Dutton Town Council Meeting Minutes

Town Hall

11 Main Street West

Monday, December 5, 2022

**Present**

**Mayor:** Susan Fleshman **Councilpersons:** Bob Dauwalder, Pete Klein, Pat Bayala, and Candace Ellsworth **Public Works Director:** Jeremiah Kjensmo **Assistant Clerk:** Sayde Wallace **Public:** NA

**Call to Order**

Mayor Fleshman called the Council meeting on December 5, 2022, to order at 7:03 pm.

**Public Comment**

No Public comment.

**November 7, 2022, Meeting Minutes**

After reviewing the minutes from the November 7th meeting, Councilman Klein moved to accept the minutes as presented. The motion was seconded by Councilman Dauwalder and passed unanimously.

**Current Bills**

Mayor Fleshman explained the bills that have come in so far. The check to the Teton County Treasurer was for the Law and Judicial Contract. Councilman Dauwalder and Councilwoman Bayala asked about the payments to the US Treasury. Jeremiah explained that the US Treasury did not have the new routing number so they could not process the payments on their end, so they were returned to the Town and needed to be paid. Councilwoman Ellsworth made a motion to pay the bills that we have received and the ones yet to come. Councilman Klein seconded the motion, and it passed unanimously.

**Bills List**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Num** | **Name** | **Memo** | **Original Amount** |
| **11/21/2022** | **Epay** | **United States Treasury** | **816001257 QB Tracking # 804769918** | **2,382.30** |
| **11/21/2022** | **Epay** | **United States Treasury** | **816001257 QB Tracking # 804730918** | **1,372.66** |
| **11/21/2022** | **Epay** | **United States Treasury** | **816001257 QB Tracking # 804686918** | **3,561.76** |
| **11/21/2022** | **Epay** | **United States Treasury** | **816001257 QB Tracking # 804655918** | **4,021.14** |
| **11/21/2022** | **Epay** | **United States Treasury** | **816001257 QB Tracking # 804615918** | **2,433.46** |
| **11/21/2022** | **Epay** | **United States Treasury** | **816001257 QB Tracking # 804540918** | **2,282.18** |
| **11/21/2022** | **Epay** | **United States Treasury** | **816001257 QB Tracking # 804509918** | **2,671.24** |
| **11/21/2022** | **Epay** | **United States Treasury** | **816001257 QB Tracking # 804446918** | **2,446.94** |
| **11/21/2022** | **Epay** | **United States Treasury** | **816001257 QB Tracking # 804364918** | **2,666.36** |
| **11/21/2022** | **Epay** | **United States Treasury** | **816001257 QB Tracking # 804331918** | **3,760.06** |
| **11/21/2022** | **Epay** | **United States Treasury** | **816001257 QB Tracking # 804294918** | **4,597.48** |
| **11/21/2022** | **Epay** | **United States Treasury** | **816001257 QB Tracking # 804253918** | **3,185.86** |
| **11/21/2022** | **Epay** | **United States Treasury** | **816001257 QB Tracking # 804222918** | **2,667.50** |
| **12/13/2022** | **Epay** | **United States Treasury** | **816001257 QB Tracking # 388191918** | **2,626.96** |
| **11/16/2022** | **18455** | **Energy Lab** | **Water testing** | **52.00** |
| **11/16/2022** | **18456** | **Lumen** | **Services** | **735.78** |
| **11/16/2022** | **18457** | **MMIA** | **Employee paid insurance** | **148.65** |
| **11/21/2022** | **18458** | **Kjensmo, Jeremiah L.** |  | **774.39** |
| **11/22/2022** | **18459** | **Northwestern Energy** | **Services** | **1,992.99** |
| **11/30/2022** | **18460** | **Dauwalder, Robert M.** |  | **274.05** |
| **11/30/2022** | **18461** | **Fleshman, Susan J.** |  | **602.45** |
| **11/30/2022** | **18462** | **Klein, Frank P.** |  | **274.05** |
| **11/30/2022** | **18463** | **Gouchenour, Evan B.** |  | **1,178.74** |
| **11/30/2022** | **18464** | **Kjensmo, Jeremiah L.** |  | **1,232.57** |
| **11/30/2022** | **18465** | **Wallace, Sayde M** |  | **1,130.90** |
| **12/01/2022** |  | **QuickBooks Payroll Service** | **Created by Payroll Service on 11/30/2022** | **548.10** |
| **12/05/2022** | **18466** | **Century Link** | **Multiple Accounts for the Town of Dutton, MT** | **309.60** |
| **12/05/2022** | **18467** | **Chemical Montana Company** | **Water Chemicals** | **3,768.00** |
| **12/05/2022** | **18468** | **DPHHS Fiscal Health** | **2023 Pool license** | **275.00** |
| **12/05/2022** | **18469** | **Great Falls Ace** | **supplies** | **116.97** |
| **12/05/2022** | **18470** | **Northwest Pipe Fitting** | **Repair parts** | **7.82** |
| **12/05/2022** | **18471** | **RPH Irrigation Services** | **winterize pivot** | **225.50** |
| **12/05/2022** | **18472** | **Teton County Treasurer** | **"law enforcement" and Judicial contract** | **15,356.79** |
| **12/05/2022** | **18473** | **US Bank** | **Supplies 473.20 + Library reimbursable 698.43** | **1,171.63** |
| **12/05/2022** | **18474** | **US Bank (water bond)** | **Water bond payments** | **22,587.50** |
| **12/05/2022** | **18475** | **US Postal Service** | **PO Box 156 rent** | **90.00** |
| **12/05/2022** | **18476** | **Verizon Wireless** | **services** | **80.02** |
| **12/06/2022** | **18477** | **Dutton Drive In** | **Meals** | **157.50** |
| **12/06/2022** | **18478** | **Sullivan Brothers Construction** | **Water main repair** | **2,838.96** |
| **12/13/2022** | **ach** | **Town of Dutton** |  | **1,935.66** |
| **12/13/2022** | **18479** | **Montana Department of Revenue & Finance** | **4052615002WTH** | **517.00** |
| **12/13/2022** | **18480** | **Montana Department of Revenue & Finance** | **4052615002WTH** | **467.00** |
| **12/13/2022** | **18481** | **Montana Department of Revenue & Finance** | **4052615002WTH** | **510.00** |
| **12/13/2022** | **18482** | **Montana Department of Revenue & Finance** | **4052615002WTH** | **671.00** |
| **12/13/2022** | **18483** | **Montana Department of Revenue & Finance** | **4052615002WTH** | **629.00** |
| **12/13/2022** | **18484** | **Montana Department of Revenue & Finance** | **4052615002WTH** | **847.00** |
| **12/13/2022** | **18485** | **Montana Department of Revenue & Finance** | **4052615002WTH** | **583.00** |
| **12/13/2022** | **18486** | **Montana Department of Revenue & Finance** | **4052615002WTH** | **504.00** |
| **12/13/2022** | **18487** | **Montana Department of Revenue & Finance** | **4052615002WTH** | **503.00** |
| **12/13/2022** | **18488** | **Northwestern Energy** |  | **87.31** |

