

Stevensville Town Council Meeting
Minutes for
THURSDAY, JANUARY 09, 2020
7:00 PM

1. Call to Order and Roll Call

Roll Call: Mayor Dewey, Councilmembers Holcomb, Devlin, Vick and Michalson. Staff and members of the community were also present.

2. Pledge of Allegiance

3. Approval of Minutes

- a. December 12, 2019 Public Hearing
- b. December 12, 2019

Councilmember Holcomb made the Motion to approve the December 12th Public Hearing and December 12th meeting minutes. The Motion was then seconded by Councilmember Devlin. Mayor Dewey called for public comment, then called for the vote, starting with councilmember Holcomb "Aye," Devlin "Aye," Vick "Aye," Michalson "Abstain." Motion passes, 3-0 with one Abstained vote.

4. Approval of Bi-Weekly Claims

- a. Claims #15689-15706

Council members, Finance Officer and Mayor Dewey had discussion on questions from council, including claims #1568, the Building Dept Verizon bill; #15697, Owens Law Firm, the yearly budget and the need for the attorney to be present at every meeting; #15695, First Call Computer Solutions, IT service; #15705, Ravalli County Finance, paging equipment; #15704, Premier Paints, paint for the park benches which was a boy scout project where the labor was donated.

Mayor Dewey called for the vote from council on the claims, starting with councilmember Vick "Aye," Michalson "Aye," Devlin "Aye," and Holcomb "Aye." Motion passes 4-0.

5. Administrative Reports

- a. Airport Manager's Report

Craig Thomas reported for the airport, introducing Katie Coleman-Assad, whom was present tonight. She is interested in becoming the new airport manager with her flight instruction experience, while working toward a Master's Degree in Aeronautics.

- b. Building Department Report

The Building Inspector's report has been provided in the packet, with eight total permits issued in the month of December, totaling \$2,938.63.

- c. Finance Report

The Finance Officer reported for the finance department including the Budget verse Actual. The purchase of a backhoe will be discussed later in the evening. He also gave an update on the progress with Jennifer Cote.

- d. Fire Department Report

e. Police Department Report

Chief Marble presented the Police Department report, including Officer Teniente resigning earlier this month and Officer Ellington hired to fill the SRO position. Two vehicles have been approved for surplus and are for sale. There was a total of 59 calls for service in the month of December, with 787 from January 1ST-December 31st, 2019.

f. Public Works Report

Public Works Director reported on the leak fixed at St. Mary's Dr. which was leaking approximately 30,000 gallons of water a day. Another water leak on Riverside was repaired, which was losing 5,000 a day. 14,412,000 gallons of water was produced in December and 5,782,000 gallons of water was treated in December.

6. Guests

7. Correspondence

8. Public Comments

Mayor Dewey called for Public Comment. There were no citizens interested in partaking at this moment.

9. Unfinished Business

Discussion/Decision: Climate Action Advisory Board

Councilmember Vick stated that the only changes that he would like to make to the Climate Action Advisory Board foundation at this time is removing the potential to have a board member from outside of Stevensville.

Mayor Dewey asked for direction from council as far as if the board is looking to be established as an advisory board or an AD HOV committee, for the administration to produce the correct documentation.

Council member Vick made a Motion to proceed with the board as an AD HOC style formation, for one year, then review the progress and results. That Motion was then Seconded by Councilmember Holcomb. Mayor Dewey clarified that a Resolution would be drafted, and would come before Council at the next meeting. Mayor Dewey welcomed further council discussion, then called for public comment on the Motion, then proceeded to call for the vote; Councilmember Devlin "Aye," Michalson "Aye," Vick "Aye," and Holcomb "Aye."

10. New Business

a. Discussion/Decision to nominate and elect a Councilmember to serve as Council President in accordance with Town Council Rules Part XII

Mayor Dewey explained that according to council rules, the Town Clerk has received two emails of interest in serving as Council President; Councilmember Michalson and Councilmember Vick. Councilmember Vick then expressed rescinding his application for Council President.

Council member Holcomb moved to nominate Bob Michalson to serve as the Council's President. Councilmember Vick Seconded.

Councilmember Holcomb then moved to elect Bob Michalson to serve as the Council's Council President. Councilmember Vick Seconded.

Mayor Dewey called for discussion among council. Councilmember Devlin asked what is going to change, such as policies and procedures between the Council President and the Administration as far as communication and working together. Discussion continued among council and Mayor Dewey. Mayor Dewey recognized that council has adopted a Code of Conduct.

Mayor Dewey called of public comment.

Joe Moore, 514 Central Ave.

Spoke about the "Code of Conduct," and being brought up to council and being dismissed.

Mayor Dewey acknowledged that at some point the Code of Conduct was passed. Past history has not been resolved.

Carolyn Mickens, 211 Buck Ave.

If the Town's people voted him in, we should give him a chance at being the President.

Mayor Dewey then called vote; Council member Vick "Aye," Holcomb "Aye," Devlin "No," and Michalson "Aye." Motion passes 3-1 and Councilmember Michalson will be the Council's President.

- b. Discussion/Decision: Council's consent of Mayor's appointment of Katie Coleman-Assad as Airport Manager

Mayor Dewey introduced Ms. Coleman-Assad, bringing an array of aviation background to fill the volunteer position, the Mayor is seeking Council's consent to appoint Katie Coleman-Assad as the Town's Airport Manager.

Councilmember Vick moved to consent to the Mayor's appointment of Katie Coleman-Assad as the Airport Manager. The motion was seconded by Councilmember Holcomb. Mayor Dewey called for council discussion and public comment. The Motion passes unanimously, 4-0.

- c. Discussion/Decision to appoint a Councilmember to serve on the Planning & Zoning Board in accordance with Stevensville Municipal Code §2-313

Councilmember Michalson moved to appoint himself to serve on the Town of Stevensville Planning and Zoning Board. The motion was seconded by Councilmember Vick. There have been no changes as board members recently. Mayor Dewey called for council discussion and public comment. The Motion passes unanimously, 4-0.

- d. Discussion/Decision regarding the Mayor's appointment of a Councilmember to serve on the Park Board

Mayor Dewey recognized that Ms. Devlin has expressed interest in serving on this board.

Councilmember Vick moved to appoint Councilmember Devlin to serve on the Town of Stevensville Park Board. The motion was seconded by Councilmember Michalson. Mayor Dewey called for council discussion and public comment. The Motion passes unanimously, 4-0.

- e. Discussion/Decision to appoint a Councilmember to serve on the TIFID/TEDD Board in accordance with Stevensville Municipal Code §2-330

Councilmember Michalson moved to appoint Councilmember Holcomb to serve on the TIFID/TEDD Board in accordance with Stevensville Municipal Code §2-330. The motion was seconded by Councilmember Vick. Mayor Dewey called for council discussion and public comment. The Motion passes unanimously, 4-0.

- f. Discussion/Decision to appoint a Councilmember to serve on the Airport Board in accordance with Stevensville Municipal Code §3-33

Councilmember Vick moved to appoint himself to serve on the Stevensville Airport Board. The motion was seconded by Councilmember Holcomb. Mayor Dewey called for council discussion and public comment. The Motion passes unanimously, 4-0.

- g. Discussion/Decision: First Reading of Ordinance No. 165, Updating Building and Technical Codes for the Town of Stevensville

Mayor Dewey explained, by law, local municipalities are given 90 days to formally adopt updated codes that are adopted by the state for effective implementation and enforcement.

Councilmember Vick moved to approve the first reading of Ordinance 165, adopting updated building and technical codes for the Town of Stevensville. Then seconded by Councilmember Holcomb. The motion passes 4-0.

h. Discussion/Decision: Scheduled Town Hall closures on the 5th Friday of the month for staff & Council training

Mayor Dewey explained the purpose to close town hall, which would be effective in holding periodic training for staff and the council. If council were to approve, staff will still be scheduled to work. The goal is to have these administrative days help with communication throughout the organization. Council and Mayor Dewey continued with conversation. Mayor Dewey welcomes suggestions on different topics in which can be effective. Job descriptions of employees require a certain amount of continued training per year.

Councilmember Vick moved to authorize the closure of Town Hall on the 5th Friday of each month, not having more than 4 Fridays as an administrative day for the Council and Staff. The motion was seconded by Councilmember Devlin. Council conversation continued. With employee feedback, almost every employee has expressed the desire to continue to learn.

Mayor Dewey called for public comment.

Stacie Barker, 104 Winslet

Concerned with what government does this.

Councilmember Vick does not like the idea of shutting the government down but would like to see quarterly training in the evening or on a weekend. Councilmember Devlin expressed concern with overtime pay; the goal is to have everyone working together and without shutting down, that is not possible. Mayor Dewey explained that these types of struggles exist with small organizations but the days of the month were purposely set to be at the end of the month, with those being the slowest times in the office as far as customers coming in to pay their bills, as most customers pay their bills within the first 15 days of the month when they are due. The administration is trying to open those channels of communication with Council. This is by no means a day off but rather do extra work for the town. Councilmember Michalson stated that this model does work for bigger towns, but he has not yet seen smaller organizations do this. Mayor Dewey is open to hearing from Council other solutions, as regular training is needed. It is hard to bring someone in for those trainings here when someone is missing that training opportunity. Councilmember Devlin wondered what the fear was, as far as shutting down; Yes, bigger towns do it, why not try something new instead of just saying no.

Councilmember Vick amended his Motion to "Trying it once and evaluate the feedback from that."

Councilmember Devlin seconded that amendment to the motion. The first fifth Friday happens to be the 31st of January. Mayor Dewey will reach out to Council, with what they would like to see on the agenda and availability time frame for that day. Mayor Dewey called for public comment and the vote on the motion being amended. Councilmember Devlin "Aye," Holcomb "No," Vick "Aye," Michalson "No," and the Mayor Votes "Aye" to break the tie.

Mayor Dewey asked if there was any more council discussion with the motion on the floor, or public comment.

Jean McKinley, 401 Charlos St.

Concerned that council has the authority to close down town hall for a day, as this is a government building.

It was assured by the Mayor that Council has the authority to decide the days and times in which they are open.

Mayor Dewey called for the vote on the amended motion on the floor, "Authorize the closure of Town Hall for one time as an administrative day for Council and Staff." Mayor Dewey called for any other public comment, then called for the vote. Councilmember Michalson "No," Vick

“Aye,” Holcomb “No,” and Devlin “Aye.” The Mayor votes in favor of the motion and passes, 3-2. The meeting will be evaluated and discussed the first regular meeting in February.

i. Discussion/Decision: Resolution 387C, Amending the Town Council Rules

Councilmember Vick made a motion that any amendments to Town Council Rules goes before the Council in a committee of the whole meeting. The motion was then seconded by councilmember Holcomb. Mayor Dewey then called for council discussion.

Councilmember Michalson stated that to do this, it needs to be an open discussion; he would like to see changes to the conflict of interest as far as rules. Mayor Dewey stated that the amendment to Town Council Rules will most likely be on the same agenda as the personnel policy. Council discussion or public comment on deferring these two agenda items to a committee of the whole meeting. Mayor Dewey called for the vote and the motion passes, unanimously 4-0.

Councilmember Michalson asked if council would like to set a date for the committee of the whole meeting. With council discussion, it was agreed the meeting will be set for 6 pm on the 30th of January.

j. Discussion/Decision: Authorizing the purchase of a new backhoe in the amount of \$82,585 with trade in of old backhoe for \$24,000, balance of \$58,585.

The Finance Officer discussed the logistics of the purchase. There were 3 bids and based on those, the lowest is the best deal for the trade as well, from Titan Machinery for a Case 580SN. The funding for this project will come out of streets, water, and sewer budget, and additional funding appropriations will be brought forward to council in the form of a budget amendment.

Councilmember Holcomb moved to authorize the purchase of a backhoe in the amount of \$82,585 with trade in of the old backhoe for \$24,000 and remaining balance of \$58,585. The motion was seconded by Councilmember Vick.

11. Executive Report

Mayor Dewey provided a written report to Council, so that Council can refer back to it after the meeting.

In that included the alley easement record, the school district construction project includes the relocation of Phillips St, Northwest Energy and the LED lighting conversion; all of this will come before Council. Council can expect a Committee of a Whole meeting scheduled prior to that conversion happening. Water and sewer rates have been a hot issue in the town over the last few months; workshops will take place with rural development and rural water with where Stevensville water rates stand, moving forward. There will be a reconciliation of the Town's boards, and getting those boards to remind them of their roles and responsibilities. Mayor appreciates the Town Council's participation on those boards. Mayor addressed the utility billing issue this month to help everyone to understand. The Mayor would like to see the relationship between the Mayor and Town Council continue to build and strengthen.

12. Town Council Comments

Councilmember Vick discussed that vandalism to others in our community is inappropriate and will not be tolerated.

Councilmember Michalson would like to review the policy regarding the utility bills and the late fees, as far as moving the 2 weeks (15 days) to 30 days, as some residents are on fixed incomes.

Councilmember Holcomb wished everyone a Happy New year and Welcome to the new Town Council.

- 13. Board Report
- 14. Adjournment

Meeting adjourned at approximately 7:45 p.m.

APPROVE:

ATTEST:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk