**Dutton Town Council Meeting Minutes**

**February 4, 2019**

**Call to Order**

Mayor Fleshman called the meeting of February 4, 2019 to order at 7:03 pm at the Dutton Town Hall.

**Present**

**Mayor** Susan Fleshman; **Councilpersons**: Bob Dauwalder, Candace Ellsworth, Frank P. Klein; Pat Bayala **Public Works Director /Finance Officer/Clerk** Jeremiah Kjensmo; **Assistant Clerk** Becky Hagen

**Public Comment**

There was no public.

**January 7, 2019 Town Council Meeting Minutes**

Motion by Councilwoman Ellsworth, Second by Councilman Dauwalder to approve the Minutes of the January 7, 2019 Town Council Meeting.

**Current Bills**

Motion by Councilman Klein, Second by Councilman Dauwalder, to pay the current bills as presented and those yet to come in. Motion carried unanimously.

**Tax Update**

Finance Officer/Clerk Jeremiah Kjensmo said he sent out the employee’s W2’s the end of January. Mayor Fleshman mentioned the Annual Finance Report did not get submitted by December 31, 2018 due to a change of venue of personnel and noted the Town Office will get a letter stating the Town is out of compliance. The Town might be fined for late submission of the AFR. The Town received a $100.00 fine from MMIA insurance for not completing paperwork on time. The Town received out of compliance letters from DEQ for chlorine readings. It should be noted that the Town is not out of compliance with not testing for chlorine, but for not sending in the report in a timely manner. There was also a misunderstanding due to an accidental misprint of the date. The employee testing the chlorine accidentally put November instead of December on the report to DEQ.

**Renewal of Great West on Call Engineering Services Amendment**

Mayor Fleshman discussed the renewal of the Great West on call service contract. Previously, the Town and engineers signed an on-call contract which was good for five years. The contract needs to be renewed but is only available for one year and for on-call only. There is no fee for the one-year contract Amendment. Motion by Councilman Dauwalder, Second by Councilwoman Ellsworth to renew the on-call contract with Great West Engineering. Motion carried unanimously.

**Draw Package**

* Motion by Councilwoman Ellsworth, Second by Councilman Dauwalder to approve the WRDA draw in the amount of $1,864.00. Motion carried unanimously.
* Motion by Councilwoman Bayala, Second by Councilman Klein to approve the SRF A draw in the amount of $1,108.00. Motion carried unanimously.

**Water and Meter Project Update**

Mayor Fleshman discussed the water project is still in winter shutdown. An electrician from Choteau put the new meter base in, and an antenna will eventually be put up. Ryon Robinette, from Hard Rock Construction, came to the Town Office and mentioned the generator shipping date had been placed on hold because of the weather in Michigan. It was scheduled to be shipped February 5, 2019. The motors and pumps were supposed to be shipped January 23, 2019 but the cold weather delayed the shipment. Mayor Fleshman stressed she would like the pumphouse work completed before Spring when farming starts. Ryon said he would let Mayor Fleshman know when the pumps and motors arrive so they can begin working. Mayor Fleshman discussed the new meters and Kolby from Northwest Pipe came up from Butte and brought the new meter reading equipment which includes a laptop. There is still an issue with ClerkBooks and connecting it with Neptune Meters. The Mayor mentioned the new meters read electronically now, so meters are read much quicker; 70% to 80% of the meters can be read from the Town Office. A couple of the meters were installed backwards, so the plumber who installed them will have to come put them in correctly in order to get accurate readings off the meter. Kolby mentioned that a couple meters might show as a continuous leak, but that might just mean a lot of usage from places like the rest area or maybe the school. Councilman Dauwalder wondered if the water project was going to continue right away, and Mayor Fleshman said she thought it would continue before Spring.

**President’s Day Holiday**

The Town Office is closed in observance of President’s Day on Monday, February 18, 2019.

**Mayor’s Report**

Mayor Fleshman mentioned Public Works snow plowed only once because parts had to be ordered for the gas pedal. The gas pedal sticks, and parts were ordered from eBay. As of now, only a few places are bad and if it gets worse, the Town will plow anyhow. The Mayor discussed applying for the sewer lagoon permit. It costed $1,200.00 for both the application and the permit.

**Adjourn**

The next Dutton Town Council Meeting will be March 4, 2019 at 7:00 p.m. at the Town Hall.

The Mayor adjourned the meeting at 7:54 pm.

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**Susan Fleshman, Mayor** **Becky Hagen, Assistant Clerk**