

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

Payroll Register

14618	Cindy Bond	May 2019 Payroll	138.52
89283	Rolane Christofferson	May 2019 Payroll	373.02
14619	Brad Eaton	May 2019 Payroll	138.52
89282	Susan Edwards	May 2019 Payroll	350.32
14620	Vernal Fellon	May 2019 Payroll	2409.69
89281	Allen Henry	May 2019 Payroll	1163.36
14621	Peter Leyva	May 2019 Payroll	124.67
89280	Caryn Rein	May 2019 Payroll	115.52
14622	Brady Robertson	May 2019 Payroll	1940.80
89279	Brady Robertson	May 2019 Payroll	2735.55
89278	Lynn Schilling	May 2019 Payroll	2408.83
14623	MMIA- Insurance	May 2019 Payroll- Insurance	1995.00
14524	Dept. of Revenue	May 2019 Payroll- State Tax	558.00
89277	EFTPS	May 2019 Payroll- Tax Deposit	3238.61
89276	PERS	May 2019 Payroll	2523.49

The Claims Committee met at Terry Town Hall at 5:30 p.m. with Peter Leyva and Brad Eaton reviewing claims. **The following claims were submitted for payment:**

Claims

4189	Prairie County	Public Safety Interlocal	73950.00
4190	Ross Stalcup	Audit of FYE 2018	4000.00
4191	MMIA- Employee Benefits	Employee Benefits (reimb.)	616.00
4192	MDU	May 2019 Utilities	2264.33
4193	Advanced Tech Products	Swimming Pool Chemicals/Supplies	3767.25
4194	Boss Office Products	Office Supplies	160.94
4195	Cardmember Service	May 2019 Statement	341.39
4196	City of Glendive	Landfill Services	2910.50
4197	Cross Petroleum	May 2019 Statement	928.50
4198	Energy Lab	Lagoon Sample Testing	525.00
4199	Farmers Union Oil Co.	May 2019 Statement	118.40
4200	Get R Done Repair	May 2019 Statement	1633.85
4201	Holden Electric	Power Issues @ Landfill Warehouse	80.00
4202	Lucas & Tonn, P.C.	May 2019 Legal Services	225.00
4203	Mid-Rivers	May 2019 Statement	200.47
4204	MT League of Cities & Towns	2019-20 Membership Dues	207.57
4205	MT DEQ	Wastewater/Water License Renewal Fees	110.00
4206	Netzer Plumbing & Heating	Light Pilot in Training Room	90.00
4207	Prairie County	Court Fines	265.00
4208	Lynn Schilling	Reimbursement of Travel	193.72
4209	Stahly Engineering	Engineering- Wastewater Treatment Proj.	1278.53
4210	Terry Hardware	Supplies	108.44
4211	Terry Tribune	Advertising	40.50
4212	The Chemnet Consortium, Inc.	Lab/MRO Fee	40.00
4213	Tongue River Electric	Power @ Landfill	41.88
4214	Town of Terry	Sewer	153.00
4215	USPS	Postage Stamps	70.00
4216	Aurora Wolf	Reimbursement of Travel	90.48
4217	Michelle Wolff	Reimbursement for Pool Supplies	187.19
4218	Glendive Rec. Dept.	Lifeguard Training	765.00
JV971027	USDA	Monthly Loan Repayment	<u>8848.00</u>
		Total	\$ 124,624.56

Receipts for the month of May, 2019:

11965	Rolane Christofferson	Insurance Receipts- Pass Thru	616.00
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11966	Ardeth Johnson	Dog License	5.00
11966(2)	Sharp Drilling, Inc.	Bulk Water Sales	300.00
11967	Fallon Refuse Disposal Dist.	Fallon Garbage Service	2615.07
11967(2)	Prairie County Treasurer	Taxes & Assessments	7613.59
11969	Stockman Bank	Interest	938.82
11970	State of Montana	Fuel Allocation	2411.22
UB673	Journal Voucher	Sewer Receipts	<u>18541.54</u>
Total			\$ 33,041.24

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 Caryn Rein, Peter Leyva and Brad Eaton. Also present were Clerk Lynn Schilling, Town Attorney Rennie Wittman, Randy Robertson, Lizzy Robertson (Terry Tribune), Jacob Kitsen, Dustin Stagg, and Donne Stagg.

Mayor Rolane Christofferson called the meeting to order at 6:03 p.m. and led the Pledge of Allegiance.

Public Comment- None.

Minutes from the May 9th, 2019 meeting were approved. (Eaton/Leyva)

Claims approved per Claims Committee. (Rein/Eaton)

Cash/Bank Reconciliation approved. (Leyva/Eaton)

After review of the Stockman Bank Investment Fund account \$984,737.92 will be the amount in the Stockman Bank Investment Fund for the month of June. (Eaton/Rein) Interest is deposited in the amount the end of each month.

Balance as of 5/31/19--\$984,737.92 Interest paid 5/31/19--\$938.82 Balance as of 4/30/19--\$1,102,591.59 Credits-\$31,274.33 Debits-\$149,128.00

Unfinished Business

Clerk Lynn Schilling reported that Stahly Engineering should be getting close to completing the required flow monitoring into the lagoons. Mayor Rolane Christofferson will be presenting a map of the proposed easement to the School Board at an upcoming meeting.

