



**Stevensville Town Council Meeting
Agenda for
THURSDAY, MARCH 25, 2021
7:00 PM**

NVPL 208 Main Street

The Town of Stevensville live streams Town Council and board meetings on our website at

<http://www.townofstevensville.com/meetings>

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
 - a. January 21, 2021 C.O.W. Meeting Minutes
 - b. March 4, 2021 Public Hearing Meeting Minutes
 - c. March 8, 2021 Public Hearing Meeting Minutes
5. Approval of Bi-Weekly Claims
 - a. Claims #16588-#16648
6. Administrative Reports
7. Guests
8. Correspondence
9. Public Hearings
 - a. Public Hearing: approval, approval with conditions, or denial of preliminary plat for the major subdivision known as Burnt Fork Estates
10. Unfinished Business
 - a. Discussion/Decision: approval, approval with conditions, or denial of preliminary plat for the major subdivision known as Burnt Fork Estates
11. New Business
 - a. Discussion/Decision: Consent to the Mayor's appointment of Sydney Allen to the Park Board
 - b. Discussion/Decision: Approval of new credit card and credit card expense tracking system provided by Rocky Mountain Bank
 - c. Discussion/Decision: Resolution No. 457b, A Resolution Amending Billing Policies and Procedures for Municipal Water and Sewer Services
12. Executive Report
13. Town Council Comments
14. Board Reports
15. Adjournment

Welcome to Stevensville Town Council Chambers

We consider it a privilege to present, and listen to, diverse views.

It is essential that we treat each other with respect.

We expect that participants will:

- ✓ Engage in active listening
- ✓ Make concise statements
- ✓ Observe any applicable time limit

We further expect that participants will refrain from disrespectful displays:

- ✗ Profanity
- ✗ Personal Attacks
- ✗ Signs
- ✗ Heckling and applause

Guidelines for Public Comment

Public Comment ensures an opportunity for citizens to meaningfully participate in the decisions of its elected officials. It is one of several ways your voice is heard by your local government. During public comment we ask that all participants respect the right of others to make their comment uninterrupted. The council's goal is to receive as much comment as time reasonably allows. All public comment should be directed to the chair (Mayor or designee). Comment made to the audience or individual council members may be ruled out of order. Public comment must remain on topic, and free from abusive language or unsupported allegations.

During any council meeting you have two opportunities to comment:

1. During the public comment period near the beginning of a meeting.
2. Before any decision-making vote of the council on an agenda item.

Comment made outside of these times may not be allowed.

Citizens wishing to speak during any public comment period should come forward to the podium and state their name and address for the record. Comment may be time limited, as determined by the chair, to allow as many people as possible to comment. Comment prior to a decision-making vote must remain on the motion before the council.

Thank you for observing these guidelines.

File Attachments for Item:

- a. January 21, 2021 C.O.W. Meeting Minutes

Stevensville Committee of the Whole Meeting Minutes

THURSDAY, JANUARY 21, 2021 7:00 PM

NVPL Community Room – 208 Main Street

1. Call to Order and Roll Call

Mayor Dewey called the meeting to order, Councilmembers Devlin, Ludington, Shourd, Vick and Mayor Dewey.

Housekeeping items, Mayor Dewey gave instructions on the microphones for the councilmembers. Mayor Dewey also discussed the agenda of the C.O.W. meeting. A Committee of a Whole meeting is a chance for the council to come together and workshop and discuss and vent certain items rather than discuss them at length in a council meeting, this is more of an informal meeting that, were we can freely discuss the items on the agenda. Tonight, we are here to discuss community facilities and to specifically discuss, we have representatives from the Stevensville Community Foundation to discuss the community center. We will turn it over to Mr. Thomas.

2. Discussion on the Following Items

- a. Community Facilities / Community Center discussion with representatives from the Stevensville Community Foundation - Community Center Committee

(Summarized) Bob Thomas, thank you for arranging the meeting the as many of you are aware and many of you may not, the Stevensville Community Center project has been underway for a really long time. I don't know if you have had any time to read through this piece. What I tried to do her was a summary kind of a framework of events and trying to not get into the details. We want to get it done. We have had some conversation with the city and the mayor about sharing the facility especially with the parks and recreation. In the beginning it was to be a performing arts center and were going to enter into an agreement with the school, that failed and now our focus was just to have one center. We need to be looking at a facility that can hold 300-400 people at a time. Facility would be about 6000 square feet. Looking at 5000 square feet of open space and then the other 1000 square feet as kitchen and bathroom spaces. Took care of water rights on the property, and then our next step was to have the sewer trunk line. We took care of both of those things. Management of the facility is the toughest thing to overcome. Our plan is to build it so that it can be added onto for growth. Mr. Thomas introduced the map of the property. We are ready to start the planning of the building, everyone's input and then build the facility.

Mayor Dewey: I can provide a real quick because it is fresh in my head and we got an update today on the sewer main extension down Park Ave, we are looking at bidding in the spring and

they are in the design phase now, HDR is currently doing that. We expect bidding to go out in the spring and the extension to be complete late summer. So, that will be a nice project to just cross off the list and be done with. Logistically how that project looks the sewer main will run down, it will run north and south on the west side of Park Ave. we will do stubs to the east for any potential sewer connections, well there are three counting the current services on the east side of the road that we would coordinate having stubs on those lines so they would not have to dig up the road when they chose to connect no body on the west side of the road will have a stub necessarily it will be a matter of, because we aren't cutting through the street on the west side, it will be a matter if anyone on the west side of the road wants to connect that is their responsibility. The design will also include a service for the future community center knowing that building will be there, HDR is designing that service and it will extend to the property line of the foundations property and then it will be their responsibility at that point to get it to wherever the building sits. So, that is kind of an update on where we stand with the sewer main extension. We are looking at all together 1200 feet of sewer main. From the aspects of our discussions what does the towns involvement in this facility look like in the future when it is built , part of the reason this conversation originally started was, and why we kind of hurried up and got the sewer main extension done was the town of Stevensville the organization has a real desperate need for large gathering space for council meeting and Parks and Recreation activities that need to be held in doors, the pandemic really highlighted the need for gathering space in terms of council meetings, public hearing and all of those other pieces we saw a tremendous difficulty in scheduling meetings in other facilities. When the pandemic hit, we looked at the idea of holding meetings and some park and recreation activities in the family center at St. Mary's Church unfortunately they were using that facility for mass and they had more or less a permanent set up there so, that was logistically not going to work. You know we have also tried to schedule meetings in the middle of school closures as well through the pandemic. So, there is a need, and this room happens to be the best space for us right now, but our hope is that maybe this facility could facilitate council meetings in the future. In terms of comfort and audio visual and all of those pieces we currently don't have in this building or in our current space at city hall that is kind of what started the conversation but then we got the whole parks and recreation aspect to it and Bobby who is with us on ZOOM, so he is watching and listening to us, brought some insight into the need for his vision of programing looks like and what kind of space is needed. Parks and Recreation has no indoor space today, so it really limits them to summertime activities and those are weather dependent. Afterschool programing are difficult to facilitate in the summer when they are outside so having some of those things available in the wintertime during the school season during the dark hours even in inclement weather would be tremendous for his programming and the vision he has for parks and recreation. I think that even if the town of Stevensville and the council would have decided that they were interested in some sort of management of this facility I can tell you we would be the primary user of the facility just because I could see us utilizing that on a daily basis in some shape or form. That is, when we had those conversations about what the building looks like with the representatives from the foundation and Mr. Thomas the natural thing was to come back to the council and get your insight on whether you are willing to explore the idea of managing that facility and then what your vision of that would look like if that is the case.

