

Wastewater Operator Job Description – The council has reviewed the job description prepared by Human Resources for the position of Wastewater Operator. The Town's Operator, Corrine Sander, brought forth changes to the description. Corrine read, in its entirety, the Wastewater Operator Job Description with the alterations she saw fitting to the position. She has emailed her alterations to Julie in Human Resources and has confirmed that Pete from DEQ has signed off on said changes. The Town Clerk will obtain a copy of the newly proposed job description for the council to review at the October meeting. Corrine also presented to the Council a proposed Log Sheet for her position.

2018 Financial Review Findings – Strom & Associates completed the Town's 2018 Financial Review. At the closing interview, they presented Mayor Benner and the Town Clerk with a list of audit findings. The findings are as follows:

1. Budget not filed in a timely manner.
2. Cash not properly reviewed.
3. Revenue & Utility Billing Resolution
4. Journal Voucher Approval
5. Expenditure Approval Coding & Purchase Orders
6. Annual Financial Report not timely filed.

The Town Clerk will make the necessary changes moving forward and respond to the findings appropriately.

Raise of Utility Rates – The council reviewed the proposed rates increases from 2014, Resolution of Intention #147. After an extensive discussion and comparison of the current rates to the 2020 Fiscal Year budget, a proposed rate increase was determined. The water base rates will need to increase at least \$10 per user to make this year's budget balance. It is necessary to increase the sewer rates in order to collect sufficient revenues to pay costs associated with the operation, maintenance, and improvements to the Wastewater System. It was also determined that the garbage rates for businesses would be split into three tiers, with RVs/Campers having a separate fee. When water meters are read on the 25th of the month, campers and RVs will be counted and charged accordingly along with any other non-permanent structure being used as a residence. Residential Garbage Fees will need to increase \$2.50 per year for the next consecutive three years. Rural garbage will increase to \$300 per year. Starting in November 2019 the total amount of increase across all residential utilities would be \$17.50. A Resolution of Intention will be drafted for the proposed changes and adopted by the council at a special meeting to follow. The council has suggested a Public Hearing to be scheduled for October 1, 2019. The Town Clerk will gather utility base rates from surrounding communities to use as a comparison.

Damage to Sewer Main – The bills for repair have been forwarded to Midrivers.

Water Operator Training – Jennifer Tudor has received a \$500 Scholarship to be applied towards her water school training. That leaves the town responsible for the remaining estimated \$500, which was previously budgeted.