

Stevensville Town Council Meeting
Minutes for
THURSDAY, SEPTEMBER 12, 2019
6:30 PM

1. Call to Order and Roll Call

Roll Call: Mayor Dewey, Council members Holcomb, Gibson, Vick and Shourd. Staff and members of the community were also present.

2. Pledge of Allegiance

All rose and recited the Pledge of Allegiance.

3. Approval of Minutes

Mayor Dewey expressed that Council can approve the array of minutes either, individually or as a whole. Council member Gibson wanted to abstain from voting on the May 30- July 11 minutes as presented because he was not here or on the Council at the time. Mayor Dewey asked how Council would like to proceed; Council member Shourd believed the minutes were handled in good faith and is willing to proceed.

Council member Shourd made a Motion to approve the Minutes from May 30- August 22. Council member Gibson expressed he would like to separate the minutes because he is willing to vote on August 8 and August 22 minutes. Mayor Dewey asked if there was a Second on the original Motion. Motion dies from Lack of Second.

Council member Shourd made a Motion to approve Minutes from August 8 and August 22, 2019. The Motion was Seconded by Council member Vick. Mayor Dewey called for Public Comment.

Raymond Smith, 326 Valley View.

Raymond Smith said either in the June 3rd or June 13th Meeting, stating that he, made "inappropriate comments," and he stated there were no inappropriate comments made, as he recalls, Mr. Motley called Point of Order, and only a Council member or Mayor can do that; There was no inappropriate language used or comment.

Mayor Dewey called for the vote and all of Council voted "Aye;" Motion passes 4-0.

Council member Holcomb made a Motion to approve the minutes from May 30 - July 11, 2019. The Motion was Seconded by Council member Vick. Council member Gibson will abstain from voting. Council member Holcomb inquired about the claims from the fireworks; Those are not in these claims or minutes before Council tonight.

Mayor Dewey called for Public Comment, then reassured Raymond Smith that his comment was noted. Mayor Dewey called for the vote, all voted "Aye," with 1 "Abstained voted." 3-1.

a. August 8, 2019 Meeting

Council member Holcomb would like the August 8, 2019 minutes to be changed so the Approval of Claims, she voted "No" and would like them to be changed to express that, as the vote count does so correctly. That will be corrected.

b. August 22, 2019 Meeting

Council member Holcomb, correction under Jerry Phillips resignation letter, we need to change, "her resignation," to "his resignation." That will be corrected.

c. May 30, 2019

d. June 3, 2019 Meeting

e. June 13, 2019 Meeting

f. July 3, 2019 Meeting

g. July 11, 2019 Meeting

4. Approval of Bi-Weekly Claims

a. Claims #15387-15464 Totaling \$40,878.59

Council member Holcomb made a Motion to approve Claims #15387-15464 Totaling \$40,878.59. The Motion was Seconded by Council member Shourd. Council member Holcomb asked Mayor Dewey to explain the two fuel reimbursements, Claims #15430 & #15431. The Financial Officer clarified that it was duplicated; Claim #15439; that was an advertisement cost for the swimming pool; Claims #5452 & 15458; Ms. Holcomb stated that these are illegal and would like to know when the attorney's contract will be brought to Council. Mayor Dewey will have the contract on the September 24, 2019 meeting. Ms. Holcomb stated that she would like that one, as well as for auditing services. Major Dewey clarified; Council already approved the contract. Council member Vick asked about Claim #15428, just following up with the video cameras at the park. Mayor clarified, this bill is going back to the original camera provider, as the police department is working with the provider to help figure out a solution to them not working correctly.

Mayor Dewey called for Public Comment.

Raymond Smith, 326 Valley View.

Raymond asked about the claim that had to do with the advertisement fee for the pool; Questioning if it was advertised on Facebook, which is free. Mayor replied, this was part of a marketing campaign, more of a broader outreach, including the pool and parks.

Mayor Dewey called for the vote: Shourd "Aye," Gibson "Aye," Vick "Aye," Holcomb "No." Motion passes 3-1.

