

**REGULAR MEETING OF THE TOWN OF PLEVNA- Monday, March 10th, 2024, at 7:00 p.m.  
Plevna Community Center.**

Mayor Thielen called the meeting to order at 6:58 PM

Mayor/Council Present: In person - Gary Thielen, Michelle Gray, Kyle Vennes, Jason Oberlander  
Per Phone - Promise Miller

Also present: Ashley Martin, Clerk/Treasurer  
Sam Thielen, Water/Wastewater Operator

Mark Thielen - Dump Site Operator - Absent

Members of the Public Present: Jason Castleberry, Lois Geving

**Approve Minutes from Town Council Regular Meeting - February 10th, 2025**

**Councilman Oberlander motioned to approve the minutes from February 10, 2025 Regular Council Meeting. Councilwoman Gray seconded the motion. No further discussion. Action:**

**Aye: 4                      Nay:0                      Absent: 0                      Abstain: 0                      Carried:4:0**

**Approve Minutes from Public Meeting -February 10th, 2025**

**Councilman Oberlander Motioned to approve the minutes from February 10, 2025 Public Meeting. Councilman Vennes seconded the motion. No further discussion. Action:**

**Aye: 4                      Nay:0                      Absent: 0                      Abstain: 0                      Carried:4:0**

**Approve Minutes from Additional Council Meeting - February 17th, 2025**

Minutes were approved as read.

**Public Comment and Questions:**

None

**Correspondence:**

Clerk Martin informed the council that she had received an email from Pace Inc. with updated pricing. Mayor Thielen stated that we should have no need for any work done by Pace Inc, so we would not need their new pricing.

**Old Business:**

**Park Contract**

Clerk Martin informed the council that she had spoken with Eileen Dahl. Clerk Martin informed Eileen that her park contract was on the agenda for the meeting if she was able to attend. Eileen informed Clerk Martin that she would be out of town and not able to attend but that she was wanting to stay with the yearly contract. If the council approves of the contract she would stop into the town office later in the week to sign the contract.

**Councilwoman Gray motioned to approve the one year park contract with Eileen Dahl as written. Councilman Vennes Seconded the motion. Discussion: Councilman Oberlander asked if the contract reflected the discussion of the cost of living increase. Clerk Martin informed councilman Oberlander that the contract had been rewritten to reflect that if the cost of living were to increase**

**during the term of the contract that would be reflected without a new contract needing to be signed or passed. Discussion: Above. Action:**

**Aye: 4**

**Nay:0**

**Absent: 0**

**Abstain: 0**

**Carried:4:0**

***BMS Online Payments***

The council was presented with a proposal from Black Mountain Software at the February 10th, 2025 Council Meeting for the cost of adding an online payment option for the utility billing for the town. It was discussed to eliminate the “cloud” option from BMS to offset the price of the online payment portal. Clerk Martin spoke with a representative at BMS and was told that to have the online payment option we could not eliminate the cloud. The cloud makes remote working possible. As Clerk Martin does not do a lot of remote working in the BMS, eliminating the cloud would be an option but if we were to have an online payment portal in the future we would have to have the cloud with BMS. Clerk Martin also informed the council that with the pricing of Black Mountain going up this year it would not be in the budget for the town to add the payment portal until the next fiscal year.

**Councilwoman Miller tabled the topic of Black Mountain Online Payment Portal until July when the new budget will be discussed.**

**New Business:**

***Switching to Online Payments***

Clerk Martin informed the council that there have been several normal claim payments not received in time over the last few months. Clerk Martin stated that most businesses do online payment options now, so was wanting to discuss the option of changing whatever possible to online payments to avoid late payments in the future. Clerk Martin also informed the council that there are several claims that can be paid in Baker. Places like Farmers Union and Runnings, payments can be taken directly to the business to be paid which Clerk Martin plans to do. The Visa credit card payments, which have been having issues getting to the payment facility on time can be taken directly to Grasslands Federal Credit Union in Baker to be paid. Clerk Martin informed the council that moving to online payments, the claims would be done the same way. The total price of all of the claims would still be in all of the reports. Currently Midrivers and Montana Dakota Utilities are both paid online. The difference would be that instead of a check that would be brought to the meetings, signed and then sent in the mail the following day the claim would just be paid online which has to be paid on the claimants site as well as processed through the BMS accounting. Currently the online payments are not processed on the BMS portal or paid on the claimants site until the day following the council meeting, after the claims are approved. Clerk Martin stated that there may be a handful of payments that would not be able to be switched to online, but that the majority of them should be able to be done online which would eliminate any late fees for payments taking too long through the mail. That would also reduce the use of stamps and envelopes that are used monthly. Councilwoman Miller asked if payments could be done ACH payments, as to come directly out of the account just like a check would. Councilman Oberlander asked what all would be moved to online payments. Clerk Martin stated that she would attempt to move everything possible to online payments, as in any payment that may be made regularly but also any vendors in our system that may have been used in the past, but could also be used in the future that accept online payments. Then any payments that can be made directly in Baker would just be hand delivered.

**Councilwoman Gray motioned to move as much as possible to online payments. Councilwoman Miller seconded the motion. Discussion. Above. Action:**

**Aye: 4**

**Nay:0**

**Absent: 0**

**Abstain: 0**

**Carried:4:0**



## **Department Reports:**

- ***Water/Wastewater Operator*** - Chad Thompson is wanting to go in and get the live mapping done. He is hoping to get an answer from the council after tonight. The council agreed to go ahead with the live mapping for the town.

**Councilman Oberlander motioned to have Chad Thompson go ahead with the GIS mapping for the town. Councilwoman Miller second the motion. Discussion. February 10, 2025 Council Meeting. Action:**

**Aye: 4                      Nay:0                      Absent: 0                      Abstain: 0                      Carried:4:0**

- ***Container Site Operator*** - Mayor Thielen said that he will probably get ahold of Fred with Southeast Garbage tomorrow. It will probably be a little bit of extra time as someone will have to ride with him to go get our extra container.
- ***Clerks Report*** - Clerk Martin gave the council a report on some journal vouchers in the black mountain system. These journal vouchers are to transfer money from the R&D fund (Fund 5210 Account 102240) to the operating fund (Fund 5210 Account 101000) to cover the cost of the water meter replacements. As claims cannot be paid directly from the R&D fund. Therefore looking at the budget, the budget line for 5210 101000 will continue to show that it is a negative balance.  
-Clerk Martin informed the council of what she had found on the Montana Municipal Institute Training for clerks. There is currently still no agenda out for the training, therefore there is no way to decide what day(s) would be best to attend for clerk Martin, however Clerk Martin calculated that the total for all expenses of the training would come to just over \$1,800. There would be an extra expense of an additional night of a hotel as the training is in Butte, MT and the last day of training is from 8am to 5pm. Clerk Martin stated that there was \$5,000 budgeted into this year for clerk training.

**Councilwoman Miller motioned for Clerk Martin to attend the full four day Clerk Institute with an additional nights stay in a hotel. Councilman Vennes seconded the motion. Discussion. Above. Action:**

**Aye: 4                      Nay:0                      Absent: 0                      Abstain: 0                      Carried:4:0**

## **Town Financials:**

### ***Financial Report(I)***

The February 2025 financial report was reviewed and accepted by the Council.

### ***Approve Claims/Voided Checks – February 2025(A)***

The Council reviewed the Claim Detail report for February 2025. See attached February 2025 Claims Check Register in the amount of \$3,378.94

**Councilman Oberlander motioned to approve the claims report as presented. Councilman Vennes seconded the motion. Discussion: None. Action:**

**Aye: 4                      Nay:0                      Absent: 0                      Abstain: 0                      Carried:4:0**

### Mayor/Council Comments:

Councilman Vennes informed the council that he would be attending the school board meeting the following day. Councilman Vennes has gotten pictures of our signs to Baker Metal.

### Adjournment:

Having no further business, Mayor Thielen adjourned the meeting at 7:22 PM

### Next Meeting:

The next regular meeting of the Plevna Town Council will be Tuesday, May 13th, 2025

4/14/25  
Signature Date:

  
Clerk, Ashley Martin

  
Mayor, Gary Thielen

### February 2025 | Claims Check Register

03/17/25  
14:58:36

TOWN OF PLEVNA  
Check Register  
For the Accounting Period: 2/25

Page: 1 of 2  
Report ID: AP300

#### Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
3812 *	S	121 Krista Nemitz	450.00	03/10/25			
3813	S	14 G&G Garbage	185.00	03/10/25		CL 1873	450.00
3814	S	113 Wyrick Construction	780.00	03/10/25		CL 1874	185.00
3815	S	146 VISA	26.72	03/10/25		CL 1876	780.00
3816	S	146 VISA	519.37	03/10/25		CL 1877	26.72
3817	S	131 Badlands Patriot, LLC	11.00	03/10/25		CL 1878	519.37
3818	S	9 Energy Laboratories, Inc.	63.00	03/10/25		CL 1881	11.00
3819	S	12 Farmer's Union Oil	113.55	03/10/25		CL 1883	63.00
3820	S	20 Runnings Supply Inc.	14.68	03/10/25		CL 1884	113.55
						CL 1885	14.68

Total for Claim Checks 2163.32  
Count for Claim Checks 9

\* denotes missing check number(s)

# of Checks: 9 Total: 2163.32

03/17/25  
14:59:22

TOWN OF PLEVNA  
Check Register  
For the Accounting Period: 3/25

Page: 1 of 2  
Report ID: AP300

#### Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-99713	E	18 Montana Dakota Utilities	1122.94	03/11/25	3/25		
-99712	E	19 Mid Rivers Communication	92.68	03/11/25	3/25	CL 1875	1122.94
						CL 1879	92.68

Total for Claim Checks 1215.62  
Count for Claim Checks 2

\* denotes missing check number(s)

# of Checks: 2 Total: 1215.62