

**Regular Council Meeting  
Town of Valier Town Council  
Valier Civic Center  
February 8, 2016**

President of the Council Steve Nelson presided

1. Council Members present: Conrad Knipschild, Velda Loch, Steve Nelson and Dave Widhalm. Mayor Raymon Bukoveckas absent  
Town Staff present: Josh Clifford, Public Works, and Jackie Sheble, Clerk/Treasurer

President of the Council Steve Nelson brought the meeting to order at 7:00 pm.

2. President of the Council Steve Nelson led the Pledge of Allegiance.
3. President of the Council Steve Nelson called for a motion to approve the January 11, 2016 regular council meeting minutes. Alderman Loch moved to approve the January 11, 2016 regular council meeting minutes; Alderman Knipschild seconded. President of the Council Steve Nelson called for any corrections or additions to the January 11, 2016 minutes. None heard. President of the Council Steve Nelson called for a vote on the motion. Motion carried unanimously.
4. Public Comment.  
None heard.
5. Policy and Procedure Manual.  
The check signing policy was discussed. Alderman Nelson and Alderman Knipschild would like to review the claims before the checks are mailed. Alderman Loch stated that when the budget was reviewed and approved then the Mayor will carry out the council's wishes. Since the council meets once a month, some vendors may charge late fees which the Mayor would like to avoid. Payroll would have to be paid on payday, regardless of the reviewing and initialing claims. Reviewing and initialing the claims are one of the checks and balances, reviewing the claims by the Mayor before the council receives the claims is another. The policy for check signing will be to prepare the claims for review at the council meeting then the checks will be printed, signed and sent out the next day. Payroll and other checks that need to go out in between the meetings will be approved by the Mayor. Alderman Nelson commented that communication to the council members is the main concern.
6. Ordinance Changes to Title 1 Administration.  
The Local Government Study Commission proposed the items of a nonpartisan election and repealing the two (2) wards and making all elections at large. The voters approved these measures during the last election. Changes now are required to update the Town of Valier Town Code book. The second reading of the amendments are as follows:

**AMENDMENTS TO TITLE 1 ADMINISTRATION**

CHAPTER 6 Mayor and Town Council

1-6-1 COMPOSITION: The officers shall consist of one mayor and two (2) council members from each ward who must be elected by the qualified electors as in this code provided.

AMENDED TO:

1-6-1 COMPOSITION: The officers shall consist of one mayor and four (4) council members, who must be elected by the qualified electors as in this code provided.

1-6-2 QUALIFICATIONS:

B. No person shall be eligible to the office of council member unless he shall be a taxpaying freeholder within the town and a resident of the ward so electing him for at least one year preceding such election.

AMENDED TO:

1-6-2 QUALIFICATIONS:

B. No person shall be eligible to the office of council member unless he shall be a taxpaying freeholder within the town and a resident of the town for a least one year preceding such election.

CHAPTER 8 WARDS REPEALED

1-8-1: DIVISION INTO WARDS Repealed

1-8-2: PRECINCTS Repealed

1-8-3 NOTICE OF ELECTIONS Repealed and re-codified as Chapter 10: 1-10-3

NEW ORDINANCE REPLACING CHAPTER 8:

CHAPTER 10 ELECTIONS

1-10-1 TYPE OF ELECTION. Local government elections shall be conducted on a nonpartisan basis.

1-10-2 SELECTION OF MAYOR AND COUNCIL MEMBERS. The Mayor and Council members shall be elected at large.

1-10-3 NOTICE OF ELECTIONS:

The county clerk and recorder shall cause notice of all elections to be published in the official paper of the town for two (2) weeks prior to such election, designating the place in each precinct where votes will be received, and shall provide suitable ballot boxes as required by law. The county clerk shall provide all poll books for the use of the judges of election, and it shall be the duty of the county clerk to see that all ballot boxes and everything needed by the judges of election are supplied.

President of the Council Steve Nelson called for a motion to adopt the ordinance changes. Alderman Loch moved to adopt ordinance changes to Title 1 Administration; Alderman Knipschild seconded. President of the Council Steve Nelson called for any discussion on the motion. None heard. President of the Council Steve Nelson called for a vote on the motion. Motion carried unanimously. Effective date is March 8, 2016.

7. Adding a Street Light at 206 2<sup>nd</sup> Street.

Joseph Guevara and Nasrine Gill request for a street light to be placed at 206 2<sup>nd</sup> street. The area around their house and business is dark at night and for safety reasons they request a street light. This property is located in the street light district. President of the Council Steve Nelson called for motion to approve the addition of the street light. Alderman Loch moved to approve the addition of the street light; Alderman Widhalm seconded. President of the Council Steve Nelson call for discussion. No more discussion was heard. President of the Council Steve Nelson call for a vote on the motion. Motion carried unanimously. Mayor Bukoveckas and Leo Malinak will arrange with NorthWestern Energy for the installation.