5. Administrative Reports

a. Airport Manager's Report

Mr. Craig Thomas reported on the airport project progress.

b. Building Department Report

Building Department Report presented in the packet.

c. Finance Report

Finance Officer presented the Finance Report. He specifically addressed the findings with 2018 audit. Mr. Underwood spoke with a state representative. He presented an Action Plan to prevent these findings again. A late fee is avoidable with having the budget done on time this year. There were four funds in which cash needs to be spent down. By law, we can have up to 200% in the Lighting District Funds. The visa card finding; There needs to be a visa card policy. All of the responses, or action plan for the four findings are due back to the state by tomorrow.

Council member Holcomb was reassured that when there is a new credit card policy, it will come before council.

d. Fire Department Report

Chief Motley presented the Fire Department Report.

Calls for the month of August: 65

Calls for the Year to Date: 424

e. Police Department Report

Chief Marble presented the Police Department Report. The Police Chief attended a Threat Management Training in Bozeman on Aug. 26 & 27. Officer Teniente is filling in as SRO until a replacement is hired.

August Calls for Service: 54

Bob Michalson, 222 Turner St.

Bob mentioned the junk vehicles around town. Cleaning up the town takes time but it needs to be done, as it has been mentioned in the past.

Chief Marble responded; Besides the other officer filling in for the SRO, he is the only officer on duty right now. He agrees there is a problem but that could be a full-time job itself, as of right now, they are just trying to get by.

Council Member Holcomb asked about a past grant opportunity. Chief Marble addressed, that was going to be for programs and the focus right now is having more boots on the ground.

f. Public Works Report

Public Works Supervisor presented the Public Works Activity Report. 31,492,000 Gallons of water produced. 6,6420,000 Gallons of Waste Water Treated. Opened and Closed 2 graves this month.

6. Guests

7. Correspondence

a. Letter from Bent and Beverly Laursen

Mayor Dewey read a letter from Bent and Beverly Laursen, 102 Winslett Ave. The letter addressed the disapproval of the proposed housing project.

Mayor Dewey clarified that as long as the development follows planning and zoning, the town does not have any jurisdiction over the project as far as approve and disapproved. We have sent out a letter informing the owner of the property any letters of concern are being forwarded to the development public relations.

8. Public Comments

Raymond Smith, 326 Valley View

Raymond expressed a couple of issues he has regarding the budget, including officer responses by town officers and the county. He addressed the Council in regards to roles and responsibilities, asking new council members if they received their Montana Municipal Officials Handbook. Raymond also spoke about sidewalks in town and the town being sued. We have departments that have been over-budget for the last six years.

Bob Michalson, 222 Turner St.

Bob was appalled that the Mayor is taking money out of the Jean Thomas Fund. It is in a resolution, needs to be approved by Council and had to have guidance thru the Park Board.

Stacie Barker 104 Winslett Ave.

In response to the Correspondence letter from Bent & Beverly Laursen. She did research on these houses, and she was concerned with the quality and water in that area. She spoke about the Mayor's wages, doing some research, the reason the past Mayor's wages were higher is because he was overseeing a lot of different projects. She spoke about the Judge's wages being cut.

Mayor Dewey clarified there was not any, and is no intent to cut the Judge's wages; The judge's wages will stay the same, at \$18,000/YR, as per resolution.

Unknown, expressed concern about water in her basement and the housing project will cause more citizens to have water problems.

Raymond Smith, 326 Valley View.

Raymond expressed that we want to be the small community but as he drives down Main St. there are new businesses that do not reflect our heritage. He spoke about the Mayor's compensation and Council voting it down.

Mark Adams, 319 College St.

He had a question last month, about Public Safety. After that Council Meeting, he had a meeting with the financial officer, and from that meeting he gained that he was right, those numbers were bogus. The financial officer claims those numbers were audited.

The Financial Officer clarified that the numbers in our system, yes were audited. An outside auditor came into our system and audited our system. If those numbers were not the same, we would have needed an amendment, if we didn't do an amendment, there would have been a finding; There was not any finding; The numbers are correct.

Mr. Adams read off three different sets of numbers for 1 fiscal year, and these numbers need to match.