**Financial Review**

Jeremiah told the Council that he had a conference call with Clerkbooks and Jon Paul, the auditor, and they worked on the AFR. They have good numbers for the end of the year so that Jeremiah and Clerkbooks can finish the AFR together. The Town has completed the SAM registration and they now have all the information they need. They had changed some of their rules and needed to have the Town’s proof of incorporation date. Mayor Fleshman went through the old minutes and was able to find the Town’s meeting minutes from the first two meetings that were ever held. This was enough to meet the new qualifications. Financial Officer Kjensmo ended his report by letting the Council know that the CAP, Corrective Action Plan for the 2021 Audit, has been reviewed and accepted by the Local Government Services.

**Resolution Discussion**

The Mayor began the discussion by letting the Council know the steps that the Town will have to take in order to raise both the Sewer and Water rates. The rates must be raised in order to meet the requirements for the Bonds, they were worked on by Dorsey & Whitney and will meet the Bond requirements. The first steps start with passing the two resolutions, next there will be a notice to be mailed to all customers, the notice must be published 3 times in the Acantha, and finally a Public Hearing must be held. The Public Hearing will be held at the January 2023 meeting.

Councilwoman Bayala asked for a bit of clarification on when the increases will take effect. The Sewer Rate increase will be a one time increase that will take effect on the February 2023 billing cycle. The increase for the Water Rates will come over two years with the first increase coming in February 2023, and the second part if the increase will take effect in February 2024. We will also be adding a $25 reconnect fee for anyone whose water has been turned off due to non-payment.

The Council wanted to know if the Town’s new Bulk water rates were going to be too high for what people are paying in this area. The Mayor told the Council that the Assistant Clerk had researched this, and the new rate would actually bring the Town closer to what other Bulk stations are charging in this area. Sayde then told the Council the rates that are charged in Fairfield, Choteau, Power, and a few from out of the area. The fees ranged from .75 for every 42 gallons to as much as $25 per thousand gallons.

**Resolution #581: Intent to Raise Sewer Rates**

Mayor Fleshman asked if there was a motion to accept Resolution # 581: Intent to Raise Sewer Rate. Councilman Klein made the motion, Councilwoman Bayala seconded the motion and it passed unanimously.

**Resolution #582: Intent to Raise Water Rates**

Mayor Fleshman asked if there was a motion to accept Resolution # 582: Intent to Raise Water Rate. Councilman Klein made the motion, Councilman Dauwalder seconded the motion and it passed unanimously.

**Mayors Report**

Mayor Fleshman started her report by telling the Council that the Town had to reapply for the Sewer Discharge permit as it expires this year. She informed them that the permit has been approved and will not need to be done again until 2027.

She then went over the hours that the police department spent in Town.

There was a water break by the Catholic Church, we were able to isolate it so that only 3 homes and the Church were without water for approximately 24 hours. The valve had to be replaced on that break. Further down the block someone hit a valve when they were plowing snow and we are going to check that to make sure it did not get broken. There was also an air release valve that froze and had to be replaced, that was out in the section of line that is to be replaced during the upcoming water project. The rankings for the next round of grants came out and we were placed 6 of 50 for the big grant and 23 out of 50 for the smaller one. This is a positive as it sounds like almost all of the projects will be funded.

**Upcoming Holiday’s**

There are two upcoming holidays this month: December 25, Christmas Day, and January 1, New Year’s Day

**Next Meeting**

Mayor Fleshman set the next regular Council meeting for Monday, January 9, 2022, starting with the rate hearing at 7, and the regular meeting to follow at 7:30.

**Adjourn**

The Mayor Adjourned the meeting at 8:08 pm