8. Library Liability.

A recent injury to a child occurred when he was playing roughly with another child on the lawn of the library has brought up the liability issue. The library has an unsupervised children policy that the Librarian, Cathy Brandvold has given out to the parents and the policy is posted inside the library. Cathy Brandvold does all that can done during library hours but afterhours cannot be controlled. The council would like to purchase outdoor signage for example, this is not a playground or do not walk on the fence to encourage safety outside the library. Alderman Loch and Josh Clifford will check with the vendors next week at the rural water conference to see what is available.

9. Employee Personnel Policy Manual

Mayor Raymon Bukoveckas submitted a draft copy of a personnel policy manual for council review. Please let him know you have any questions, changes or additions to the draft. President of the Council Steve Nelson called for a motion to table the manual until the next meeting. Alderman Loch moved to table the employee personnel policy manual; Alderman Widhalm seconded. President of the Council Steve Nelson called for any discussion. This will be on the March 14, 2016 council meeting agenda. President of the Council Steve Nelson called for a vote on the motion. Motion carried unanimously.

10. Transfer of Property at 522 Dupuyer Avenue to the Town  
Mayor Rayon Bukoveckas sent a letter to Kathleen Sage owner of the property at 522 Dupuyer Avenue telling her the something has to be done with the building, as it is now in a dangerous condition. She responded that she cannot afford to raze the building and is not interested in the contents. She is interested in deeding the property to the Town of Valier. Alderman Nelson and Alderman Loch are not comfortable with proposal, Alderman Knipschild and Alderman Widhalm did not have an opinion. President of the Council Steve Nelson call for a motion to table the property transfer until the March 14, 2016 meeting. Alderman Loch moved to table this until the next meeting; Alderman Widhalm seconded. President of the Council Steve Nelson called for discussion. No more was heard. President of the Council Steve Nelson called for a vote on the motion. Motion carried unanimously.
11. Public Works Report.  
Josh Clifford gave the following report. These are highlights for the Public Works Department for the month of January 2016. The town pumped 985,000 gallons for the month, for an average of 31,774 gallons per day. Bulk water sold was 28,200 gallons and hydrant sales were zero gallons for the month. The water sample was good for the month. The water levels in the wells are about average for this time of year. Our wastewater treatment facility sample results for the month were good, so we had no violations. Vandalism occurred at the wastewater treatment facility. The lock on the gate looked to be pried with a crowbar. When the public works department called the sheriff's office to report the vandalism, the dispatcher told them that a deputy would not be available in Valier until 5:00 p.m. Public works department is done for the day at 4:30 p.m. A deputy did come to take a statement about 3:00 p.m.
12. Law Enforcement Report.  
No report available.
13. Consent Items.  
(A) Permission to Build:  
None.  
(B) (C) (D) Claims:  
President of the Council Steve Nelson called for a motion to pay the bills consent items B, C, and D. Alderman Loch moved to pay the bills; Alderman Nelson seconded. President of the Council Steve Nelson called for discussion. None heard. President of the Council Steve Nelson called for a vote on the motion. Motion carried unanimously.
12. Announcements.  
Next meeting will be held on Monday, March 14, 2016 at 7:00 pm at the Valier Civic Center. Rick Tomschek gave a sketch designed by Athena Mosxona of the Welcome to Valier signs that the Valier Area Development Corporation (VADC) is proposing to replace the entering Valier signs that are located on the east and west side of the Town of Valier. Alderman Knipschild inquired if the signs would be illuminated at night and could a solar system be installed on the signs. The Town of Valier would have to relinquish the ownership of the current signs and transfer ownership to the VADC. This will be on the March 14, 2016 town council agenda. The sketch is posted in the Town of Valier Office if anyone is interested in looking at the design.
13. Adjourn.  
There being no more business to come before the Town Council, President of the Council Steve Nelson called for a motion to adjourn the meeting. Alderman Loch moved to adjourn the meeting; Alderman Knipschild seconded. President of the Council Steve Nelson called for any discussion. None heard. President of the Council Steve Nelson called for a vote on the motion. Motion carried unanimously. The meeting was adjourned at 7:30 p.m.

ATTEST:

---

Raymon D. Bukoveckas, Mayor

---

Jacalyn G. Sheble, Clerk/Treasurer