Raymond Smith, 326 Valley View

Raymond commented on \$190,000 being moved to a Capital Improvement Fund.

Mayor Dewey asked Financial Officer, Mr. Underwood if he had any more comments on the audit. The financial officer again, explained that we hired an auditor to come in, they come without an agenda and look over everything. People can comment on the budget but these people do it professionally, and turn it into the State. These people get audited by their auditors.

Leslie Tadvick, 509 Mission St.

Ms. Tadvick attempted to email council member Gibson. Council member Gibson has been continually requesting his email on the Town's website be changed, as he is not using the town's email. The Mayor reassured that his contact information has been changed as per phone call this morning. The other Council has already voted to close an ally in town.

Raymond Smith, 326 Valley View.

Raymond suggests that we do a special audit.

Bob Michalson, 222 Turner St.

He would like to back up Ms. Tadvick's comment, one of the last meetings he was at, we passed that easement thru. Talked about the Mayor getting a raise.

Raymond Smith, 326 Valley View.

Raymond talked about a police officer covering for no one available but we have overtime pay.

Unknown,

Obviously, there are a lot of previous council members that have spoken tonight. He wished the new Council well and encouraged them to do the best they can.

9. New Business

- a. Discussion/Decision: Performing a special audit from the time April left employment until now (Holcomb/Vick)

Council member Holcomb explained the reason she put this on the agenda was because we received an email from a concerned citizen. This is from the time the previous Financial Officer was employed until the time the current Financial Officer became employed. This would be a short audit. An audit for the entire year is expensive, as the financial officer explained. Council member Holcomb would like an audit because the mayor was writing the checks at the time. It should be necessary to perform an audit. The Financial Officer clarified that it depends on how in depth you want the auditor to go, as far as costs, or finding an auditor could be another issue. Knowing that an audit is going to be done that year anyway, the Financial Officer recommended having the current auditor pay close attention to that specific area, rather than having a whole different auditor come in, as we only got one audit bid last year. Council member Gibson believes it would be to the Mayor's benefit to have an audit for that time period.

Council Member Holcomb made a Motion to perform a special audit from May 2019- July 2019. The Motion was Seconded by Council member Vick.

Council member Shourd, wanted to verify that this is requesting a total separate audit, in addition to the audit coming at the end of the year. Council member Holcomb expressed that she does not want to wait until next year's audit, she thinks this should happen now. An RFP draft was discussed, and additional costs to having two auditors look over the same books. Inquiries to the Financial Office about additional costs to taxpayers for a special audit. Council member Gibson mentioned that if the bid is too high, we don't have to accept it. Council member Holcomb inquired why Council has to wait until October to get bids; She would like to see an RFP tomorrow. Mayor Dewey would hope Council would give direction in what the RFP would look like, and that RFP would come before Council before it is published. It doesn't have to go like that, the Administration can turn it around quicker if Council would like. Mayor Dewey would feel more comfortable with Council approving the RFP. Council member Gibson mentioned, besides the Budget and this, we should minimize the Agenda for the next meeting. There will be a process, with an RFP coming forward before the audit is approved.

Mayor Dewey called for Public Comment.

Bob Michalson, 222 Turner St.

This has been in the works before, this is very important. Special audits are to protect us all. Raymond Smith, 326 Valley View.

He keeps hearing that Council is requesting items but not receiving them.

Mayor Dewey called for the vote, and the Motion passes with a 4-0 vote.

Mayor Dewey asked Council what criteria do they want in the RFP. Council member Gibson would like this on the next meeting's agenda. Financial Officer recommended:

*Payroll for 2 months, *Transactions, where we spent our cash, *Claims

b. Discussion/Decision: Rescinding Mayor's compensation \$25 (Holcomb/Gibson)

With a full staff now, Council member Holcomb made a Motion to Rescind the Mayor's Compensation of \$25.00 Immediately. The Motion was Seconded by Council member Gibson.

Mayor Dewey clarified the additional information was provided because the agenda item was pointing in the direction that the compensation was done illegally. Having those two compensation rates, documentation was provided to represent the legality of the pay. Council member Shourd verified the \$25 compensation was for "doing the jobs, hiring and training."

