

Mayor Rolane Christofferson reviewed and approved the following payroll as prepared by Clerk Lynn Schilling:

**Payroll Register**

14456	Cindy Bond	December 2018 Payroll	138.52
89322	Rolane Christofferson	December 2018 Payroll	373.02
14457	Brad Eaton	December 2018 Payroll	138.52
14460	Holly Eaton	December 2018 Payroll	665.59
89321	Holly Eaton	December 2018 Payroll	17.70
14458	Vernal Fellon	December 2018 Payroll	2453.11
89320	Allen Henry	December 2018 Payroll	1313.41
14459	Peter Leyva	December 2018 Payroll	124.67
89319	Caryn Rein	December 2018 Payroll	115.52
89318	Brady Robertson	December 2018 Payroll	1793.86
89317	Lynn Schilling	December 2018 Payroll	2511.33
14460	MMIA- Insurance	December 2018 Payroll- Insurance	2898.35
14461	Dept. of Revenue	December 2018 Payroll- State Tax	442.00
89316	AFLAC	December 2018 Payroll	122.33
89315	EFTPS	December 2018 Payroll- Tax Deposit	2592.54
89314	PERS	December 2018 Payroll	2077.53

The Claims Committee met at Terry Town Hall at 5:30 p.m. with Cindy Bond and Caryn Rein reviewing claims. **The following claims were submitted for payment:**

**Claims**

4066	Cardmember Service	Year End Tax Forms	47.34
4067	City of Glendive	Landfill Services	1844.00
4068	Cross Petroleum	November 2018 Statement	944.08
4069	Energy Lab	Lagoon Sample Testing	282.00
4070	Fireman's Company	Annual Service- Fire Extinguishers	325.50
4071	Get R Done Repair	November 2018 Statement	1881.75
4072	Mid-Rivers	December 2018 Statement	199.36
4073	MMIA- Employee Benefits	Employee Benefits (reimb.)	616.00
4074	MDU	December 2018 Utilities	3127.29
4075	MT Dept. of Revenue	Consumer Counsel Fee	14.52
4076	Netzer Hardware	December 2018 Statement	127.75
4077	Prairie Community Hospital	Contribution- EMS Coordinator	2500.00
4078	Prairie County	Court Fines	46.00
4079	Stahly Engineering	Engineering- Sewer Main & Wastewater	804.00
4080	State Treasurer	AFR Filing Fee	250.00
4081	Sterling Codifiers	Supplement # 1- Ordinance Codification	624.00
4082	Lynette & Dwight Tague	Reimbursement of Garbage Assessment	308.00
4083	Terry Tribune	Advertising/Annual Subscription	80.00
4084	Tongue River Electric	Power @ Landfill	41.88
4085	Town of Terry	Sewer	153.00
4086	USPS	Postage Stamps	70.00
JV971014	USDA	Monthly Loan Repayment	<u>8848.00</u>
<b>Total</b>			<b>\$ 41,672.09</b>

**Receipts for the month of December, 2018:**

11906	City Judge	Court Fines	46.00
11909	Prairie County	Fallon Garbage Service	2615.07
11910	Rural Garbage Contracts	S. Strasheim	600.00
		C. Holman	350.00
11911	Rolane Christofferson	Insurance Receipts- Pass Thru	616.00
11912	Bulk Water Sales	Sackman Inc.	500.00
		D. George	143.00
		A. Pehl	1385.00
		TCH Construction	45.00

11913 State of Montana	Fuel Allocation	2411.22
11914 Bulk Water Sales	AJ Mack	16.00
	Higgins Drilling	490.00
11914 (2) Rod Mrnak	Rural Garbage Contract	350.00
11915 American Legion Club	Sale of Beer & Liquor License	160.00
11915 (2) Reeder Ag Air	Bulk Water Sales	200.00
11916 Roy Rogers	Sale of Beer & Liquor License	160.00
11916 (2) Ferrosafe LLC	Bulk Water Sales	268.75
11917 Terry Super Valu	Sale of Beer & Liquor License	160.00
11917 (2) Prairie County Treasurer	Taxes & Assessments	137516.85
11919 State of Montana	HB124 Entitlement Share	22572.11
11919 (2) Army Corps of Engineers	WRDA Grant- Sewer Project	12060.57
11920 Stockman Bank	Interest	406.38
UB660 Journal Voucher	Sewer Receipts	19246.86
<b>Total</b>		<b>\$ 243,990.90</b>

The Terry Town Council met in regular session at Terry Town Hall at 6:00 p.m. with Mayor Rolane Christofferson presiding. Council members present were Cindy Bond, Caryn Rein, Brad Eaton, and Peter Leyva. Also present were Clerk Lynn Schilling, Public Works Director Brady Robertson, Town Attorney Rennie Wittman and Lizzy Robertson (Terry Tribune).

Mayor Rolane Christofferson called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

Public Comment- None.

Minutes from the December 13<sup>th</sup>, 2018 meetings were approved. (Bond/Rein)

Claims approved per Claims Committee. (Eaton/Leyva)

Cash/Bank Reconciliation approved. (Eaton/Bond)

**After review of the Stockman Bank Investment Fund account \$1,072,565.79 will be the amount in the Stockman Bank Investment Fund for the month of January.**

**(Leyva/Rein) Interest is deposited in the amount the end of each month.**

*Balance as of 12/31/18--\$1,072,565.79 Interest paid 12/31/18--\$406.38 Balance as of 11/30/18--\$917,889.77 Credits-\$201,461.02 Debits-\$46,785.00*

**Unfinished Business**

There was nothing new to discuss in reference to the waste water treatment upgrades and infiltration of clean water.

Council Member Peter Leyva reported that the TVFD had responded on a couple of calls of gas leaks in town. They will be conducting a business meeting on the 22<sup>nd</sup>.

No one was present to report on public safety.

In regard to the Town/Fire Hall, PWD Brady Robertson and Clerk Lynn Schilling reported that the fire extinguishers in Town/Fire Hall and the Town Shop have been inspected this month. PWD Brady Robertson reported that he, Vern and Allen have been working on the exhaust removal in the Fire Hall when they have time.

**Public Works Report:**

- PWD Brady Robertson reported that the engine light is on in the Peterbilt. He will have to contact Peterbilt with the code. He has also noted a rough sounding idle with the truck as well.
- PWD Brady Robertson reported that they have finished discharging from lagoon cell # 2 and will start discharging from cell # 1 next week.

Town Attorney Rennie Wittman touched base with Prairie County Attorney Dan Rice regarding the interlocal agreement on public safety. He was unsure as to the status of the agreement and will check with the Prairie County Board of Commissioners. Meanwhile, Town Attorney Rennie Wittman stated that she would begin amending the agreement for the current fiscal year.

The Town Council briefly discussed the need to begin work on the policy dictating the garbage assessment rates. Mayor Rolane Christofferson stated that she would like to see it simplified. Council Member Cindy Bond stated that she believes it is important to consider the number of weekly pickups along with volume at the various commercial pickups. The Town Council will continue to work on the policy at subsequent meetings.

There were no submitted building permits to review.

**New Business**

Mayor Rolane Christofferson discussed a request from Stockman Bank for a letter specifying who is authorized to operate the “City Judge” account as it is under the Town’s EIN. The Town Council passed a motion for Rolane Christofferson to sign a letter authorizing Mary Bucher (Prairie County Justice of the Peace) and Clerk Lynn Schilling as signatories on the account. (Leyva/Bond)

Clerk Lynn Schilling reported that the Dog/Cat Vaccination Clinic will be on Saturday, February 9<sup>th</sup> from 10 a.m. until 12:00 p.m. PWD Brady Robertson will line up two (2) employees from Public Works to work as well.

Council Member Caryn Rein expressed concern over parking congestion in front of Netzer Hardware and Baker’s Café particularly in regards to longer vehicles parking at an angle in front of both those businesses. Clerk Lynn Schilling had printed out some examples from other cities’ municipal codes addressing parking issues. The Town Council will continue to explore options and discuss further at the next meeting.

Mayor Rolane Christofferson discussed the vacant deputy clerk position. The Town Council discussed various options and ultimately decided to advertise for a ten (10) hour per week part-time deputy clerk position.

Mayor Rolane Christofferson shared a letter urging town officials to reach out to their state legislators about the importance and critical need of the entitlement share to cities and towns. The funds that are received make up a large portion of the revenue within the General Fund.

Clerk Lynn Schilling reported delinquent sewer accounts for January: four (4) friendly letters, two (2) letter #2’s, and 0 (zero) letter #3’s were sent.

All other correspondence was reviewed.

Public Comment: None.

Council Member Peter Leyva stated that he would like to further explore a work order system for the Public Works department. He also discussed the tennis court area of the park and options for that area. He and PWD Brady Robertson will look into options and present back to the Town Council.

There being no further business, the meeting adjourned at 7:10 pm. (Bond/Rein)

ATTEST:

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Lynn Schilling, Clerk

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Rolane Christofferson, Mayor