

**Stevensville Town Council Meeting**  
**Minutes for**  
**THURSDAY, NOVEMBER 14, 2019**  
**7:00 PM**

1. Call to Order and Roll Call

Roll Call: Mayor Dewey, Councilmembers Shourd, Vick, Gibson and Holcomb. 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

- a. September 12, 2019 Meeting Minutes
- b. September 18, 2019 Meeting Minutes
- c. September 24, 2019 Public Hearing Minutes
- d. September 24, 2019 Meeting Minutes
- e. October 10, 2019 Meeting Minutes

Councilmember Gibson would like the wording in the September 24<sup>th</sup> minutes to say "mileage." Councilmember Holcomb made the Motion to approve the Sep. 12<sup>th</sup>, Sep. 18<sup>th</sup>, Sep. 24<sup>th</sup>, and Oct. 10<sup>th</sup> meeting minutes. The Motion was then seconded by Councilmember Shourd. Mayor Dewey called for the Vote, 4-0. Motion passes.

4. Approval of Bi-Weekly Claims

Finance Officer, Robert Underwood presented Claims #15555-15610 in the amount of \$59,355.27.

Councilmember Holcomb made the Motion to approve Claims #15555-15610 in the amount of \$59,355.27. The Motion was then Seconded by Councilmember Vick. Mayor Dewey called for the Vote and the Motion passes with 4-0.

5. Administrative Reports

a. Airport Manager's Report

Craig Thomas reported on the airport, including the land leases on the Agenda. He also thanked the Mayor and the Finance Officer.

b. Building Department Report

The report is in the packet tonight.

c. Finance Report

Finance Officer, Mr. Underwood presented the Finance Report, including a presentation explaining Fund Balances and Revenues Compared with Expenditures which explained Cash Available, Proposed Revenues, Proposed Expenditures, Capital Expenditures, Cash Remaining and The Difference. A Timeline of the Budget was also presented, with 98% of the Proposed Budget being done even before he came into this position, as far back as April. Allocation of Pay were also presented, and the Mayor explained that the funds have been adjusted based on Council's requests. There were zero responses to the RFP put out for the special audit. Further courses of action were suggested.

d. Fire Department Report

Chief Motley reported for the Fire Department; There were 67 calls for the month of October, 36 in town and 31 rural. There were also 50 medical responses, 11 fire calls and 6 vehicle crashes.

e. Police Department Report

Chief Marble reported for the Police Department; there were 81 calls for service in the month of October. Police Clerk, Jenelle put on "Candy with a Cop" this month during Halloween.

f. Public Works Report

Public Works Director, George Thomas reported that he has been working with someone to put all the curb boxes on a GPS Mapping system. There were 5,840,000 gallons of waste water treated this month.

6. Guests

7. Correspondence

a. Letter from Ravalli County Attorney Re: Ethics Complaint

Mayor Dewey read the letter from the Ravalli County Attorney, regarding an ethics complaint filed by Mr. Michalson. As stated in the letter, the complaint filed is not valid, as the action taken by Council on May 23, 2019 was not a violation of MCA code.

Councilmember Gibson was not sure of the relevance of the letter; Mayor Dewey explained the letter was addressed to Stevensville Town Council thru the Town Clerk and therefore is disbursed under Correspondence.

8. Public Comments

Resident in Creekside Meadows

The resident addressed the lighting district in Creekside Meadows and the rate increases.

Stacey Barker, read letter from Stevensville resident Desirae Coty

Because of Desirae's experience, she is against the Missoula Housing Authority's low-income policies for Stevensville.

Bob Michalson, 222 Turner St,

Mr. Michalson is requesting Council to follow council rules.

Nancy Lowell, 211 Church

Ms. Lowell spoke about salaries coming out of certain funds.

Vicki Motley, 318 9<sup>th</sup> St.

Ms. Motley suggests Council vote to leave the rates the same.

