

**Stevensville Town Council Meeting**  
**Minutes for**  
**THURSDAY, FEBRUARY 13, 2020**  
**7:00 PM**

1. Call to Order and Roll Call

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

2. Pledge of Allegiance

3. Approval of Minutes

- a. January 23, 2020 Public Hearing
- b. January 23, 2020 Town Council Meeting
- c. January 30, 2020 Committee of the Whole Meeting

Councilmember Michalson made a motion to approve minutes from January 23, 2020 Public Hearing, January 23, 2020 Council Meeting and January 30, 2020 Committee of the Whole Meeting. The motion was seconded by Councilmember Vick.

Discussion on the three sets of minutes. Will look into the motion clarification for the January 23, 2020 Council Meeting pertaining to changes on the Utility Billing Policies & Procedures.

Under January 23, 2020 Council Meeting minutes, Councilmember Michalson would like it added, under New Business: b. Council Meeting Attendance by City Attorney, he would like it added that Councilmember Holcomb, Vick and himself did not feel it was necessary for the attorney to be at every meeting.

Mayor Dewey called for Public Comment, then the vote; 4-0 motion passes to approve the set of minutes, with those described changes.

4. Approval of Bi-Weekly Claims

- a. Claims #15681-15782

Councilmember Holcomb made the motion to approve the Bi-Weekly Claims #15681-15782. The motion was then seconded by Councilmember Devlin.

Councilmember Holcomb asked about #15741, it was clarified that the charge was for code books for the building department. #15760, it was clarified that those are stand-up desks which does not exceed the \$5,000 purchasing policy and were included in the budget in office supplies, segregated by department, depending on which department that employee works in. #15772, clarified that was a pump for the waste water treatment plant.

Councilmember Michalson, would like to revisit/revise the purchasing policy with a future COW meeting; The current policy states that 2 written quotes are required.

Mayor Dewey explained, per department are a line item in the budget, which is approved by Council for the expenditure level, not necessarily at the object level, which falls under the executive branch. The claims process is not necessarily seeking approval, it is the council's time to clarify the claims' accuracy and authorize a check to be made. Purchases are made through the Purchasing Policy, and in this case, research and quotes were made prior to purchases.

Councilmember Holcomb would like to review contracts, as we should not be under contract with Snow Mtn. Electric for more than 5 years; it was clarified that we are not in a contract with Snow Mtn. Electric, as each project is different.

Councilmember Michalson would like to see the use of the attorney as a future agenda item.

Councilmember Holcomb stated that she has not seen any payment as far as paying the Town for fireworks. Mayor Dewey stated that is not something you would see in the claims, as far as a reimbursement, which is money coming in, not money going out as a claim.

Councilmember Michalson asked about the phone bill.

Mayor Dewey called for the vote; 4-0 motion passes.

5. Administrative Reports

a. Airport Manager's Report

Airport manager, Katie presented her report.

b. Court Report

Included in the packet, the court's yearly report.

c. Building Department Report

d. Finance Report

Finance Officer's report is in the packet.

e. Fire Department Report

Fire Chief Motley presented the monthly report for the fire department.

f. Police Department Report

Included in the packet, the police department's monthly report.

g. Public Works Report

Public works supervisor, George presented his report.

6. Guests

7. Correspondence

8. Public Comments

9. Unfinished Business

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

Councilmember Michalson made a motion to approve Resolution 387C, A Resolution Amending the Town Council Rules. The motion was seconded by Councilmember Vick. The wording for the "30 days instead of a timely manner" wording will be changed. Mayor Dewey explained the "Consent Agenda" intent. It was clarified that the signature of two councilmembers over rules the 30-day attorney review. Mayor Dewey explained including Public Hearing into the meeting's Agenda rather than standing alone in its own scheduled Public Hearing meeting. The simplification of Rosenberg's Rules over the complexity of Robert's Rules was explained. It was consensus among councilmembers to keep Robert's Rules of Order in place.

Councilmember Michalson rescinded his prior motion.

Councilmember Vick made a motion to adopt Resolution 387d the council rules as written, with the exception of keeping Robert's Rules of Order language until a further meeting. The motion was seconded by Councilmember Michalson.

Mayor Dewey called for Public Comment.

Stacie Barker, 104 Winslett.

Concerned about the public's opportunity to comment on items when bundled together in the consent agenda.

Chief Motley.

Concerned about public interaction during public comment.

Councilmember Vick amended his motion to remove the consent agenda, the second on the amendment was from Councilmember Devlin. Mayor Dewey called for the vote on the amendment, 4-0, the amendment on the motion passes.

The motion on the floor stands to adopt Resolution 387d, with Robert's Rules of Order. Mayor Dewey called for the vote; Motion passes 4-0.

b. Discussion/Decision: Resolution 457a, amending Utility Billing Policies & Procedures Changes to the Utility Billing Policies & Procedures during the last meeting, conflict with the ordinance. The billing cycle still includes 30days.

Councilmember Michalson made the motion to approve Resolution 457a, amending Utility Billing Policies & Procedures. The motion was seconded by Councilmember Vick. It was decided that the billing policy is what needs to be changed in the billing policies, stipulating the 15-day grace-period. Mayor Dewey read: "Water/Sewer bills will be due 5 days after the billing date, after 30 days unpaid water/sewer bills become delinquent and a 5% fee may be added to all water and sewer bills considered in the delinquent status.

Mayor Dewey entertained the motion to amend the original motion, stating that the water/sewer bills to be due 15 following after the billing date. Mr. Michalson agreed to amend his original motion, while Ms. Devlin seconded that amendment.

Public Comment was called.

Chief Motley, Concerned about cash flow in the office.

Mayor Dewey then called for the vote; motion passes 4-0.

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

At the Town Council meeting on January 9<sup>th</sup>, Council approved the closure of Town Hall on the 5<sup>th</sup> Friday of the months that have more than 4 Fridays for the purposes of holding period training for staff and the council. The administration has received positive feedback from those whom attended the work sessions and the Mayor is proposing that Council adopts the concept permanently, which will allow future administrative training days to be held on the 5th Fridays (4/yearly).

Councilmembers described their experiences from the afternoon sessions.

The impact of closure was discussed, as well as the importance of all staff being able to attend the trainings, rather than excluding one employee out of the trainings. A half-day of training was also discussed.

Chief Motley spoke about his positive experience/benefit for the town, participating in the training the entire day.

Councilmember Vick made the motion to authorize the closure of Town Hall on the 5<sup>th</sup> Friday of those months having more than 4 Fridays, described as being quarterly, as an administrative day for Council and staff. The motion was then seconded by Councilmember Devlin.

Mayor Dewey called for public comment.

Stacie Barker, 104 Winslett.

Expressed disagreement with the closure of Town Hall when it is not a government holiday, as well as paying staff for trainings when not everyone, including Council members cannot always take time off to attend.

Chief Motley, the ability for organizations to provide trainings and development for the good of an organization only makes the organization better, to provide better service back out to the community is a benefit from only 4 days out of the year.

Mayor Dewey called for the vote, starting with Councilmember Holcomb "No," Michalson "No," Vick "Aye," Devlin "Aye." Mayor Dewey expressed his support in the program and broke the tie with a "Aye;" Motion passes 3-2.

## 10. New Business

a. Discussion/Decision: Resolution No. 468, Declaring Intent to Annex a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B

Mayor Dewey explained this is the 26.06 acres in which the Town refused to exercise its first right of refusal. The Town Planning and Zoning Board has reviewed the Petition submitted and recommends that the Town Council proceed with the annexation. Approving the resolution

tonight will allow the administration to proceed with the public hearings, with the intent to annex the parcel of land legally owned by Jesse Reeves as described in Exhibit 1.

Councilmember Michalson made the motion to approve Resolution No. 468, Declaring Intent to Annex a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS#691110-R Tract 1-B. The motion was then seconded by Councilmember Vick.

Councilmember Michalson, after a conversation with the attorney, the Town should add language, that the Town has access to those existing ponds and for future wells, in the form of a contract.

Mayor Dewey called for public comment, then the vote. The motion passes, 4-0.

b. Discussion/Decision: Resolution No. 469, Adopting a Master Schedule for Charges & Fees  
Stevensville Municipal Code provides that usage rates, service charges, and license and permit fees be appropriately set by resolution of the Town Council. The master fees schedule was displayed. Council discussed the fee changes for the FY2020, including future details which will need to be worked out per department.

Stacie Barker, 104 Winslett.

Verified the electricity fee for the farmer's market event, for the entire span of the event; This includes the event fee plus the electricity fee for the entire year.

Councilmember Devlin made the motion to adopt Resolution No. 469, Adopting a Master Schedule for Charges & Fees. The motion was then seconded by Councilmember Vick.

Discussion continued on the Business License fees, as well as the fees going in to the General Fund. Councilmember Vick believes the businesses should benefit from the fee increases, and this can be done with the Economic Development fund.

Discussion continued with the player fees, increasing from \$2.50/player to \$3.00/player.

Mayor Dewey entertained the motion to amend the original motion, to retain the "per player fee" of \$2.50; Agrees to entertain the motion by Councilmember Holcomb. The motion was then seconded by Councilmember Michalson.

Carolyn Mickens, 211 Buck St. Disagrees with the fee, per player increase.

Vicki Motley, 318 9<sup>th</sup> St. Disagrees with the Town being in the porta-a-potty business, Alarm System Permit fees & False Alarm fees.

When an ordinance comes forward, the fees will be discussed; Tonight's meeting is to adopt the fee schedule.

Jeff Motley, Not in favor for False Alarm fees.

Councilmember Vick verified that the fee is for an automated system, which continually goes off.

With that and no more public comment, Mayor Dewey called for the vote and the motion passes, 4-0.

#### 11. Executive Report

Mayor Dewey gave his Executive Report.

#### 12. Town Council Comments

Councilmember Vick commended the law enforcement on handling the situation in Missoula yesterday, with no one getting hurt and keeping everyone in that area safe.

#### 13. Board Report

Councilmember Michalson spoke about the Planning and Zoning Board meeting and Councilmember Vick spoke about the Airport Board meeting.

#### 14. Adjournment

**Meeting adjourned at approximately 9:06 p.m.**

**APPROVE:**

**ATTEST:**

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Brandon E. Dewey, Mayor

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Monica Hoffman, Town Clerk