Councilmember Shourd: just for clarification what are we talking about in terms of management? Is it opening the door, is it snow removal, is it keeping the grounds I would just like some clarification on what that includes?

Bob Thomas: none of that has really been decided we are really at the very grass roots of this on how this would, I guess my vision would be if the manager was provided by the, if we have an agreement that says that this is for parks to schedule and maintain the whole shooting match and that priority of scheduling events and whatever you choose to do but we have to have a clause or some sort of an agreement making sure that the public has access to it as well and I think from a cost neutral basis we want that, because you can't run one of these centers without that piece, you just can't do it. And nobody wants to throw anymore burden on the city people to support so the concept there is to make is cost neutral we charge fees and find efficiencies within the staffing of the city to manage it that is just my vision there is a whole lot of numbers that we probably need to try project before we can really break it down. You are going to do this or that sort of thing. Another way to do it is we can certainly buy a phone and get a recorder take and schedule times and so forth on a volunteer basis and the care of the facility is pretty wide open, there is a lot to the management part and you guys know better than I you do it every day. So, that is my vision that is the starting point for what we would be looking at but there is nothing in stone here.

Mayor Dewey: part of the reason we are here tonight is to test the waters as far as what interest there is and how far we want to go.

Councilmember Devlin: when you talk about maintenance are you talking about the paint, the concrete the upkeep? All the expense that goes with that or are you thinking maintenance in the day to day what is your vision of maintenance?

Bob Thomas: that is a really good question I haven't really thought that, initially a brand-new building and we are looking to build this building as maintenance free as we possibly can, we are working on two things; economics and maintenance free. And to make it as durable as possible when you are running hundreds of people through on a weekly basis you are going to have corners beat up and that sort of thing so, I wouldn't think we would need much physical maintenance to the building for the first few years there is no doubt that you better start saving for that and setting up some depreciation wells in order to tap them later if you have repairs. So, that is something that is up for negotiation and up for more discussion. As far as the physical maintenance and that sort of thing I would hope that like the family center they do a pretty good job of cleaning up and having a cleaning fee

Councilmember Devlin: I just want to follow up with that so, the funds that are raised for renting that are you thinking those would maintain just the lights the water things like that. What is your anticipation for the funds raised?

Bob Thomas: good question, it has been interesting to see what that presentence has done. This year we have raised as much income as we have and when you start breaking down tax bills and everything and the rest of it goes for a failed sewer there that we have to have pumped and that has taken up a bit of money this year. Two years ago, we spent a lot of money to put together a contract from FCF over to the SCFC, because there was some confusion that is just

ridiculous. I am the chair of the community center for the Stevensville Community Foundation this year we raised \$2000 dollars. Electricity for that house are paid by the renter I guess; I don't think that house is going to do a lot.

Councilmember Devlin: my questions was not on the house, the rental fees for the usage for the community center for when someone rents that space what is the intent of that money.

Councilmember Devlin: just wanting to know who is running it or going back into the building.

Councilmember Ludington: Stevensville Community Foundation is non-profit are you a 501 C-3? So, then I would think that fundraising for it you should have to show a budget of operation I think there is probably 98% has to go back to the facility, whatever you make in rental fees then there is some administration cost, and the rest has to go back into the building.

Bob Thomas: would that include somebodies wages?

Councilmember Ludington: I think there is some of that in there.

Bob Thomas: anything but satisfying a need for the community I don't see it as an income generator at all probably would be stretched at times to even fund raise and get money to take care of stuff. I wish it was different, but it is not going to be.

Mayor Dewey: that was part of our discussion was the idea was there may be years the community center doesn't turn a profit or needs a repair of some kind and we discussed the idea that the town has those resources and if the community as a whole wants to fund some kind of an improvement to that building from a capital level, we have the ability to run a bond if the public wants to do that. The foundation currently doesn't have that ability. Some of the philosophy was making it truly a public facility or a publicly managed facility so those advantages where there for the community to utilize 20-30 years down the road as they so choose.

Councilmember Ludington: so, part of that idea would be maybe parks and rec director or there would be a program director paid through the town, doing that scheduling work. Not necessarily upkeep and cleaning, but probably managing scheduling. What events happened there and what didn't.

Mayor Dewey: from my perspective if the town were to dive into this head to toe and go with management aggressively, we would come to council and work on how those fees are set so that they cover capital expenditures the building, that is something that we are very good at, making sure that our fees cover future improvements on specific pieces and then including overhead costs in terms of utilities and maintenance and our staff time. If there is a program assistant or something like that, that has the time to dedicate to that facility and make sure that it remains viable than that is going to be incorporated into the fees to use that space. So, and I think that there is some benefit there, for example snow removal is a very easy thing for the town to do, but alternatively if the organization was to do it they would hire a contractor. So, there is a cost there, our end goal is yes, we will, the idea would be to charge enough fee to maintain the facility and keep it operational also to keep it modest so we don't price people out of using it. We don't want to the fees so much that people don't use it, I don't mean disrespect to the family center, but that is a complaint that I often hear is anytime you want to use the

family center for a day it is an enormous fee to do that. That was part of the consideration in our conversation was keeping it affordable and relevant and also making sure that it covers its costs. Most of the wear and tear, if the town of Stevensville is able to use that building without paying a fee or whatever the case is, the wear and tear will come from our own use through parks and recreation and all that sort of thing.

Bob Thomas: I think one of the major advantages I saw when the mayor and I first discussed this was that our concept of the community center was really targeted towards the large gatherings the large banquets the are really hard to stuff into the family and center and years ago they came not very available to get into. We were targeting that and large events. Where most of those events are probably going to be nighttime in sorts of usage. So, you have the beautiful open space available during the course of the day if it can be utilized and there are all kinds of education classes stuff that, and meeting facilities like this just to have a board meeting we would probably have a designated board room so that it could be used, you can't give that away. If somebody needs a board room \$50 bucks, just keep the money coming in so that you can offset those expenses like you are discussing. It really has a marriage that works pretty well with the daytime events versus the nighttime events. And let's face it most of those types of events are weekend so I mean the big events. I don't think that it is going to sit there and be gathering dust. During the daytime and on the weekends, the more that it is used the better off it is.

Councilmember Shourd: who carries the insurance, the liability for the building, I was just thinking about weddings, parties, things like that, a lot of kids running around.

Bob Thomas: You have to have a liability insurance which I am sure the city has; you may be able to attach that liability to that. we carry a liability policy on the property because of the residence that costs us about \$2000.00 a year we carry that through Paynewest, I talked to Fred and he had given us, when it is open, and we are running it will be around 700-800 dollars a month for liability. That is a big cost, no matter who does it you are going to have that cost to work into the budget.

Mayor Dewey: the town is already liability insured I think one strategy that could be deployed would be that for our current special events for example you want to hold an event down at the park in a public right away you have to have a liability policy in a certain amount, there are a couple of exceptions to that if you had a birthday party with some bounce houses at Lewis & Clark Park we are going to ask you for a, I think it is a one million dollar liability insurance policy even if it is for that day. There may be a way to help mitigate costs or the exposure to the town for sure you could implement a policy like that that requires some events that are high risk ensuring that they have some sort of liability protection. And often time we can, for example we just had a class reunion inquire about having their class reunion in the park we can't obviously provide that liability protection but our insurer has a partnership with other insurance agencies in the area we refer them to MMIA and they connect them with a special event policy for the time so we are abler to pass some cost savings to them through our insurer to those people that buy those policies which has been nice of them. Because MMIA endorses the policy they don't actually do the underwriting because they put their stamp on it so to speak, we know

automatically without having to review the policy, we know that it will meet the requirements automatically.

Councilmember Devlin: sorry I am getting a little confused with you would still own the building? So why would we get the liability insurance policy for that building? Did I miss understand something?

Bob Thomas: no, you haven't at all I think that it can go either way, Jaime you could probably if you took over management you could probably work out the liability coverage for that our, we would probably maintain the liability as well.

Councilmember Ludington: you would both have one.

Councilmember Devlin: I mean I know; I was just thinking if we have to do the whole thing that doesn't make sense you still own the building you have to have some.

You are talking to separate things; liability is going to be by the city and by us the structure itself will be insured by us.

Councilmember Devlin: that is what I wanted to make sure.

Councilmember Ludington: I guess what we are looking at is you guys and your fundraising efforts and grant writing and having an agreement with the town will help with that.

Bob Thomas: we think that it is a real positive thing to add to our pitch because one of the concerns that anyone would have with a new structure like this is going to be used and occupied by lots of different people is how are you going to manage it , how are you going to pay your bills how are you going to pay for repairs it is a really valid thing if you have that, and obviously you don't have the experience to do that yet without the thing done, but if you have a plan in place that is going to go a lot stronger because the pitch would be a lot stronger because we have that part taken care of. It won't be "well you know we will take care of that it is the least of our problems" we see it as a really big part of the deal, so we don't want to build it and just not work because it isn't managed properly.

Councilmember Vick: I definitely think that this is something that would be great for the town, I actually had a conversation with Ms. Roach a couple of years ago about the very same property and what not we were in agreement, this is definitely something that the town needs. My main questions: how much time are we looking for our people to book needed events and what not because I know over time as the demand increase it is going to take more of our people's time, and also to how are you going to plan to keep up with the upkeep during dry periods? Like in times when there is not such a demand for the property.

Bob Thomas: for the last question that you have I don't think that will happen to be honest with you I think the building will get used more than any of us could imagine but having said that I know that projections like that can fail pretty quickly, I think what we have to do there is to conservatively estimate revenue I know the history on the Interstate Bank Building in Hamilton at the fairgrounds, Jeff Roads was telling me that it was just a dog when it first opened nobody knew about it nobody knew has to operate it. But over time and they did have to feed it, that was the county ownership. But know it is booming, it apers to have stuff going on in that

building all the time. That building, I am sure that you are all familiar with it, is about 16,000 square feet.

Councilmember Vick: yeah, I mean, now I definitely think that this is something a piece of property that we get used a lot here. And I understand the reasoning behind us carrying the liability coverage I mean obviously we are holding events there we need to make sure that we are covered, in as far as the maintenance I wouldn't have a problem if we were the ones managing the property and if we were the ones to take care of the snow removal, I think that would decently be a very good responsible thing for the town to do. I am usually the one that come here with the being the Debbie downer on things I think I can't come up with anything.

Bob Thomas: our proposal to start with this it is a concept that it makes so much sense it is kind of scary, like what are missing here? The devil is in the details and there are a lot of details to work out here, but you know I think it can work if you guys are willing to help us put together the concept with what you can do and what we need to do and that sort of thing. And there is no doubt that it would be a real benefit to our sales pitch as far as funding.

Councilmember Vick: yeah, something, I love these little community centers, back when I lived down in Alabama I frequented the old Aurgta school house and every Saturday they held a blue grass get together, people that I didn't know were telling me to eat, probably the reason why I am the man I am today, but I spent a lot of time touring little community centers like these and they were a lot of times the glue that held that community together so, again I think that it is definitely something that is very important.

Bob Thomas: it could be a place that anything could happen, I don't see it being a rock concert, but I see it being a wedding reception venue our plan is to we would like to have whatever side where we locate this, a side of the building be a more gardeny type of thing it isn't going to be extravagant to start with that could be developed into something pretty nice, it would be nice for people to have a place to go and the inside facility and have people outside and have the wedding ceremonies. Or just the after party that and education is a big thing for me and think all of you recognize all the extracurricular stuff that is offered and is needed to be offered there are just tons of this stuff going on, I think there is a lot of daytime use.

Mayor Dewey: I think that one, if we talk about the risk for the town or the exposure we have in terms of slow periods I think if a really successful parks and recreation program takes off and utilizes that facility that make this, I think there will be some risk to the town, things could slow down and we may be the only ones using the facility for a period of time I think that one way that the town can address that is by simply saying that we are using it and there is no other revenue to offset the costs we are going to bear those costs and keep those utilities on, I think that is something that we could address like I said from head to toe on management of the facility you would address in your annual budget on how it performed and what you expect moving forward and then the cost of operating that building lines up with that revenue.

Councilmember Ludington: a couple of nuts and bolts all that are on the west side of Park Ave is not in the town, are those people going to be contacted it would be my opinion that if we are going to connect the sewer that they are going to know.

Mayor Dewey: correct. So, they are going to all be contacted and be aware that this service I guess at the time when the council approved the project that council did not give any direction in terms of how forceful we wanted to be but in my perspective a friendly letter saying we are extending sewer service if you are interested you need to contact us and you need to be prepared to annex if you want to do that. But I think at this time the town council hasn't given any indication that they want to outright annex that property I guess one of the best cases is that we send out a letter to every property owner and most of them come back and say that they want to annex that would solve a lot of our problems in terms of Park Ave. because that is one thorn that has to be addressed before we break ground on the sewer project so we don't get a nasty gram from the county for digging up in their right away. In the towns eyes they think it is our right of way and in their eyes, they think it is theirs, that is for a different council meeting. That will happen before we start digging that is our intent to send a letter to everyone saying that this line will come in because it will affect them even if they don't connect within 500 feet of the service which means as soon as their sewer system fails, they are obligated to connect and obligated to annex.

Councilmember Ludington: any other improvements that you have planned for where you are putting this sewer line in. Is the plan to put in a sidewalk?

Mayor Dewey: no.

Councilmember Ludington: you are not planning on improving after you are planning on keeping it the way it is now?

Mayor Dewey: not immediately we are trying to pull together plans for that entire southern corridor. Park Ave to do frontage improvements to the road yes, by the end of this summer I don't think we will have a sidewalk or anything in there, it is kind of the council's decision and the budget and prioritization of sidewalk facilities. Our vision is a sidewalk, lots and lots of sidewalks. We like sidewalks.

Councilmember Ludington: you know if it is going to be something that is available to the public, I think there has to be easy access, even though I see you have plenty of space there for parking which I think is awesome. If is a big piece of property but right now that is the biggie, that is why the school is going through all of this to basically increase the amount of parking at the school.

Bob Thomas: potentially given its location and this location was chosen partially was in conjunction with the school and even though that connection is not there anymore I see the school for being a user of this facility. So, having sidewalk up there would be wonderful but that is another talk.

Mayor Dewey: what else would you like to discuss about the community center? I guess does it sound like we are at a stage, a stage that down the road we can bring an agreement between the town and the foundation? When I say agreement, I mean more or less maybe it is just a resolution of intent to say you know until the facility is in the ground, we do intend to have some sort of relationship with the foundation so that they can carry that letter in their pocket. I think that would be your next step instead of a full fledged contract. I don't think that we are at

that point, but I think we are at a point where we can entertain or express our intent to partner with them. If that fair?

Councilmember Ludington: I would like to see a list of potential uses by Parks and Rec for that space I am sure Bobby has something in mind for different types of things that he would like to see there, as we should probably discuss with the school if potentially that type of space and what they would like to do there.

Bob Thomas: one thing that I should throw out there is we don't see it at feasible as a gym, that was one thing that would be too much for the school and too much for the community.

Mayor Dewey: I can't speak entirely for Bobby, but I think his primary agenda is summer youth camps primarily where there is a gathering space a space to provide bag lunches and a place to eat that is not a pavilion at the park so there is a home base for his program for drop offs and pickups. That is all more or less assuming that parks and recreation for when programming grows I don't see it decreasing there is not much available currently in our community I think that his vision is to have additional staff members that are paid by fees from summer camp and that sort of thing so those things can kind of progress I think that is his primary focus and in addition and if the community sees a need for afterschool programming or some sort of mentor program that is not being offered by another organization that needs to be supplemented I think that he is open to that conversation I think those are his primary uses, I know that he is kind of discussing some intermural stuff athletic whys but those are outdoors primarily I don't think he is looking for that athletic space but more of the education and outreach potential of the facility and that thing.

Councilmember Ludington: unfortunately, my experience is that groups that want to use this space or doing that type of thing may not have the money.

Mayor Dewey: that is us.

Councilmember Ludington: that is the town too. You might be able to do a craft fair there, but you are not going to be able to have a promotional thing there who maybe wants to start a recycling program or somebody who want to put together a daytime program it is going to be hard to fee schedule that type of thing.

Mayor Dewey: I think that is where the partnership comes in, we are more or less the rental fees for all those other actives that pay rent for the building right they pay rental fees are more or less subsidizing the towns use of that facility to keep the lights on and the heat on our using the building for youth programs.

Bob Thomas: it would have been a real downer this year, and that is always potential possible in the future, I guess.

Mayor Dewey: well, I don't know because I will tell you the town of Stevensville had ample funding through the CARES act to utilize other facilities that we could not do things on our own. So, for example if we needed to, when we moved the police department that was a 100 percent paid for by CARES, we didn't pay a dime for that. Because they recognized that we needed to space people out and get people out of our offices. So, you know if that were to repeat itself for

any reason that opportunity may exist where in fact if we would have known the ability that CARES had early on and the way that more communities used it we may have had this conversation a lot earlier because this funding may have helped us with the construction process. Hindsight is 20/20 we were prepared to if there was a space available, we would have paid handsomely to utilize that space if we needed to.

Bob Thomas: one of the things that would be very critical to start this process would be to we need to even if we don't have the full picture of the footprint and the what the thing is going to look like we need to try project some kind of a revenue stream for usage and I think we can do that but you guys may have some access to certain things like electricity costs that we can get a hold of and what is it going to take in terms of lighting we don't have anybody on tap to go and get that information it is kind of a big job to pull that together I think it is necessary to look at for down the road. That is probably the first thing that we will start to do along with locating where and how to get that first phase going. Thank s all of you for listening.

Mayor Dewey: from this stage, expectations of the administration or the foundation what would you like to see next, if you are prepared.

Councilmember Ludington: I would like still like to see a list of potential uses from the town from Parks and Rec, like I said I am sure that Bobby has some ideas on what he would like to see time frame on how long that is going to take, how much space I think there is, based on my experience with the town, I think there is ample opportunity to have an annual fund raising I think we are pretty good at that in my experience we can throw a party that raises money.

Bob Thomas: we stopped doing it years ago because people were tired out.

Councilmember Ludington: but if you put in a new building out there, they are going to be all over it.

Mayor Dewey: would a needs assessment coupled with some of that information be beneficial to the council to see what the community demand is for that kind of square footage?

Councilmember Ludington: I think that is what I am saying, like a need's assessment.

Mayor Dewey: I think we have the resources to do that I think we can gage that through survey responses, community poles, we could pretty much figure out even just by contacting the dozens of non-profits and what they expect to use the facility for and what they expect to pay. That may help us figure out what we have to pay based on the organization using it two times a year.

Councilmember Devlin: I am just thinking that we have a lot of requests at the play house to use space because there is no space available so I guess I mean I don't have any doubt that we can use it no doubt about that, I guess I would be more interested in would be expectations of us using the building and you allowing us to use the building what does that more than just a vision, what is that going to really look like there is a lot of grey area in that I think a starting point is that we shoot for the stars right.

Bob Thomas: great Jaime, that is well put we have to have that the more that we can resolve up front the better off we are in the future it is all of those little detail things that someone knows

and doesn't say anything. We need to get those all done; I hear you. I can see where you are coming from.

Councilmember Devlin: so maybe both of those.

Bob Thomas: so, what we need to do is schedule another meeting with the staff and structuring, as far as a timeline goes, we will do as soon as we can, whatever is convenient. With subdivision things.

Mayor Dewey: the council has that pretty well handled, Jenelle and I are not sitting through any more long meetings. I think that is a decent strategy to go forward does that satisfy the foundation tonight.

Bob Thomas: that is great we are going to pressure anyone one way or the other to do anything we just need to start the conversation and see where it goes.

Mayor Dewey: I have to tell you that I got a call today from Jan Parrin who you guys know was very involved in the community center foundation when it was SCQ, she saw the agenda that the foundation was going to be there she was asking about what we were after. She really spoke to the idea that was a huge challenge managing the facility and finding a partner that had the capacity to really pull that off she felt the idea of having the town be part of that solution would have some merit to it and was encouraged to hear that we were exploring. She wasn't able to provide comment she did ask that I share that with you.

Bob Thomas: if you go back to the original founders, I don't have names and dates on that, but the original founders the foundation itself were the Parrin's and Jim and some other folks, the community concept certainly united and pulled together by Bill and Jan, the Pfau's, the Clarks, Rasmussen, Steve Peckinpaugh and three banks, they bought this thing with calibration of seven people and three banks. There has been a ton of support and I know that it has been confusing with two names it will be SCF our goal is to get this sucker done we are going to need this more as the town grows and as you know the town is growing.

Mayor Dewey: thank you for inviting us to be part of that vision. No matter what the timeline looks like I think that there is tremendous benefit. There is more, this was not on your agenda Ms. Delvin and I wanted to bring this to your attention (discussion about internet connection in the library building) I am going to more or less facilitate this conversation, Ms. Devlin and I worked together, known of my style I am not going to not bring an opportunity to the town council when one presents itself and that is just my job to bring opportunities forward when presented to me. And so one presents itself in community facilities, I will tell you quite a while ago Jaime gave me call and was inquiring about an historic buildings and preservation I guess she spoke to the idea of how do we speak to the charm of our community how do we create investment into some of these buildings and think you looked at a building that needed more work than what it was worth what it was listed for kind of scary situation in our discussions it went back to public funding and the resources that communities local state and federal governments have to invest in some of those buildings and historic land marks. So, the front page here more or less just discusses the importance of promoting and preserving these historic buildings things that they do and highlights some of what that means. Part of the reason we will

just jump into the next page, the opportunity presents itself, the Bass Mansion at 110 years old is up for sale, as some may be aware it has always been owned privately and over the past maybe decade the turnover has been a bit higher in terms of who owns it and the public investment, excuse me private investment into the facility. One of the reasons that I agreed to bring it to the council for consideration was, one consideration is that knowing that this is a building that is beloved by the community everyone loves the building, and few are willing to take it on in terms of buying it and fixing the things that have happened to it. My concern is someday if we let this go to long, we may lose the building, I hope that it doesn't happen. By in large the facility is in really decent shape in the inside, cosmetically, the electrical and the plumbing is good shape however there are a number of exterior repairs that are needed at an estimate of those repairs into the cost of six figures. Mr. Ludington is aware the costs through his involvement with the Methodist Church. I am told that the current owners are going to reroof. It is on the national register; it is a historical sight as many of you are aware. Its purpose if the town was to consider acquiring the building the purposes are very broad you could use it as office spaces for the administration, you could lease it to the museum, you could operate it as a lease to other organizations in town, I don't know how that would look I need council's guidance if that is something that you are interested in looking at. I wanted to outline a possible timeline if it is something that you wanted to go for or at least open the conversation on what would the towns involvement be and what preservation looks like so with that I will keep my remarks as brief as possible and let you discuss the concept.

Councilmember Devlin: I would just add to the historic responsibility I believe that the town of Stevensville has to Stevensville that is part of the charm here, that is a lot of the draw here. You look at Philipsburg or a lot of these old towns that they spend a lot of effort in keeping that charm, and we hear it time and time again that we don't want to lose that in Stevensville. But that is fine, but what are we going to do to not lose that? We are actually not doing anything to not lose that except saying we don't want to lose it. We have a down town area where all of the buildings the one that I own was built in 1908 and unless you, and I love it and I have been fortunate enough to upgrade it and that is good, people that own these buildings can do that and they are starting to come up for sale and you go and look at them there has been nothing done for 50, 60, 70, 80 years to them. And it is a big problem, like Brandon said we are going to lose these buildings that is just, nobody wants to buy a building that costs 200,000 dollars that is going to cost them 300-400,000 dollars to fix. It doesn't make any sense; you can go and build something for cheaper. So, I really feel that if the town, how ever that looks, invests in our town, invests in the history in the core of our town, again whether it is financially or a motivator or what not if we are not investing in it, we are going to lose it. We are the ones that have to keep that up, we are the ones that have to advocate for that nobody else is going to, others just say we like the charm of Stevensville, right? So, it is something that did start off with a phone conversation and as I think about it more and more it is something pretty passionate thing for me, investing back into our town, these historical buildings have a lot of meaning to people and they should to us as well.

Mayor Dewey: I can walk you really quick obviously one of the biggest things is how do you fund it. The funding of this will need to be explored if that is the direction of course we weren't going to waist resources on that if it was for not, I will tell you like I said when it comes to historical

preservation the community does have access to funding that others don't have access or capacity to. one of those that is highlighted is the legislature grant program what that does is run on a biennium, I see that the church is on that list for the bill of just over 90,000 dollars, the museum is in for 35,000 dollars. There are like 30-40 participants/applicants that are on that list that are grant recipients.

Councilmember Ludington: 94.

Mayor Dewey: 94, I must not have gone down far enough on the bill, or lost interest. The bill is quite lengthy it is 3.4 million dollars that the legislature is putting out in the spring, how that program works, of course we missed the period, when the legislature is not meeting the department of commerce is accepting applications up to a half of a million dollars, 500,000. They then go through those applications and present them to the legislature in the next session and they authorize the funding in a bill. So, this round they are offering 3.4 million of projects all over the state, there are a few of those that got the full 500,00 thousand dollars I think Deer Lodge City Hall is one of those they are going to overhaul a significant restoration project there. So that provided that the legislature continues that program and there is no indication that they won't fund that, this may be an advantage time to consider these types of projects from the public's perspective it gives some time towards those grant opportunities that we know for sure. The other possible grant opportunity that obviously doesn't cost us in terms of financing is CBG. Where the priorities of CBG lie for our community specifically. I think that this is a large public discussion as well in terms of what the community expects the town to do in regard to historic buildings and its facility expansions and taking on ownership of things it could be that the town of Stevensville and the community and the citizens of Stevensville I don't think that this is the case, they don't care they just let it rot I think by in large, connecting the community to that specific building would be a special experience you hear people all the time say I haven't been in there for a long time what a cool building. You would hate to see us lose it sort of thing, to make it some sort of a public facility where people can go in and out freely to some degree that would be neat, to say this is your building this is your history it is what you make it. I have outlined kind of a possible project timeline that discusses some of that and how we would anticipate progressing through this if the council wants to nod their head to. With that.

Councilmember Ludington: okay Dempsey it is my turn to be Debbie downer the church worked on this grant for 6 weeks and paid some money to help with it like I said there were 94 applicants we came in number 72 mainly because we couldn't show economics how is that going to add to the economic structure of the town or the area or the community how many people are you going to hire how are going to make money which is really what they want to see. Our opportunity there would be we have to turn it into a museum secondly the plumbing and electrical is pretty good. The Bass Mansion is a beautiful home and if you haven't seen it you should check it out, it is going to have to take a partnership with somebody that is committed to preservation

Councilmember Vick: preservation, partnership.

Mayor Dewey: I think he is speaking in terms of partnership and money.

Councilmember Ludington: I think a partnership in money and in operation. I think that there is still that opportunity. I think that the people that have it now, COVID basically killed them. If they were able to use that facility to its potential, there might be some success with private ownership then with the town. It doesn't have to be publicly owned to have to apply.

Councilmember Vick: I agree with Paul there, state parks also has a program too where they can help us fund restoration of that building, especially because it is a building that is so important to Montana because I am sure they could find a way to link it with Owen State Park.

Mayor Dewey: further thoughts or inclination into how, is there any more information that you want or just not interested collectively. The administration and I would just appreciate a direction from this meeting that if there is more information to bring to or shelve it and see what happens sort of thing.

Councilmember Vick: I would hate to lose that building, it is a very beautiful house, like I think everyone has said I would hate to lose, would hate to lose the history that is there I wouldn't like to see new construction to take place there I would love to see it restored. And hold onto for another 110 years, I would definitely be open to any avenues that the administration could find so we could give it a try to invest in it or purchase it or with a buyer in order to keep it historically significant there.

Councilmember Ludington: how about the idea of putting together a list of uses, potential uses that we could publish to the realtors and say here are some contemplated uses that this building could be used for that as long as you have a favorable neighborhood I mean the town thought about it buying it to use as a museum how many people would be there, that was the problem last time, there would be too many people there all the time I think there is still an opportunity for that to happen under the current kind of management of the current private owner and then that would be certainly make that property to stay viable. I personally, my feeling is that I would rather not see us have ownership I would rather see private ownership.

Councilmember Vick: another thing too, there is a place out by Concord Mass. That is called to Old Vance, probably something similar to the ownership of that location probably work with something there were it is several different societies and then private ownership amongst members is probably something that could be very beneficial and that location I have toured that location four times now and it maintains that 1700's feel you can definitely tell that there are no new plans for development on there.

Councilmember Ludington: they probably get a quarter million visits there a year.

Councilmember Vick: she came from over there; the Old Vance doesn't get that many.

Mayor Dewey: I think that the biggest challenge there is and maybe that is an avenue that the council explores addressing the property any other way is one of the priority restrictions on that property is how it is zoned now I think even if you depending no matter what that neighborhood is going to be pissed off, speaking candidly if you were to rezone it they would be mad because you are rezoning it and something might happen there that it is not a single family residence if they purchase it and make it a museum they will be mad at that there is a museum next door, if you purchase it and make it city hall they will be mad that city government is acting next door.

And maybe not maybe I am estimating this completely wrong, but my sense of public hearings that we experienced when the variance came forward for a bed and breakfast specifically, I got the sense that there was very little that they were willing to accept at that property with the exception of a single-family residence or some sort of low impact type of activity. Office space maybe has a lower impact than a full fledged museum, and of course R-1 zoning is appropriate, I think that if kind of depends, by in large that is what restricted us when someone calls town hall and we get the calls all the time, when they call this is zoned x,y,z what can I do in it we go to the chart and explain how to read the chart and that sort of thing we also explain the variance process and the additional use process to them as well so that are aware of that and try to educate them that way as best we can. We will pass on it, anything else in terms of community facilities that you want to discuss? I will give you a quick update, the fire station was planned and hope that they are done tomorrow. I think they are really close to wrapping up, the door is widened, and they have to put some finishing touches and install the overhead door. We are excited to see that come together, facilities wise, we are making due with what we have very well in terms of space we were packed like sardines in town hall moving the police department out was a very advantages move for us and opened up a lot of space, we still have some restrictions in terms of court, we do not have adequate lobby space we have defendants and attorneys trying to meet in lace that personal are trying to work it is not ideal so that is still something in terms of community space piece that we would like to address and could be easily addressed with the community center but at a year out or more but that will be nice to look at, we have a partnership with the library and will continue to use that space for the time being it will adequately serve us, if we need the internet to be better we can look at a system to help, I think facility wise we are doing okay and that was part of us addressing this building and coming down the pike an increased demand for space as we increase staff that being we will have a hard time moving forward as the population increases and the need for general government services grows a bit harder to look at, more or less we look at budgets like this I encourage you to consider, I know that this is not a today decision something that we can do down the road I don't think that there anything else that you want me to address facilities wise, swimming pool, met with HDR and there are few possibilities to fix it. As you know the baby pool at the swimming pool, kiddie pool, it was discovered last year that we had a terrible time keeping the pool full, it was because we were losing 24 inches of water in a 24 hour period, it was ridiculous, it was losing an inch of water an hour and the seals and stuff that we were putting into the concrete were not holding despite the add on tv we just could not get that thing to stop leaking. So, HDR did an evaluation of it in terms of being level, the eye will trick you that it is not level but surprisingly it is level. So that is good news we are looking at a couple of options there-in lies we are thinking in the \$5000.00 range not ten or twenty thousand we will try to avoid the ten thousand mark, but when we heard five thousand, we were much less anxious because we were sure that twenty thousand was going to come out of their mouth and it wasn't. One of the solutions is throwing a cap of concrete on the base of the pool a couple of inches and that should seal it up. Another option is to cut out the cracks and patch those up, so they are going to look at the cracks that we have and how spider they are if the concrete is just disintegrating then we are just going to probably pour a new slab in the bottom of the pool and raise the floor about 2-3 inches, for a little person it wouldn't be a bad thing for the kiddie pool being a t 2 feet, the 2 feet is a little deep for some kids. That is encouraging news not as bad as we thought and

they have been very helpful in finding a solution to the repair of the pool. We are confident that we will have that all wrapped up and ready for swimming season. We plan to open as soon as we can. Not in February, they don't pour concrete then. Any further questions.

3. Public Comment

Public comment: Vicki Motley, I think that the town should not get involved in the Bass Mansion. You could help facilitate in getting help from the state. The costs of getting it into compliance would be a lot.

Mayor Dewey: any further public comment? With that we will adjourn.

4. Adjournment

APPROVE:

ATTEST:

Brandon E. Dewey, Mayor

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

b. March 4, 2021 Public Hearing Meeting Minutes

Stevensville Public Hearing Agenda Minutes

THURSDAY, MARCH 04, 2021 6:30 PM

1. Call to Order and Roll Call

Mayor Dewey introduced the meeting and laid out the ground rules and called the meeting to order.

All councilmembers were present. Councilmembers Devlin, Ludington, Shourd and Vick.

Mayor Dewey: gave an introduction to housekeeping for tonight meeting.

2. Public Comments (Public comment from citizens on items that are not on the agenda)

There were no public comments on items not listed on tonight's agenda.

3. Public Hearings

a. An application for a major subdivision known as Burnt Fork Estates

Mayor Dewey: introduced the public hearing. Mr. Kellogg, sorry John, Ms. Devlin.

Councilmember Devlin: asking to have a five-minute time limit per person tonight, there are a lot of people here tonight and we want to give everyone a chance to say on what they want to speak.

Councilmember Devlin: made the motion

Councilmember Ludington: I 2nd.

Mayor Dewey: it was moved by Ms. Devlin and 2nd by Mr. Ludington to allow a five-minute time limit on public comment this evening to give everyone an opportunity to speak. Is there any council discussion? Any public comment on the five-minute limit?

Steve Gibson: made a public comment about the time limit, because there is only one public in person hearing.

Mayor Dewey: any further public comment? (clapping from the audience) I would ask that you refrain from clapping after each comment. Is there any further public comment on the motion? Hearing none I will call for the vote.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Councilmember Shourd: aye.

Councilmember Vick: no.

Mayor Dewey: the motion passes 3-1. Okay Mr. Kellogg it is your turn now.

John Kellogg: gave presentation on the Burnt Fork Estates to the council.

Mayor Dewey: had to remind the audience about their behavior. Sir this is your only warning, or you will be asked to leave the room. If we are disorderly in this room, we will adjourn or reschedule.

John Kellogg: continued with his presentation on the Burnt Fork Estates. and addressed the letter from Stevensville Schools. He also addressed the commercial portion of the subdivision. Also addresses the two letters on traffic concerns.

Mayor Dewey: reminded the public to refrain from side bar conversations.

John Kellogg: continued with his presentation on the Burnt Fork Estates and addressed the letter from Stevensville Schools. He also addressed the commercial portion of the subdivision. Also addresses the two letters/handouts on traffic concerns.

Mayor Dewey: questions from the town council? Introduced the staff report that the council has in front of them this evening. Burnt Fork Estates Staff Report, the Planning & Zoning Board went through the staff report, P&Z gave their conditions of approval if the town council wants to approve those. Their recommendations were to approve the plat with the conditions that they noted. They also addressed to approval of the C-2 zone change. Those are available for councils and public review.

PUBLIC COMMENT: 5 MINUTE TIME LIMIT

Mayor Dewey introduced public comment time and a reminder to sign the sign in sheet.

A woman from the audience came up to the podium relinquishing her five minutes to Nancy. Mayor Dewey explained that everyone had five minutes

1. Nancy Kopszywa: 294 Birch Lane, Creekside resident, public comment. Read the letter from Susan Brown, public comment on Burnt Fork Estates (BFE). Also provided the letter to the clerk for public record.
2. Marsha Kalkofen: 287 Birch Lane, Creekside resident, public comment. Continued to read the letter from Susan Brown, public comment on Burnt Fork Estates.
3. Walter McCrumb: 293 Willow Way, Creekside resident, public comment. Continued to read the letter from Susan Brown.
4. Mel Cook: 210 Park Ave, Stevensville resident, public comment. Gave comment to the water and sewer concerns of this subdivision. Also spoke to the commercial district concerns.
5. Bob Michalson: 222 Turner Street, Stevensville resident, public comment. presented a packet to the councilmembers. Spoke to the water and wastewater facilities concerns. Provided the clerk with a copy for public record.
6. Jim Kalkofen: 287 Birch Lane, Creekside resident, public comment. Provided the clerk with a copy of his comments for public record. Addressed the water concerns, access to Middle Burnt Fork, Creekside HOA opposes the traffic.
7. Katherine Flicker: 1116 Cooney Ridge Rd, Florence resident, public comment. Provided comment about the business district in downtown Stevensville. Opposes the commercial district in BFE.

8. Gretchen Spies: 3629 Hwy 93, Stevensville resident and Stevensville business owner, public comment. Provided comment about her business in Stevensville. Opposes the commercial district in BFE.
9. Jeff Alexander: realtor with EXIT Realty, public comment. Provided comment about the sale of the property, Habitat for Humanity member, always looking for affordable building lots. Fire department on a donated lot of land. Commercial lots would be a complement to the downtown area. In favor of BFE. Provided letter to the clerk for public comment.
10. Steve Gibson: 1517 Creekside Dr, Creekside resident, public comment. Provided comment about the BFE development. Concerns about the retention pond. BFE, separate subdivision from Creekside. Concerns with public comment and the number of times it is being provided to the citizens.
11. Tony Norman: 303 Syringa, Creekside resident, public comment. Provided comment about the BFE proposal. Booster pump installed by the homeowner to water his landscaping. Ex-employee telling us that there are going to be problems. Cost, major costs to streets.
12. Lori Luporni: (no address given) public comment. Provided comment on the traffic concerns with Logan and Eastside HWY. Comment about the signage and the number if accidents at this intersection.
13. Leanna Rodabagh: (no address given) Stevensville resident, public comment. Provided comment to the council about the oath that they took as a councilmember. Held a pole on several Facebook sites asking whether they were for, against or had no comment. Provided the clerk with a list of the people that took her Facebook pole.
14. Angela Lyons: public comment for Marylyn Wolf. Provided comment about the BFE subdivision. Provided the letter to the clerk for public record.
15. John Monk: 401 Central Ave., Stevensville resident, public comment. Provided comment to the council about water rights. Stated that the town does not have water rights from the state.
16. Carl Russ: 1717 Creekside Dr. Creekside resident, public comment. Provided comment on the street that the lives on and the concern of traffic. School district concerns. I am totally opposed to it.
17. Pat Gregg: PO Box 404, Florence resident, public comment. at the intersection of Eight Mile and Eastside HWY, Florence. Provided comment to the council about the amount of people on that parcel of land.
18. Von Dailey: 5433 Wildlife Way, Florence resident, public comment. Owns property on Middle Burnt Fork, Public comment. Provided comment to the council about the roadway, easements, water rights. What are the plans for wastewater?
19. Jim Sayer: 1412 Creekside Dr, Creekside resident, public comment. Provided comment about the traffic concerns, Logan Lane, and Middle Burnt Fork Rd.
20. Leonard Johnson: 1508 Creekside Dr, Creekside resident, public comment. Provided comment about the issues not being addressed before this moves forward.
21. Stacie Barker: 104 Winslett. Public comment. Provided comment about water concerns, water tables on Winslett and the impacts of BFE to her home.
22. Pat Johnson: 301 Aspen Trail, Creekside resident. Public comment. Provided comment about an interaction that she had with traffic. Commented on lack of water rights.

23. Karen Graham: 354 Beartooth Dr, Stevensville resident, public comment. Owns a home in Creekside that my sister resides in. Provided comment about high density housing. Concerns about wastewater concerns, traffic problems. School concerns.
24. Nena Williams: 105 College St. Stevensville resident, public comment. Provided comment about the wildlife/habitat, the affects of growth on our wildlife.
25. Peggy Pope: 1321 Creekside Dr, Creekside resident, public comment. Provided comment to not approve the high-density development.

b. The reinstatement of a charge on water and sewer utility bills to fund the Utility Assistance Program and reducing the fee from \$1.52 (old charge) to \$0.40 (new proposed charge)

Mayor Dewey: introduced item (b). to the public. The reason behind this public hearing or how we got here is some time ago the town council established a utility assistance program that would incrementally reduce a water customer who qualified for the program which usually meant a disability or certain age range they are to qualify for certain criteria. Upon qualification they would be enrolled in the program and based on their income they would qualify for either a 25% reduction, a 50% reduction or a 75% reduction in their operation charges on their utility bill did not affect the bond charges on the utility bill. The [previous town council suspended that charge because of an acumination of funds in the account for that program, the program had enough funding that it could sustain itself for about two years, two and a half years before it would run out. That time has come, the funding has run out, there is no longer a balance in that account so in order to continue the program for the roughly 11 individuals that are on that program we need to reinstate the fee that was previously suspend by the way it does not have to be reinstated at the previous \$1.52, we learned our lesson that the \$1.52 was to high and that would accumulate funding much faster than we needed to so the council directed a charge of \$0.40 on each utility bill to cover the program expenses Montana code requires that if water rates are adjusted a public hearing must be held and that is the purpose of tonight's hearing so, same drill as Burnt Fork Estates you will have an opportunity to step to the podium state your name for the record and make your comment.