9. Unfinished Business

a. Discussion/Decision: Resolution 449, Adopting the Final Budget for Fiscal Year 2020

Councilmember Gibson spoke about the Lighting District Assessments, and the prior decision from Council 4-0, for a 0% increase on the original 3% increase on the lighting districts. Asked if there was a 0% increase if the lighting district sent to the county as the council passed; and if so, how did residents at Creekside taxes double? It was in the minutes and the paper with a 4-0 final decision. The Finance Officer explained it was a 0% increase on the expenditures of the fund. The vote was a 0% increase on the expenses. There will be 25% in the Reserve at the end of the year, by law there cannot be less the 25%, no more than 50%. Next year, everyone will be assessed. Councilmember Gibson stated that we never reviewed the mills. Mayor Dewey clarified that the mills were included in the Preliminary Proposed Budget, which was proposed to Council on August 22<sup>nd</sup>. The Budget is before Council tonight which formalizes the approval of the mills, and adopts the Fiscal Year Budget.

Council and Mayor continued to discuss Resolution 449. Councilmember Gibson, stated, as per previous comments, Council was never allowed to preview the mills; It was requested by the treasurer to review the mills, and council never had that opportunity, as it was taken off the agenda.

Councilmember Gibson made a Motion to strike the language regarding a mill levy in Resolution 449. The Motion was then Seconded by councilmember Vick. Discussion continued among council and the Mayor regarding language and adopting the budget. The repercussions of striking the language is unknown at this time; Attorney Owens will look into this. Mayor Dewey called for the vote. Councilmember Holcomb "Aye," Vick "Aye," Shourd "Aye," and Gibson "Aye." Motion passes 3-0.

Councilmember Holcomb made a Motion to Suspend Council Rules and move Unfinished Business, Agenda item a. under New Business, Agenda item e. The Motion was then Second by councilmember Gibson. Mayor Dewey called for the Vote; Motion passes 4-0.

b. Discussion/Decision: Performing a special audit from May 2019 through July 2019

Council agreed to hire a 3<sup>rd</sup> party, as recommended by the Finance Officer, to close the books and audit the 2.5 months.

Councilmember Vick Motioned to take the pre-mentioned action of hiring a 3<sup>rd</sup> party auditor to come in and perform the special audit. The Motion was then Seconded by councilmember Holcomb. Mayor Dewey called for the Vote; Motion passes 4-0.

c. Discussion/Decision: Climate Action Advisory Board

Councilmember Vick made Motion to open discussion on the topic. Councilmember Gibson Seconded the Motion to discuss the agenda item. Councilmember Vick explained his intention with the agenda item and what he would like to see out of the potential group, as previously stated in a prior meeting. Councilmember Gibson expressed his concerns and does not want to see this costing the Town any money, including staff time. Councilmember Vick will have more information at the next meeting. Mayor called for Public Comment on the matter and called for the vote; Motion passes 4-0.

10. New Business

a. Discussion/Decision: Land Lease for Lot 5 Block 5 of the Stevensville Airport

Information is provided in the packet. Councilmember Holcomb made the Motion to approve Land Lease for Lot 5 Block 5 of the Stevensville Airport. The Motion was then Seconded by Councilmember Shourd. Mayor Dewey called for the Vote and the Motion passes with 4-0.

b. Discussion/Decision: Land Lease for Lot 6 and 7, Block 1 of the Stevensville Airport

Information is provided in the packet. Councilmember Holcomb made the Motion to approve Land Lease for Lot 5 Block 5 of the Stevensville Airport. The Motion was then Seconded by Councilmember Vick. Mayor Dewey called for the Vote and the Motion passes with 4-0.

c. Discussion/Decision: Liquor License Ownership Transfer from Ruth Carmona to Rob Ralls, 201 Main Street

Mayor explained the transfer of liquor licenses within the Town and currently operating with a temporary license until Council approves the transfer tonight. Councilmember Shourd made the Motion to approve Liquor License Ownership Transfer from Ruth Carmona to Rob Ralls, at

201 Main Street. The Motion was then Seconded by Councilmember Vick. Mayor Dewey called for the Vote and the Motion passes with 4-0.

- d. Discussion/Decision: Resolution No. 451, A Resolution Decreasing Rates for Users of the Municipal Water System

Discussion took place among Council and Mayor. Councilmember Gibson requested that Council take action on this agenda item on November 19<sup>th</sup>. Councilmember Shourd stated that since the Sept. 12<sup>th</sup> meeting, he has had the opportunity to meet with two key individual, George from Public Works and Craig from HDR. He is taking the recommendations from the individuals of those working in that field on his decisions.

Councilmember Gibson made a Motion to Table this Agenda item and have the Budget finalization and the Water and Sewer Decreases on the December 12<sup>th</sup> meeting Agenda, to allow USDA to respond. The Motion was then Seconded by Councilmember Vick. Councilmember Shourd does not think it is necessary Council can decide to not increase the water rates and move onto the budget. Councilmember Gibson stated that Council has done good things for staff and would like to do something for the taxpayers of Stevensville. Discussion continued with Public comment and Council.

Sue McCreary, 417 Mission.

Ms. McCreary inquired if the alley discussion was going to be on the Dec.12<sup>th</sup> meeting agenda.

Jean McKinley, 401 Charlos.

Ms. McKinley spoke about the Council's honorary raise.

Mayor Dewey called for the Vote; Councilmember Vick "Aye," Holcomb "Aye," Gibson "Aye" and Shourd "No." 3-1 Motion passes.

- e. Discussion/Decision: Resolution No. 452, A Resolution Decreasing Rates for Users of the Municipal Sewer System

(Item Skipped based the previous Motion)

- f. Discussion/Decision: Montana Department of Commerce/Montana Main Street Program Application for Planning and Project Grant Funding

Business representatives, including Loey Knapp, presented a grant opportunity from the Dept. of Commerce, to fund 9-12mo. worth of effort to promote small businesses because it has not been sustainably funded in the past, with no matching monies. 12 people have stepped up to participate; To support in asking the Council to allow us to proceed, with the grant opportunity before us for \$10,000, which is due tomorrow.

Council member Holcomb asked about the "Project Partners."

Councilmember Shourd made a Motion to approve the Montana Department of Commerce/Montana Main Street Program Application for Planning and Project Grant Funding. The Motion was Seconded by councilmember Vick. Mayor Dewey called for Public Comment.

Gretchen Spiess, 317 Main St.

Ms. Spiess spoke in support in the grant opportunity and the businesses on Main St.

Representative from the St. Mary's Mission.

She spoke about how the St. Mary's Mission has been self-sustainable and the group in which has helped hold the business community together, in support of the Council supporting the grant opportunity.

Robert Michalson, 222 Turner ST.

Mr. Michalson spoke in oppose of \$10,000 going toward a grant; Corrected, and no monies of the Town will be going toward the grant.

Councilmember Gibson stated that he is in support of the Council supporting the grant opportunity.

Chief Motley.

The fire chief expressed gratitude for the volunteers in which are driving toward these opportunities.

Mayor Dewey called for the Vote from Council and the Motion passes; 4-0 Vote.

- g. Discussion/Decision: Suspending Council Rules, cancelling the November 28th regular meeting and the December 26th regular meeting, authorizing claims to be paid out of cycle

Mayor Dewey explained that November 28<sup>th</sup> falls on Thanksgiving and December 26<sup>th</sup> is the day after Christmas. This is the opportunity to cancel those meetings.

Councilmember Holcomb made the Motion to Suspend Council Rules, cancelling the November 28th regular meeting and the December 26th regular meeting, while authorizing the Finance Officer to pay the claims out of cycle. The Motion was then Seconded by council member Shourd. Mayor Dewey called for the Vote; 4-0 and the Motion passes.

- h. Discussion/Decision: Town Hall Closure on November 29, 2019 following the Thanksgiving Holiday

Mayor Dewey explained the agenda item and called for the Vote. Council member Holcomb did state that Town Hall was not closed the day after Thanksgiving in the past.

Councilmember Vick made the Motion that Town Hall be closed, in perpetuity, the day following Thanksgiving, until another council desires otherwise. The Motion was then Seconded by councilmember Gibson. Mayor Dewey called for the Vote, Councilmember Holcomb "No," Gibson "Aye," Shourd "Aye," and Vick "Aye."

11. Executive Report

Mayor Dewey gave his Executive Report, including the Flip the Switch coloring contest and clarified the Nicole Court housing development and up-to-date, they have followed all building codes.

12. Town Council Comments

It was clarified that there will be a subdivision review process for any development for subdivisions.

Councilmember Holcomb spoke in favor to the alley vacate. It was decided upon council to hold the November 19<sup>th</sup> Council meeting at 6:30pm.

13. Board Report

14. Adjournment

**Meeting adjourned at approximately 9:15 p.m.**

**APPROVE:**

**ATTEST:**

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Brandon E. Dewey, Mayor

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Monica Hoffman, Town Clerk