Mayor Dewey called for Public Comment.

Raymond Smith, 326 Valley View.

Raymond explained why the Ad Hoc Committee, with engineers was formed for special projects in the past. When that Ad Hoc Committee was formed, they reviewed the Mayor's salary at the time. We pay him to be the Mayor, not to be on excess clubs. He oversees the employees but we have heads over departments.

Jim Tadvick, 509 Mission St.

Jim asked for clarification on salary, \$25 hour on top of the \$800 a month. He did not believe that was the way it was supposed to be.

Mayor Dewey called for the Vote. 4-0 the Motion passes unanimously.

c. Discussion/Decision: Re-scheduling the 9/26/2019 Regular Meeting to 9/24/2019

Mayor Dewey explained both, the Clerk and himself will be out of the state during the regularly scheduled, September 26 meeting, so he is asking to change it to September 24, 2019. Council member Gibson requested the meeting start at 6:00 p.m. The Public Hearing

will start at 6:30 p.m. The Meeting will be scheduled directly after the Public Hearing at 7:00 p.m.

Council member Vick made a Motion to Re-scheduling the 9/26/2019 Regular Meeting to 9/24/2019. The Motion was then Seconded by Council member Holcomb.

Mayor Dewey called for Public Comment.

Chief Motley, asked why there is a Public Hearing before the Budget is adopted. Mayor Dewey explained the timeline, which the Budget is still under a draft. There will be Public Comment before the final adoption.

Mayor Dewey called for the Vote and the Motion passes unanimously, 4-0.

- d. Discussion/Decision - Federal Aeronautics Administration (FAA) Grant Agreement for Stevensville Airport Pavement Reconstruction Project

Tyler spoke about the grant and the project, including reconstructing old hangars, taxing ways, and this is the last step to qualify for this grant. FAA has provided a draft grant offer; it will need the Mayor and Town Attorney's signature.

Council member Holcomb made a Motion to approve the Federal Aeronautics Administration (FAA) Grant Agreement for Stevensville Airport Pavement Reconstruction Project and Authorize the Mayor and Legal Council to sign off on the final agreement. The Motion was Seconded by Council member Shourd.

Council member Vick mentioned the vulnerability to allow the FAA to make changes. Any major changes will come forth to Council.

Mayor Dewey called for Public Comment.

Stacie Barker, 104 Winslett.

Spoke about the Motion being stated by the Mayor and not a member of the Council.

Mayor Dewey clarified, the Mayor entertained a Motion, Council member Holcomb, So-Moved the Motion.

Mayor Dewey called for the Vote, the Motion unanimously passed with a 4-0 vote.

- e. Discussion/Decision: Morrison-Maierle Task Order #3, Construction Management & Closeout for Stevensville Airport Pavement Reconstruction Project

Tyler explained the grant agreement between Town of Stevensville and Morrison-Maierle. Since there was a shovel-ready project, the FAA had money, the only downfall was the short turn-around. This is the last step to qualify for that grant. There are 3 agenda items and they are all tied together. Total grant request is \$1.56 million. The Airport Board has recommended that the Council approve the grant from the FAA.

Council member Holcomb made a Motion to Morrison-Maierle Task Order #3, Construction Management & Closeout for Stevensville Airport Pavement Reconstruction Project and it was Seconded by Council member Shourd.

Mayor Dewey called for Public Comment.

Craig Thomas, commented how well it has been working with Tyler at Morrison-Maierle on the past and current projects.

Mayor Dewey called for the vote and the vote passed, 4-0.

- f. Discussion/Decision: Award of Bid to Knife River Construction for Stevensville Airport Pavement Reconstruction Project

Tyler explained the project and the last piece of the puzzle is the bid award.

Council member Holcomb made the Motion to Award of Bid to Knife River Construction for Stevensville Airport Pavement Reconstruction Project. The Motion was then Seconded by Council member Shourd. Mayor Dewey called for the vote and the vote passed, 4-0.

