

**Stevensville Town Council Meeting**  
**Minutes for**  
**THURSDAY, DECEMBER 12, 2019**  
**7:00 PM**

1. Call to Order and Roll Call

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

2. Pledge of Allegiance

3. Approval of Minutes

- a. October 24, 2019
- b. October 30, 2019
- c. November 7, 2019
- d. November 14, 2019 Public Hearing
- e. November 14, 2019
- f. November 19, 2019

Councilmember Holcomb made the Motion to approve the Oct. 24<sup>th</sup>, Oct. 30<sup>th</sup>, Nov.7<sup>th</sup>, Nov. 14<sup>th</sup> Public Hearing, Nov. 14<sup>th</sup> and Nov. 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

- a. Claims #15573-15657

Councilmember Holcomb questioned duplicates of claims. No duplicate claims exist, as Mayor Dewey explained that claim numbers are not duplicatable.

Mayor Dewey called for Public Comment on the claims.

Raymond Smith, Commented on the cell phone bill for the building department.

Ms. Geiger, Commented on a claim reimbursement to Missoula, which was clarified to be .58 cents a mile.

Mayor Dewey called for the vote from council on the claims, starting with councilmember Gibson "Aye," Vick "Aye," Holcomb "No," and Shourd "Aye." Motion passes 3-1.

a. Airport Manager's Report

Craig Thomas reported for the airport. A "Fun Day" is planned. They currently have about half of the funds necessary for the next airport upgrade.

b. Building Department Report

The Building Report is in the packet, with a total of 11 permits issued.

c. Finance Report

The Finance Officer reported on the finances, including the budget timeline and the cash report.

d. Fire Department Report

Chief Motley reported for the fire department, with 50 calls in the month of November.

Councilmember Holcomb asked about the Inter-local Agreement.

e. Police Department Report

Chief Marble reported for the police department, with 50 calls for the month of November. There will be an annual review report in January.

f. Public Works Report

George Thomas reported the activities for the Public Works department, including 15,222,000 gallons of water produced this last month, with 5,782,000 gallons of waste water treated. Public

Works employees also did the fall “clean up” of leaves, which consisted of 8 days. Also explained was the water repair on St

6. Guests
7. Correspondence
8. Public Comments

Mayor Dewey called for Public Comment and there was not public comment at this time.

9. Unfinished Business

a. Discussion/Decision: Resolution 449, Adopting the Final Budget for Fiscal Year 2020. Councilmember Gibson would like to move Unfinished Item a. down to New Business item f. There were no objections from council.

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

Councilmember Gibson stated that even though it is the right thing to do, he is not going to make a Motion to pass either Resolution which decreases the water and sewer rates. He makes a strong recommendation to apply for TSEP grant money next year. Mayor Dewey asked if there was anything more from council on either Resolution 451 or 452; Nothing more from Council therefore will move to Unfinished Item d.

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

d. Discussion/Decision: Climate Action Advisory Board

Councilmember Vick went into more depth with this item, as to what direction he would like to see in a Climate action Advisory Board. The vision would be to see this board operate as any other board associated under the town’s umbrella. Staff time was a concern.

Councilmember Vick made a Motion to table this agenda item to the next regularly scheduled meeting, while Council member Gibson seconded the Motion.

Mayor Dewey called for Public Comment.

Raymond Smith, Valley View.

Concerned that the community is suffering so many other things beyond climate action, attention of council members’ needs to be directed toward issues in which directly affect the town.

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

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

Mayor Dewey explained that as per last meeting, council approved proceeding with the RFP process in order to conduct a special audit during the time of a finance officer’s absence. Robert explained the proposal received from Jennifer Cote of Cote & Associates of Missoula. The proposal outlined two options for council to proceed. Mayor Dewey explained that the fees are included in the budget. Councilmember Holcomb was concerned about the request for a special audit and how it was advertised. It was explained auditors and their availability this time of year is very minimal. It was clarified that there is already an audit scheduled for March, this proposal is in addition to that already scheduled audit. With three different options presented in the proposal, Council would like to proceed with option A: Using Robert’s assistance, will examine documentation for receipts and payments for the Town of Stevensville for the period of approximately April through July 2019 against the Black Mountain entries and submit a report to the Town Council of the results. If any corrections are found to be needed, these will be incorporated in the closing process for June 30, 2019. The fee for this work will be \$65 per hour discounted by 20%, with an estimated 40-60 hours for this work.

Council member Vick made a Motion to accept option A in the Cody & Associates proposal to provide review and consulting services to the Town of Stevensville. The Motion was then Seconded by councilmember Holcomb.

Mayor Dewey called for Public Comment.

Leanna Rodabaugh.

Spoke about the past advertisements for the previously vacant Finance Officer and Clerk positions, getting an auditor from Missoula, and suggested to the Mayor to be transparent and get this done right.

Councilmember Gibson feels the RFP should have been publicized better. He will vote for this because it is the right thing to do.

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

Council requested a 10-minute recess.

10. New Business

a. Discussion/Decision: Resolution No. 453, A Resolution Declaring Certain Property as Surplus and Authorizing its Disposition

Mayor Dewey explained the resolution included a list of property and equipment that is no longer needed or obsolete; MCA 7-8-4201 allows the town to dispose of the property by sale, donation, destruction or lease.

Councilmember Holcomb made the Motion to approve Resolution 453. The Motion was then Seconded by Councilmember Vick. Mayor Dewey called for the vote and it passes, unanimously, 4-0.

b. Discussion/Decision: Resolution No. 454, A Resolution Amending the FY2019 Budget  
Resolution 454 was discussed by Council, Mayor Dewey and the Finance Officer, as the FY18-19 Budget requires an amendment to correct the spending authority in some funds and authorize transfers between funds as authorized by law.

Councilmember Gibson suggested segregating these items on the resolution. If someone makes a motion to approve all of these budget amendments together, Councilmember Gibson will be opposing to that and he would then make a substitute motion.

Councilmember Vick made a Motion to segregate the budget amendments. The Motion was seconded by Council Member Gibson. Mayor asked for council comment and then public comment.

Victoria Howell.

The Public Hearing was held on the entire resolution, concerned about pulling it all apart.

The Mayor clarified that if segregated, there would be a resolution number for each one. While the amendment items can be resolved tonight, the paperwork can be done for each item later.

Mayor Dewey called for the vote on the Motion, starting with council member Holcomb "Aye," Shourd "No," Gibson "Aye," and Vick "Aye." Motion passes to segregate the budget amendment items, 3-1.

With that, addressing the first budget amendment item: The Town Council, in its budget, allocated

\$0.00 in the Drug Fines and Forfeitures Fund; and the Chief of Police determined the need for equipment for drug enforcement purposes; and additional spending authority is needed to cover the costs of expenditures.

Expenditure	2390-410200-212	\$399.99
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Mayor Dewey called for the Vote, starting with Councilmember Shourd "Aye," Vick "Aye," Holcomb "No," and Gibson "Aye." Motion passes, 3-1.

Next budget amendment item: The Town Council, in its budget, allocated \$37,628 in the Building Code Enforcement Fund for operating costs; Unforeseen expenditures were required to accommodate staff retirement and establishing new personnel.

Expenditure	2394-420531	\$53,188.00
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Councilmember Gibson asked about the retirement. Mayor Dewey clarified that the Building Dept. has always had two inspectors and a retirement was not planned. Councilmember Gibson asked why there was not a special meeting about this. Traditionally, budget amendments have been all together, which is why they are in one resolution to amend the FY18-19 budget.

Councilmember Shourd made the Motion to approve the increase up to \$53,188.00 The Motion was then Seconded by councilmember Vick.

Mayor Dewey called for Public Comment.

Leanna Rodabaugh.

Commented on being confused, the Mayor already aware of monetary issues, and using powers to do whatever he wants, and asking others to fix things now.

Raymond Smith, Valley View.

Commented on another employee hired without council approval and taxpayer's picking up that cost.

For 7 months we have been aware this was coming forward, continued commenting on this affecting this year's budget, and already 7 months behind on this year's budget.

Bob Michalson, 222 Turner St.

Commented on the reorganization plan and the Mayor dissolving the building inspector's position and not retiring willingly thru an email.

Ms. Eckert.

Asked for clarification on the three numbers which were given, the budget year in which it is coming out of and the authority amount in which increases the spending authority in that fund.

Raymond Smith, Valley View.

Commented on department heads and over expenditures, suggested a rainy-day fund to prevent this for future retirements. The Mayor suggested calming down, a 5-minute break was called.

Council member Gibson spoke about dealing with future unexpected retirements in the budget and vacancy savings.

The Mayor explained that we have to maintain building inspections to continue those building inspections, as required by the state, there could not have been a delay in hiring.

Mayor Dewey called for the Vote, starting with Councilmember Gibson "No," Vick "Aye," Holcomb "No," and Shourd "Aye." The Mayor breaks the tie-vote with 'Aye." Motion passes, 3-2.

The next budget amendment item: The Town Council, in its budget, allocated \$3,275 in the Dayton Lighting District Fund, \$3,620 in the George Smith Lighting District Fund, \$2,923 in the Creekside Lighting District Fund, \$5,300 in the Twin Creeks Lighting District Fund for utilities; The costs of lighting and utilities in the respective lighting district funds exceeded the anticipated expenses. Additional spending authority is needed to cover the costs of said expenditures.

Expenditure	2410-430263	\$3,583.00
	2430-430263	\$3,954.00
	2440-430263	\$3,195.00
	2450-430263	\$5,844.00

Discussion among Council, Mayor Dewey and the Finance Officer took place. Councilmember Shourd made a Motion to approve the increase the spending authority in the lighting districts. The Motion dies from a lack of second.

The next budget amendment item: The Town Council, in its budget, appropriated \$172,238 in the Economic Development Fund for operating costs; Unanticipated revenue was received from the Department of Commerce by a grant to conduct a Market Analysis, and the revenue and expenditures associated with the grant must be accounted for in the budget.

Revenue	2940-334000	\$10,000.00
Expenditure	2940-410210	\$10,000.00

Councilmember Gibson asked the Mayor to explain the amendment for not including the \$10,000 in the budget, which would be an audit finding later. A portion of the funding has been spent, another \$3,000.00 has not been billed yet; same grant just a different cycle.

Councilmember Shourd made a Motion to approve the revenue and expenditure of the \$10,000 grant. The Motion was then Seconded by Councilmember Vick.

Public Comment.

Stacie Barker, 104 Winslett.

Commented on not being aware this came before council.

Mayor Dewey clarified that the state's procurement laws require it to come before council and did.

Bob Michalson. 222 Turner St.

Would like to know when this came before council.

Councilmember Gibson asked Councilmember Barker if she remembers this coming before council and she does remember this coming before council.

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

The next budget amendment item: The Town Council, in its budget, appropriated \$185,815 in the Sewer Bond Principal & Interest Fund for principal and interest payments on bond related to the sewer systems; The actual interest payment on the revenue bond exceeded the estimate provided by the Finance Department for FY2019. Additional spending authority is needed to cover the costs of these expenditures.

Expenditure	5350-490200	\$189,528.00
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Councilmember Shourd made the Motion to increase the expenditure line \$189,528.00. The Motion was then Seconded by Councilmember Vick.

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

The next budget amendment item: The Town Council desires to transfer resources from the General Fund to the Ambulance fund to correct the cash balance.

Increase	2230-101000	\$8,158.00
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Decrease	1000-101000	\$8,158.00
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Councilmember Shourd made the Motion to transfer funds from the General Fund to the Ambulance Fund. The Motion dies from a lack of second.

The next budget amendment item: The Town Council, in its budget, did not anticipate additional expenditures associated with the Airport Runway project by \$7,000 and \$11,200.

Discussion took place about the project and the different schedules in the bid.

Councilmember Vick made the Motion to increase the expenditure in 5610 by \$7,000 and 5620 by \$11,200. The Motion was then Seconded by Councilmember Holcomb.

Public Comment.

Leanna Rodabagh.

Commented on which councilmember seconded the motion.

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

Next budget amendment item: The Town Council, in its budget, appropriated \$3,708 in the Firemen's Disability Fund for transfer to the Firefighters Relief Association; The actual payment due exceeded the estimate provided by the Finance Department for FY2019. The Town received the revenue to cover the payment from the State of Montana. Additional spending authority is needed to cover the costs of the annual payment.

Expenditure	7120-510300	\$4,012.00
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Councilmember Gibson made the Motion to approve the amendment to the Fireman's Relief Fund. The Motion was Seconded by Councilman Holcomb. Councilmember Vick will abstain from voting since he is on that board. Mayor Dewey called for the Vote and the Motion passes with 3 voting "Aye" and 1 Abstained vote, 3-1.

The final budget amendment item: The Town Council has established a Capital Improvement Plan for the purposes of making capital improvements across various departments. Reserves in the Tax Increment Finance District Fund and the Building Code Enforcement Fund are financially sound. State Law restricts the amount that can be held in reserve depending on the fund type and the reserves in the Tax Increment Finance District Fund and Building Code Enforcement Fund have or will reach the maximum allowed by law. \$100,000 be transferred of funds from the Tax Increment Finance District Fund and \$50,000 from the Building Code Enforcement Fund into the Town's 4000 Capital Improvement Fund be authorized so that those funds are in compliance with state law for a future project.

Councilmember Vick made a Motion to move \$100,000 and \$50,000 to Capital Improvement Fund, so that they are "ear-marked" for those respective funds.

Public Comment.

Raymond Smith.

Commented on the transferring of funds, yet we just did a budget amendment; Questioned the use of funds.

Jeff Motley.

Asked about the Public Hearing outcome.

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

Councilmember Vick made a Motion to reconsider the transferring of funds from the General Fund to the Ambulance Fund, which died from a lack of second earlier this evening. Councilmember Shourd Seconded that Motion. Councilmember Vick will continue to abstain from voting.

Public Comment.

Jeff Motley.

Explained that they are a transporting agency and is not in favor of dissolving the Ambulance Fund, as it is much cleaner for accounting purposes.

Bob Michalson, 222 Turner St.

Concerned the proposed income from the Ambulance Fund for this year might be a stretch.

Mayor called for the Vote, starting with Councilmember Holcomb "No," Shourd "Aye," Gibson "No" and Vick "Abstain." Motion Fails 2-1, with 1 Abstained vote.

- c. Discussion/Decision: Resolution No. 455, A Resolution Vacating the 40-foot Alley running through Block 17, Lots 3 through 18, of the Original Townsite of Stevensville, and Establishing an Easement

Councilmember Holcomb made a Motion to approve Resolution 455. The Motion was Seconded by Councilmember Vick. Mayor Dewey called for the Vote and the motion passes, 4-0.

- d. Discussion/Decision: Resolution No. 456, A Resolution Amending the Personnel Policy Manual for the Town of Stevensville

Discussion took place about the updates to the personnel policy manual and changes made, as recommended by the Town's Insurer and Town Attorney. These changes include formatting, bullying and harassment, grievance, meal per-diem rates, e-communication policy and the Town's adopted Code of Conduct.

Council recommended to review the new policy, involving a meeting with council. The agenda item will be later addressed after a meeting with council has been set up to work together on updating the revised personnel policy manual.

- e. Discussion/Decision: Resolution No. 457, A Resolution Establishing Billing Policies and Procedures for Municipal Water and Sewer Services

The Town currently has no established written policies or procedures for billing of water and sewer services. The new adopted policy will assist in reducing past due accounts, and provide better consistency and fairness to customers.

Councilmember Vick made a Motion to approve Resolution 457, establishing Billing Policies and Procedures for Municipal Water and Sewer Services, and it to be reviewed quarterly. Councilmember Holcomb Seconded that Motion.

Public Comment.

Bob Michalson, 222 Turner St.

Asked about the policy regarding the shut-off due to delinquency.

Mayor Dewey read the policy regarding timeline from past due amounts, shut-off and reconnection with payment received.

Stacie Barker.

Concerned about public awareness of the new policy.

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

Concerned about shutting water off during the winter. The Mayor explained the contract system which is set up to assist clients in paying their water.

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

10-minute break

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

Discussion took place among Council, Mayor Dewey and the Finance Officer. Councilmember Gibson requested going through the Capital Expenditures. The Capital projects may not be all successfully completed because we are already so far into the budgeted year, we might not get to all the projects. The police department pay matrix, which will be presented for the FY20-21 budget year.

Public Comment

Bob Michalson, 222 Turner St.

Concerned about the part-time administrative assistant; Clarified it was a part-time; Asked if the council training in the summer was budgeted.

On the Motion to approve Resolution 449, Adopting the Final Budget for Fiscal Year 2020, excluding the police department's presented pay matrix. Mayor Dewey called for the Vote, starting with Councilmember Vick "Aye," Shourd "Aye," Holcomb "No," Gibson "Aye." The Motion passes 3-1.

Councilmember Shourd made a Motion to convene next week to discuss the salaries and wages for the police department. The Motion was seconded by councilmember Vick. Chief Marble spoke about the intention of including it in the packet would appreciate it being discussed for next year's budget. Councilmember Shourd rescinded his Motion.

11. Executive Report

Mayor Dewey gave an Executive Report and thanked those councilmembers whom are here with us tonight but will not be here in the new year.

12. Town Council Comments

Councilmember Holcomb thanked current and new council.

Councilmember Gibson spoke about his history and suggestions to the council when moving forward.

13. Board Report

14. Adjournment

**Meeting adjourned at approximately 10:33 p.m.**

**APPROVE:**

**ATTEST:**

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Brandon E. Dewey, Mayor

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Monica Hoffman, Town Clerk