Council Member Peter Leyva reported that the fire department responded to a reported fire in town off Towne Avenue. They were able to extinguish the blaze prior to any damage occurring to the property.

There was no one present to report on public safety.

Regarding the Town/Fire Hall, Clerk Lynn Schilling reported that the fire extinguishers in Town/Fire Hall have been inspected this month. There was nothing new to report on the exhaust removal in the Fire Hall.

Public Works Report:

- Mayor Rolane Christofferson reported that the Peterbilt garbage truck is under repair with a brake issue. The purple truck is consequently being used to pick up household garbage so they will be unable to pick up grass clippings until the white truck is back in service. Town Attorney Rennie Wittman inquired if anything had been done to remediate the Cross Petroleum claim—Mayor Rolane Christofferson stated that she was unaware if anything had been done.
- Mayor Rolane Christofferson reported that the public works crew will work to patch potholes when they are able. Council Member Peter Leyva stated that he is working to establish a plan on restoring functionality to the streets. He is

- currently working to obtain quotes for an analysis on specific streets from engineering firms.
- Mayor Rolane Christofferson reported that the pool has been off to a slow start due to the weather and some mechanical issues. The pool is well staffed. They just need to get the chemicals balanced and the water warmer. There were some issues of broken pipes within the bathhouse/restroom that had to be repaired.
 - Mayor Rolane Christofferson stated that she would recommend a \$2.00/hour raise for the part-time position. The Town Council passed a motion to approve the \$2.00/hour raise as recommended. (Rein/Eaton)
 - Mayor Rolane Christofferson recommended the hiring of James Schilling, mainly to assist with operating the pool. Council Member Peter Leyva expressed concern, as he had been told by a previous employee that Jimmy Schilling had overstepped his role and made it hard for the employee to feel comfortable in his position. Council Member Peter Leyva further stated that he felt PubWorks work order system would provide guidance and documentation to all future employees in the public works department. Mayor Rolane Christofferson stated that she felt experience and knowledge were needed to help get the pool operational. The Town Council passed a motion to hire James Schilling at \$200 per month. (Eaton/Rein)

Mayor Rolane Christofferson stated that there is nothing new to report regarding the interlocal agreement on public safety.

Council Members Cindy Bond and Caryn Rein will work on the garbage assessment policy.

Mayor Rolane Christofferson discussed the bulk water purchase request from TransCanada. She has requested a written proposal or contract detailing their request.

There were no submitted building permits to review. Three (3) excavation permits were received from MDU.

New Business

The Town Council passed a motion to approve the audit received for fiscal year ended June 30, 2018. (Rein/Leyva)

Clerk Lynn Schilling reported that there may be some grant opportunities that could be utilized for improvements in the park. She will gather information for the July meeting and/or upcoming budget meetings.

The Town Council approved Resolution # 2019-457, Authorizing Mayor Rolane Christofferson and Town Council President Peter Leyva as authorized signers for the Public Surplus Program. (Rein/Eaton)

The Town Council scheduled a working budget meeting for Thursday, June 27th at 6 p.m.

Clerk Lynn Schilling reported delinquent sewer accounts for June: nine (9) friendly letters, thirteen (13) letter #2's, and zero (0) letter #3's were sent.

All other correspondence was reviewed. Mayor Rolane Christofferson discussed an upcoming meeting with the Commissioners and EPEDC to discuss a grant opportunity. Council Member Caryn Rein asked about the responsibility of lawn care for vacant houses for sale and discussed options with Mayor Rolane Christofferson.

Public Comment: Jacob Kitsen asked if the budget meeting would be open to the public? Mayor Rolane Christofferson stated all meetings are open meetings. Jacob Kitsen then asked several questions about the Town's budget such as total revenue and tax revenue. He asked what the Town's "Standard Operating Procedures" are, specifically for the Public Works department. Clerk Lynn Schilling stated that she has compiled a binder with operating procedures for her office but is unsure as to what is currently in use for the

Public Works department. Jacob Kitsen asked what the oversight is for task completion? He further asked what the Town is doing to address feral cats in town? He asked if there is a humane society or anything to be utilized locally with stray animals? He mentioned possibly looking into college animal science programs. He asked Council Member Peter Leyva if there would be a recoup of funds with a work order system? Council Member Peter Leyva stated that he does not have a specific number in mind, but that he believes preventative maintenance always saves money. Jacob Kitsen asked if Council Member Leyva thought the work order system would help balance the budget for the Town?

Donne Stagg inquired as to who enforces the Town's ordinances? Mayor Rolane Christofferson stated that the Town has an agreement with the County for the Sheriff's Office to provide law enforcement within the Town. Donne Stagg further asked as to what controls were in place to make sure people aren't singled out?

Jacob Kitsen asked if the Town felt they were getting enough for our money in regards to the law enforcement agreement?

Dustin Stagg asked why half the meeting was spent discussing the pool and only five minutes spent discussing the streets? He urged the Town Council to look into getting millings from the state and said that he believed you can sell them after you have had them for one year.

Jacob Kitsen stated that roads are a big part to a town's morale. He suggested the Town explore using a foam base under the millings or gravel.

Donne Stagg asked what the Town Council is doing to help the Town appeal to young families? She further asked if the Town Council had ever thought about unincorporating?

There being no further business, the meeting adjourned at 7:50 (Rein/Eaton)

ATTEST:

Lynn Schilling, Clerk

Rolane Christofferson, Mayor