10. Unfinished Business

a. Discussion/Decision: FY2020 Preliminary Budget

Mayor Dewey explained the Administration and staff are present tonight to discuss the 2020 Preliminary Budget, they are all here tonight to provide feedback on the questions they have already been asked to provide answers to, as well to provide answers to any new questions. The Financial Officer gave an overview of the Expenditures verse the Revenue over the past years, and how the different funds can be moved, although it is very difficult to move funds. He spoke about the Resolution involving the Jean Thomas Funds, and the procedure for appropriating funds in the budget for when the Park Committee comes back with ideas on how they want o spend some of those funds, which can only be spent for park beautification. The Financial Officer went into the Budget versus the Actual. The HDR was discussed, including the water rates and money which was set for projects. Council member Gibson asked about the Revenue versus the Expenditures, which is a problem. Mayor Dewey explained there are funds in which we are spending down.

Mayor Dewey noted that there was a question at the last meeting about water rates. We have Craig from HDR to explained the long-term strategic plan on the water rates, the water funds and the timeline of the water projects. Craig is basically, the Chief Engineer, he is here to explain to everyone about the reserve funds and how those reserves plan on funding projects. Craig explained what happens to those reserve funds if we reduce the rates, freeze the rates, or increase the rates. For the last 8-10 years, the town has been in the process of upgrading the water system. Three projects have been completed and the fourth has been put on hold. One of the things we have been assisting the town with is water rights, and the leaks need to be addressed. Council member Gibson spoke about water rates, and unable to adjust the bonds; Council member Gibson spoke about water rates: Surplus of \$149,000, Bonds \$431,000, Sewer rates \$455,000, and the Bond \$279,000. There was also discussion about how many new users in the last 5 years and the point of the discussion was to ease the burden on the tax payer. He recommends we hold off on the 2021 project to apply for TSEP opportunities, where we could possibly get up to \$750,000. Craig explained the financial outlook. His suggestion would be to get thru that phase four project, and maybe hire someone to do a rate analysis in the future. Mayor Dewey asked Council if they had any questions for Craig, the Financial Officer or Public Works. Council member Gibson asked if we wanted to discuss the water rates now, or when we get into the budget. Craig is here to help Council make an informed decision.

Mayor Dewey started the discussion about Economic Development. The Stevensville Main Street Association's (SMSA) Director presented the council with a partnership opportunity. This would include the SMSA and the Town of Stevensville partnering in economic development grant opportunities.

Council member Holcomb strongly suggests that when the money is gone out of the Economic Development Fund, it's gone. So, if we start dipping into this, she can't vote on this.

Chief Marble spoke about the connection between crime and citizens lacking pride in their community. Developing this community is a big issue, and he suggests we look at it with a "what can we do" to bring jobs here, be proud to live and work here, and promote that sense of community together.

SMSA Director mentioned that if the town wants to hire their own economic development director, that's fine but the SMSA is willing to partner with the town, with utilizing \$5,000 from the town, there would be a larger return.

Council member Shourd expressed that economic development is an area we need to focus on.

Council member Gibson asked Council and the Mayor how they would like to proceed. Mayor Dewey said that the Financial Officer has information on the merit versus cola increases; The difference between the two were presented.

The Mayor presented the Executive's Salary portion of the budget. A scale "what if" has been provided ranging from \$10,00 -\$40,000/YR.

Council member Gibson made a Motion that the Mayor's pay be \$1,000 a month, with 80% come out of the General Fund, and it effective immediately. The Motion dies from Lack of Second.

Council member Holcomb expressed her thoughts on the Mayor's compensation; \$833.33 is an adequate amount for the Mayor's compensation, as most mayors are retired or have another job, and this is not a job.

Clarified, there was not Motion on the floor.

Council member Shourd made a Motion to fix the Mayor's compensation to \$166.67/Month, based on the report provided by the Ad Hoc Committee. This was based on conversations I had with members of the staff; This was for hiring and training of staff, the training will be complete but it is not complete as of now. There is a need for on-going consultation. The Motion was Seconded by Council member Vick. Council member made it clear that he Seconded the Motion, not because he agrees with the pay amount, he Seconded the Motion because he wanted to bring it up for discussion. Council member Gibson expressed that he has a hard time putting an hourly wage to a part-time position, he would like to see the wages as a monthly stipend. More discussion took place, as far as even the people who have sat in this seat do not even agree as to how many hours it takes to do the Mayor's job.

Council member Shourd Rescind his Motion and made a new Motion, to fix the compensation of the Mayor to \$1,400/Month. The Motion dies for Lack of Second.

Council member Gibson made a Motion to fix the Mayor's compensation to \$1,000/Month, which is a raise from \$833/mo and effective Oct.1, 2019. The Motion was Seconded by Council member Vick.

Mayor Dewey called for Council discussion, then called for Public Comment. The Financial Officer spoke; He has been here for a short time but one thing is apparent is that Mayor Dewey has learned every position in Town Hall, and it would be really hard to find another Mayor willing to do that in a place. It was clarified from Council member Gibson that 80% of it comes out of the General Fund.

Mayor Dewey called for the vote. Council member Vick "Aye," Holcomb "No," Shourd "Aye," Gibson "Aye." Motion passes 3-1.

Council member Gibson asked for clarification on the amount requested for travel, professional services, and for the request of a computer.

Are there any other questions from Council on the Executive Budget?

Council member Gibson asked the Police Chief the cost of the vehicles his department is requesting. Chief Marble explained they are looking into an SUV type of vehicle. The exact price of the vehicle is unknown because you put a bid in but they are looking to about \$45,000 per unit on the high end, and that would be outfitted and \$38,000 on the lower end.

Council member Gibson would like to get an inventory of all the vehicles we have and can we surplus any?

Clarified with the Chief that his department is requesting 1 police officer and 2 vehicles. Council member Gibson asked if the Fire Chief was requesting anything, the Chief clarified, funds for the capital improvement, to enlarge the door but other than that, the total overall budget is reduced.

Council member Gibson expressed that the reason he wanted to go thru the budget section by section was because there are certain sections he wants to adopt and certain things in sections such as salaries, FTEs, new cars, water Council member Gibson spoke about being against increasing taxes and fees, and fees or taxes.

Mayor Dewey asked Council if they were interested in working on anything else tonight. With lack of interest in proceeding, Mayor asked when and how they would like to proceed. All department heads are present tonight if they have any questions. The Public Works Supervisor was present and will not be next week. Council member Gibson asked about an FTE. It was clarified that he would rather have 2 seasonal employees.

Mayor Dewey asked when Council would like to meet again. Council member Shourd requested meeting again next week. It was agreed upon that the next meeting will be scheduled for Wednesday, September 18th.

11. Executive Report

Mayor Dewey said that all of the department heads have clarified everything tonight. He would like to allocate the rest of his Executive Report to the attorney, Scott Owens. He clarified to the public that there is a proper procedure to closing alley ways that need to be followed. He did sympathize with the resident working on this for a long time. He is not sure how she has been advised in the past but with those signatures, there has to be verification that all the residents near that residence need to be advised. We did offer to help her with that procedure but I have not heard from her except from emails thru council members. The second point he would like to address is the attorney contract was sent to the Mayor's office, it was during the time all the council members were gone. Mayor will have that contract before Council.

12. Town Council Comments

Addition: Council member Gibson asked about where we were in the budget process as far as revenues and spending.

Council member Holcomb expressed, now that there is a full Council again, she would like to see the contract from Strom & Assoc. to be approved. She would also like to see the Inter-Local Agreement come back, so that can be approved, as well as the attorney contract. She also read the minutes from the July 11, 2019 meeting about the ally way being vacated, and now Council is not following thru with what they voted on.

The attorney responded with, the petition that he has seen is not a legal document. He would not suggest to the Council to take action on something that does not meet the minimum requirements by law. A valid petition needs to be brought forward to the town.

13. Board Report

The Park Board plans to meet on October 6th at 6:00 pm.

14. Adjournment

Meeting adjourned at approximately 9:45 p.m.

APPROVE:

ATTEST:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk