

**Stevensville Town Council Meeting**  
**Minutes for**  
**WEDNESDAY, AUGUST 28, 2019**  
**7:00 PM**

1. Call to Order and Roll Call  
Mayor Dewey called the meeting to order at 7:00 pm.  
Roll Call: Mayor Dewey, Council members Shourd, Vick, Gibson and Holcomb. Staff and members of the public were also present.
9. Unfinished Business  
No Unfinished Business this evening.
10. New Business
  - a. Bid Opening - Stevensville Airport Reconstruction & New Midfield  
Mayor Dewey explained the process; The Town Clerk will open the bids with Council present. Tyler Reed presented an overview of the airport project, Pavement Reconstruction and New Midfield. He explained that this has been long in the works and a high priority for the FAA, in order to maintain safety at the airport. Craig Thomas, representing the airport thanked Council for the special meeting because the FAA deadlines are drop dead. It is because the airport has done such a good planning, Tyler has been successful at getting the project to this stage.  
As the Clerk opened the bids according to the timeline they were received, Tyler assisted in locating the Bid Tabulations to verify valid bids from the contractors. The Tabulations included: Completed Bid Form with unit prices in Words and Figures, 10% Bid Security Enclosed, Completed Equal Opportunity Certification, Completed Tax Delinquency and Felony convictions Certification, Completed Bidder's List, Evidence of Competency & Financial Responsibility, Completed Buy American Certification, Bid Proposal Signed/Dated, Contractor's Registration Number Provided, and Addendums Acknowledged. Total Schedules I - IV: \$1,661,024.00  
The first bid opened was from First Mark, they met all 10 tabulations and their bid total estimate was \$1,695,303.00. The second bid was from Schellinger. Their bid met all 10 tabulations with a total estimate of \$1,837,160.50. The third bidder was Knife River. Their bid met all 10 tabulations and their bid estimate was \$1,497,413.20.  
Tyler will take the bids back to his office and double check the math on the bid totals and make sure there are no discrepancies. Mayor Dewey clarified FAA's original deadline was September 13, and they moved that to September 10. The Mayor asked to award the bid to Knife River contingent on confirmation of the bids. There will be another special meeting next week. We will need certain paper work from FAA before we can call that meeting. That meeting will have proper notice and at that time, Council will award the bid. Mayor Dewey clarified that the special meeting on September 5th would take place next week to award the contract bid.  
Mayor Dewey asked Council if there were any more questions from Tyler about the project or the bids.
  - b. Discussion/Decision - FY2020 Preliminary Budget Presentation  
Council member Gibson started out with asking Mayor Dewey a couple questions before they got started on the agenda item. He asked if the Mayor was going to go thru the whole packet tonight; Mayor Dewey clarified he was going to hit the highlights of the packet tonight, as the entire packet is available if there are any specific questions tonight and it is available online. Council member Gibson recommended the four basic highlights as: How much money we have to start the year with; How much money we expect to receive in revenue; How much money do we expect to spend; How much money do we expect to have at the end? He stated that his question last time was from last year's budget; How much was appropriated and how

much was spent. Council Member Gibson requested that we have at the next meeting: What the budget was and what was spent. He asked the other council members how they would like to proceed with this tonight, do we want to ask questions as we go; Mayor Dewey stated that he has a presentation for them all tonight and that will hit highlights of the budget. The slideshow is uploaded on the Town's website as well. After Mayor Dewey presents, he stated that he would like to address council's questions, as well as any questions from the public during Public Comment.

Mayor Dewey started with the Budget's Purpose; For the citizens, it gives an overall picture of the town's intentions for the year, serving as a policy tool and intentions. For Management, it serves as a guide and control mechanism. Mayor explained the budget process and the October 1st, 2019 deadline. Mayor went into the Cash Review and reassured that we have the Finance Officer here for any questions or clarification. We are not reconciled up to June 30th yet, once that is done, we will have a more exact projected fund balance of what the working capital looks like. We will bring forward a budget amendment sooner than later. Mayor asked for any questions from Council on the Cash Situation, as we are confident, we are within 1%-3% of the General Fund. The Finance Officer is also reviewing any financial history from May 1, 2019- present. With no questions from Council, Mayor moved into Revenue and Expenditure Review. Revenues are estimated at \$2.4 million. Taxes make up 52%, just over half of the revenue source. We are just about at phase 5 of the water increases. Council member Gibson, asked if the water rates were going to be going up 5% in November. Mayor Dewey clarified, yes. Council member Gibson asked for clarification on a large reserve in the Water Fund; Mayor assured, Yes; This organization has kept two years of water bonds in reserve, just in case, as a decision Council made four years ago. There is a large portion of reserve money which was set aside for the water storage project, which we are just about underway with. We will be studying the water rates this fall, keeping up with the rates of inflation. 65% of the expenditures out of the General Fund is personnel. Mayor Dewey displayed a Revenue and Expenditures bar graph chart, depicting the balance of the General Fund over the last 10 years. Mayor asked Council if there were any questions. Council member Gibson asked if we under-spent or over-spent last year; Mayor responded with under-spent. Mayor Dewey continued with estimating the General Fund to generate \$660,832 in revenue; 53% from property taxes, 32% from State Entitlement share and 10% for service charges. Mayor explained that instead of seeing a raise in taxes for services not used by all, those using services will see an increase, such as in business license fees, event permits, recreation fees, alarm permits and organic waste dump permits. Moving onto General Fund Expenditures, this will include a \$40,000 transfer to the Capital Improvements Fund. Moving on to Priority Outcomes for the coming year, we are looking to cover the administrative workload, coverage and staffing in Public safety, traffic and pedestrian safety in school zones, infrastructure reliability and efficient response to Public Works functions. The purpose of the administration of the Mayor is to provide leadership, direction, coordination, and support. The Mayor is asking for an equipment upgrade to allow better connectivity to the office and an increase in salary for the increased, 30/40 hours a week of work, so that the Mayor is accessible to staff and citizens. The FY2020 Proposed Budget includes \$25/HR compensation at 30 hours/WK, with the total annual compensation at \$39,000/Yr. The chart displayed the Mayor's breakdown of tasks and salary allocation. Mayor asked for any further questions. Council member Holcomb asked the budget committee if before making their recommendation, did they reach out to other towns our size to see what their mayors made? A representative from the committee responded in, that was taken into account and they found that there were other city manager complimentary earnings beyond the mayor, so other towns had supplemental mayor earnings. Council member Holcomb stated that she did her own research. Council member Gibson suggested we move on.

Police Department is looking to increase staff by 2 FTE, with a School Resource Officer. This will bring staff to 4, plus one Civilian Officer. The Fire Department is staffed with volunteers. Vehicle replacements and acquisitions include 2 vehicles for the police department and 1 vehicle for Building Inspection. Increase Public Works staff with 1 FTE. This will bring Public Works FTE to 6.75, for a 7-day work week for Public Works coverage to regular and incidental occasions.

Council member Gibson asked Chief Marble questions regarding the amount of current officers and the mileage on the older vehicles. Chief Marble clarified there are 2 current officers and the mileage on the vehicles are 116,000 miles and 121,000 miles. We are looking anywhere from \$15,000 to \$18,000 for state bids for vehicles. Mayor Dewey clarified that \$80,000 is allocated for police vehicles, fully equipped, while \$35,000 for the Building Dept, who currently does not have a vehicle. Their current vehicle represents their own business, while it could be representing the town. The Building Department is also looking at a software program.

As far as the well field, we continue to monitor that and how often those pumps will need to be changed. We will need to keep a reserve while we continue to monitor the life span of those pumps. The recommendation has been that the Town acquire more land for a well field, as the town grows and develops. The leakage isn't doing any of the current pumps any good. We would also like to work on repairing leakage in the reservoir.

Council member Gibson asked Mayor Dewey a question regarding the Budget, referring to page 80, it appears that some employees are getting a raise and some are not; Council member asked what that determination was based upon. Mayor Dewey clarified that those employees, who have been with us for a year, can get a merit increase. Council member asked to break that down before the next meeting.

Council member Gibson also asked the Mayor to explain the organization's merit system; Mayor Dewey continued to explained. Council member Gibson would like to see what those raises would cost, of the overall increases. Counselor Gibson also expressed he is not in favor of the merit system as presented. Mayor Dewey also explained that he would be open to revisiting the merit-based raise system. Council member Vick would like to see the difference in what we are paying a seasonal employee verse a full-time employee.

Mayor Dewey asked how Council would like to proceed. Council member Gibson would like to go thru the budget. The next scheduled meeting is September 12. Counselor Gibson verified that council members are allowed to make verbal motions at the next meeting, followed by an example of a motion off the cuff and on the spot. Mayor Dewey reassured, yes and Council member requested that all department heads be present at the next meeting.

Mayor Dewey would like to provide as much clarification to the budget as possible. Council member Holcomb asked about lowering the judge's pay in the past; Mayor Dewey clarified that the Judge's pay has always been \$18,000 yr. In the budget, salaries and wages do not include the judge's pay, as that is contracted. The Court Clerk is an employee, the judge is not.

Mayor Dewey said that he would be interested in taking Public Comment at this time.

Stacey Barker, 10 Winslett

Stacey discussed the Park Board's Master Plan; her concern was that board has not met in over a year but then there is money in the budget to be spent. That money needs to be put back or it needs to go in front of the park board.

Bill Perrin 503 Charles

Bill reassured that with any of his doubts, he was reassured tonight. He would like to see the overall changes, not financially but changes in general. He double checked that there were 2 part-time employees in the building department. Mayor explained there is an increase of revenue expected in that department. As recommended by the Budget Committee, we do

have an Economic Development fund and it was recommended that the money be put into the town; We have an opportunity to contract with the Main Street Assoc.

Mayor Dewey confirmed that we will need clarification on a few things at the next meeting, including as to why we have park money in the budget.

Mayor Dewey confirmed there are no major projects planned for sewers this year because of energy put into the water storage. Mayor explained the progress on the water storage project, planning the project to be fully funded this year. \$362,000 constricted for construction, \$91,000 for future bod payments & \$169,000 for depreciation. The rate structure was designed to pull in \$60,000 a yr. for that storage project.

Mayor Dewey clarified there has been a separate line in the general fund for fireworks; This comes up every year.

8. Public Comments

With no more question from the public under New Business, Preliminary Budget, there are also no Public Comments.

14. Adjournment

Council member Vick made a Motion to adjourn the meeting. The Motion was Seconded by Council member Shourd and all voted "Aye."

**Meeting adjourned at approximately 9:09 p.m.**

**APPROVE:**

**ATTEST:**

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Brandon E. Dewey, Mayor

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Monica Hoffman, Town Clerk