

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

Payroll Register

12750	Cindy Bond	December 2014 Payroll	138.52
89791	Rolane Christofferson	December 2014 Payroll	373.02
89790	Jared Davis	December 2014 Payroll	84.45
12751	Ken Lacquement	December 2014 Payroll	124.67
89789	Andrew Lapicki	December 2014 Payroll	628.59
89788	Caryn Rein	December 2014 Payroll	115.52
12752	Tim Richards	December 2014 Payroll	124.67
89787	James Schilling	December 2014 Payroll	2537.76
89786	Lynn Schilling	December 2014 Payroll	2108.72
89785	Trayton Schroeber	December 2014 Payroll	2405.03
12753	MMIA- Insurance	December 2014 Payroll- Insurance	1775.00
12754	Dept. of Revenue	December 2014 Payroll- State Tax	429.00
89784	EFTPS	December 2014 Payroll- Tax Deposit	2599.39
89783	PERS	December 2014 Payroll	1880.32

Claims

2799	Boss Office Products	Recharged Ink Cartridge	49.95
2800	Cardmember Service	December 2014 Statement	265.38
2801	City of Glendive	December Invoices- Landfill Services	2888.50
2802	Energy Laboratories	Lagoon Samples/Shipping	217.00
2803	Farmers Union Oil Co.	December 2014 Statement- Fuel	16.45
2804	Fireman's Company	Annual Service of Fire Extinguishers	300.50
2805	J.P. Cooke Co.	Dog Tags/Licenses/Shipping	68.75
2806	Lucas & Tonn, P.C.	Legal Services- December	1749.00
2807	Mid-Rivers	December 2014 Statement	181.27
2808	Miles City Motor Supply	Filter- Dump Truck	7.49
2809	MDU	December 2014 Utilities	3637.55
2810	MT Dept. of Revenue	Consumer Counsel Fee- 4 th Qtr	30.02
2811	Montana Peterbilt	Parts- Garbage Truck	268.14
2812	Morrison-Maierle	Managed Online Back-up	20.00
2813	MTD Petroleum	December 2014 Statement- Fuel	1005.44
2814	Netzer Hardware	December 2014 Statement	258.58
2815	Prairie County	Court Fines	185.00
2816	QBS Safeguard	2014 Tax Forms	59.85
2817	Shawn Quinlan	Reimbursement for Mileage	41.44
2818	Terry Tribune	Advertising	45.00
2819	Tongue River Electric	Power @ Landfill	193.67
2820	Town of Terry	Sewer	99.00
2821	USPS	Postage Stamps	117.00
JV970880	USDA	Monthly Loan Repayment	<u>8848.00</u>
Total			\$36,570.65

Receipts for the month of December, 2014:

11257	Prairie County	Fallon Garbage Service	2615.07
11258	Rural Garbage Contracts	Annual Contracts	1598.00
11259	Larry Morast	Dog License	5.00
11260	Prairie County Treasurer	Taxes & Assessments	113507.48
11261	State of Montana	Fuel Allocation	2492.22
11262	State of Montana	HB124 Entitlement Share	20852.93
11263	City Judge Kathy Henry	Court Fines	185.00
11264	American Legion Club	Sale of Beer & Liquor License	160.00
11265	Terry Super Valu	Sale of Beer & Liquor License	160.00
11266	Roy Rogers	Sale of Beer & Liquor License	160.00
11268	Stockman Bank	Interest	164.08
UB534	Journal Voucher	Sewer Receipts	<u>12853.64</u>
Total			\$ 154,753.42

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, Cindy Bond, and Tim Richards. Also present were Clerk Lynn Schilling, PWD James Schilling, Town Attorney Shawn Quinlan, Prairie County Sheriff Duncan Hedges, Matt Payne (TVFD), John Pisk (DES Coordinator), Jason Rittal and Elizabeth Smith (EPEDC).

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 December 22nd, 2014 meeting were approved. (Lacquement/Bond)

Claims approved per Claims Committee. (Lacquement/Richards)

Cash/Bank Reconciliation approved. (Rein/Bond)

After review of the Stockman Bank Investment Fund account \$802,547.33 will be the amount in the Stockman Bank Investment Fund for the month of January.

(Bond/Lacquement) Interest is deposited in the account the end of each month.

*Balance as of 11/28/14--\$720,981.01 Interest paid 12/31/14--\$164.08 Balance as of 12/31/14—\$802,547.33
Credits-\$156,434.32 Debits-\$74,868.00.*

Unfinished Business

Prairie County Sheriff Duncan Hedges provided some statistics from the department for 2014. He stated that something will need to be figured out for impounding dogs. Currently, dogs that are picked up and unclaimed have to be transported to Miles City. The Sheriff's Department is currently looking for solutions to the amount of overtime being accrued as well as replacing the pick-up.

Assistant Fire Chief Matt Payne (TVFD) discussed the contract for collection of mitigation fees. Council asked questions regarding the billing if both Town and County personnel and equipment are utilized. Asst. Fire Chief Matt Payne stated that it would be rare to have Town equipment utilized outside of the town. If the department starts responding to accidents within Prairie County with the Town's pumper they would need to discuss the billing and collection with the Prairie County Commissioners.

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. Council discussed a proposed service contract for the new generator at the Town/Fire Hall. Prairie County DES Coordinator John Pisk stated that Prairie County has the same agreement for their generator and is happy with the service. Council agreed to proceed with the service agreement.

Public Works Report-

- PWD James Schilling reported that the Peterbilt garbage truck will be needing the brakes serviced. Council agreed that he should proceed with getting the brakes serviced.
- PWD James Schilling had nothing new to report in regards to the equipment.
- PWD James Schilling had nothing new to report in regards to the streets and alleys. Council were pleased with the Public Works department's handling of the snow removal and sanding.

Clerk Lynn Schilling stated that she had provided the Council's feedback in regards to the Table of Contents. Sterling Codifiers will be moving forward and will be in touch with any questions or updates.

Mayor Rolane Christofferson reported that she and Clerk Lynn Schilling had interviewed three (3) applicants for the part-time clerk/treasurer position. Holly Eaton has accepted

the position. Council passed a motion to set the wage for that position at \$12 per hour. (Lacquement/Bond)

Town Attorney Shawn Quinlan stated that he has been working to adapt an updated personnel policy for the Town's use. He will e-mail the draft to Clerk Lynn Schilling for distribution to Council.

Town Attorney Shawn Quinlan and Clerk Lynn Schilling discussed the job descriptions in place as well as the ones needed for the swimming pool and new part-time positions.

Town Attorney Shawn Quinlan will follow-up with the Town's employment practices liability coverage once the necessary personnel documents are up-to-date.

Clerk Lynn Schilling shared with Council the map of the lighting districts displaying the one (1) block that was not included. Clerk Lynn Schilling is waiting to hear back from MDU regarding what they need to add street lighting in that district. Town Attorney Shawn Quinlan stated that the property owner can be billed for any expenses in regards to the extension of the street lighting then added to the lighting district for assessment purposes next fall. Once all the steps are confirmed, Clerk Lynn Schilling will follow-up with the property owners.

Clerk Lynn Schilling reported that Dog/Cat Vaccination Day is scheduled for Saturday, February 5th from 10:00 a.m. until 12:00 p.m. Dr. Kyle Voss from Dawson County Vet Clinic will be there to administer the vaccines as well as Caryn Rein, Paula Rein and Holly Eaton to work registration and payment tables. Fireman's Company from Miles City will be on hand as well to service and sell fire extinguishers.

There were no submitted building permits.

New Business

Jason Rittal (EPEDC) discussed with the council the possibility of the Town applying for a CDBG economic development grant on the Prairie Community Hospital's behalf for additional funding required for the necessary upgrades to the hospital facility. He asked that the council consider the request and schedule an informational public hearing as a first step in consideration applying for the grant. Council scheduled the public hearing for 6:30 p.m. on Thursday, February 12th at Town Hall (prior to the next Town Council meeting).

Mayor Rolane Christofferson stated that public works personnel had researched the existing sewer easements and there is some confusion as to the terms in one of the easements. Town Attorney Shawn Quinlan was provided with a copy of the easement and will research the matter.

Clerk Schilling reported delinquent sewer accounts for January: six (6) friendly letters, two (2) letter #2's 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 9:50 pm. (Lacquement/Bond)

ATTEST:

Lynn Schilling, Clerk

Rolane Christofferson, Mayor