through the Table of Contents, addressing the questions and recommendations from Sterling Codifiers. Clerk Lynn Schilling will provide the Council's feedback to Sterling Codifiers.

There were no submitted building permits.

New Business

Mayor Rolane Christofferson and Clerk Lynn Schilling discussed the advertised part-time position in the Clerk/Treasurer's office. The position has been advertised as having "variable hours as needed". Clerk Lynn Schilling reported that three (3) applications have been received, but feels the position needs to be better defined before proceeding on with the hiring process. Council discussed an immediate need for someone to fill in on a

reduced schedule when Clerk Lynn Schilling takes maternity leave. They also would like the person hired to fill in for vacations and Clerk's Institute as well as providing regular assistance with utility billing and bigger projects such as filing and records retention. Council also recognizes a need for someone to be trained in the position, particularly with the utility billing and payroll as a back-up to Clerk Lynn Schilling.

Town Attorney Shawn Quinlan discussed updating the Town's Personnel Policy. He has looked at a template policy provided by MMIA that he believes can easily be adapted for the Town's needs. He asked that Council look over the policy so they can assist in adapting the policy for the Town.

Town Attorney Shawn Quinlan has been in communication with John Cummings, MMIA, in regards to the Town's efforts in updating the personnel policy. He reported that if the town adopts an updated personnel policy along with job descriptions and an acceptable job application, Employment Practices Liability coverage would be an endorsement the Town could receive at no extra charge. Clerk Lynn Schilling provided Town Attorney Shawn Quinlan with the Town's current job descriptions for the full-time positions. Job descriptions will need to be adopted for the part-time and seasonal positions.

Clerk Lynn Schilling reported that Larry and Marilyn Morast would like to be added to the lighting district. Clerk Lynn Schilling stated that she looked at a map of the lighting districts at the Department of Revenue office and the SID 114 district falls just shy of Morast's property. Council is unsure of all that it entails to add someone to a district. Clerk Lynn Schilling and Mayor Rolane Christofferson will research the steps and discuss with MDU.

Mayor Rolane Christofferson discussed the upcoming dog and cat vaccination clinic to be held at Town Hall. Clerk Lynn Schilling will likely be unavailable to work that day. Council Member Caryn Rein agreed to assist along with Paula Rein as they have in the past. Clerk Lynn Schilling will coordinate and try to set the clinic up for Saturday, February 7th from 10 a.m. until 12 p.m.

Mayor Rolane Christofferson, Council Member Cindy Bond and Clerk Lynn Schilling attended a workshop hosted by the Department of Commerce Community Technical Assistance Program. Council Member Cindy Bond provided the other council members with the training materials that were provided.

Mayor Rolane Christofferson expressed that she would like to have an ongoing discussion on different sections within the Montana Municipal Officials Handbook. Council agreed that the handbook is a good resource to have and become familiar with.

Clerk Schilling reported delinquent sewer accounts for December: seven (7) friendly letters, one (1) letter #2 and no (0) letter #3's were sent.

All other correspondence was reviewed.

Public Comment: None.

There being no further business, the meeting adjourned at 9:53 pm. (Rein/Lacquement)

ATTEST:

Lynn Schilling, Clerk

Rolane Christofferson, Mayor