PUBLIC COMMENT

Steve Gibson: asking for clarification on the charge.

Mayor Dewey: clarified the charges to the bill. I will be transparent; we weren't sure if a public hearing was needed because we aren't technically raising water rates, but we are reinstating a charge that was already adopted; to air on the side of caution we thought we would spend some time on the public hearing.

Mayor Dewey: any further comment on the charge of reinstatement of the charge? We will close the public hearing, anything for the good of the order from the council? It is 8:58 pm.

4. Adjournment

APPROVE:

Brandon E. Dewey, Mayor

ATTEST:

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

c. March 8, 2021 Public Hearing Meeting Minutes

Stevensville Public Hearing Minutes
for MONDAY, MARCH 08, 2021 6:30 PM
Held virtually VIA Zoom

1. Call to Order and Roll Call

Mayor Dewey called the meeting to order and Councilmembers Devlin, Ludington, Shourd and Vick were all present.

Mayor Dewey introduced the public hearing and that it was for Burnt Fork Estates (BFE) and the Utility Assistance Program. Explained the process of this ZOOM meeting and the process for calling in and raising your hand to speak if you are on the phone. Mayor Dewey reminded the theme of last week's meeting continuing with the five-minute time limit.

2. Public Comments (Public comment from citizens on items that are not on the agenda)

406-529-3018 public comment from Marilyn Wolff, 300 Aspen Trail, commented on town councils conduct. Read her letter that she sent into the town clerk via email. Letter will be entered into the public record.

Mayor Dewey: called for any other public comment on items not listed on tonight's agenda. With that we will move into the public hearings. I do want to make one thing known to the council

3. Public Hearings

Mayor Dewey: I do want to make one thing known to the council this was a question from Councilmember Devlin before we started the meeting, and that was what the expectation was in terms of a decision time frame from the town council regarding preliminary PLAT application. You will note that it is an agenda item on your March 11, 2021 town council meeting agenda that item is agendaized, so the council has an opportunity to reconcile the public comment that has been received so far and to decide on how you want to proceed in the process. It is not my expectation, nor do I think it is the expectation or of anyone else really that you make a decision on BFE Thursday evening. The planning and zoning board didn't come to a decision in one evening and I don't expect the town council to do so either so just know that item is listed the way it is so that you can have a continuous conversation over multiple agendas, and you can out line on Thursday evening on how you want to proceed in the rest of the process. With that I would like to see if Mr. Kellogg, do you have any additional information that you would like to present to the council tonight with the public hearing before us that you didn't already present to us in your presentation on Thursday?

John Kellogg: thank you Mayor Dewey and members of council. I would like to follow up with your request to council, but I think it is very important that there is an understanding that when the planning board went through the items that have been listed in the hearings and the discussions in the past, they spent a great deal of time on those and that is why it took two

meetings way into the night to resolve and answer those questions. And we welcome the opportunity to explain at more length on what is being proposed because there are a lot of questions that councilmembers have about what the subdivision involves. Just briefly there have been comments that this is a high-density subdivision, it is not. The R-1 portion of the subdivision is actually less dense than similar R-1 portions of the town the only closest thing is Creekside phases 1 and 2 since we are mirroring what is there the density is low like Creekside, our R-2 zoning is similar to the George Smith subdivision behind the post office, if you look in there the density is approximately four to the acre they could make it a lot more dense if individuals wanted to maximize what the zoning allows. What we are proposing at the current development at that R-2 zoning and also a low density within the R-1. I guess I would just like to clarify there that the proposal is not a high-density proposal and we are anxious to move forward to discuss this with council at future meetings. Thank you.

Mayor Dewey: I think that brings up a good point in that depending on how council wants to proceed on Thursday evening that might be a good opportunity before the council to interact with the developers on whatever questions you have and to create a dialog between the two entities at that meeting if that is how you want to kick off the review process. With that are there any questions from the town council before we open the hearing for comment.

Councilmember Ludington: I would just say that I would very much like to see John and Andy both at the town council meeting on Thursday.

Councilmember Vick: I would like if possible, to have a Q & A session for the citizens to ask questions to Mr. Medford and Mr. Kellogg to be able to get some feedback directly if possible.

a. An application for a major subdivision known as Burnt Fork Estates

Mayor Dewey: with that we will open the public hearing for the major subdivision know as Burnt Fork Estates (BFE) as a reminder comments are limited to five minutes per speaker this evening.

406-529-3018 public comment, Marilyn Wolff, 300 Aspen Trail, would like to comment on Mr. Kellogg's statement about a high-density development and the comparison of Creekside Meadows original plan. Thank you.

Councilmember Devlin: I am sorry, did she cut out at the last, I would like to hear her comment about that was. There was a pause and then she said thank you.

Mayor Dewey: there was a pause.

Councilmember Devlin: thank you.

406-961-6853 public comment, John Cross, 1618 Creekside Dr. I just want the town council to know that I am opposed to the subdivision. Mr. Cross discussed water and traffic concerns and issues. Thank you.

651-356-5676, public comment, Jim Kalkofen, 287 Birch Lane, gave his opinion and had three questions. First, when will learn answers. Second, how much will the developer or the town be paying for infrastructure. Another concern I have is the original HDR engineering report about all of site and wastewater report that were removed from the original report

by the mayor and his staff. Read from a letter written by water rights attorney for the town to HOA attorney Charlie Carpenter regarding water rights.

Mayor Dewey: last call for public comment on Burnt Fork Estates. With that we will close the hearing for the application for a major subdivision known as Burnt Fork Estates.

- b. The reinstatement of a charge on water and sewer utility bills to fund the Utility Assistance Program and reducing the fee from \$1.52 (old charge) to \$0.40 (new proposed charge)

Mayor Dewey: open the hearing for item (b). This item is up for consideration at this Thursday's town council meeting. Is there any public comment? With that we will close that public hearing it doesn't sound like we have any comment on that item this evening. So, there is no other business for the council to consider this evening it has been established from the beginning of our meeting that the town council will have an opportunity to ask questions of the developers and it sounds like a lot of those questions will be based on the public comment you have received over the two public hearings that we have heard and I will facilitate that dialog and I look forward to hearing from the council on how you would like to proceed on the review process to a decision ultimately is there anything from the town council for the good of the order

No public comment on item (b).

Councilmember Vick: I would like to send my thoughts and prayers to the Gross family who lost their son Luke to a car accident in Corvallis.

Mayor Dewey: thank you Dempsey.

Councilmember Devlin: I would like to verify something so must people are aware that I live in Creekside Meadows and we hear from a lot of my neighbors on thoughts regarding this project. We also hear from the president of our HOA that they have an attorney that represents the homeowners of Creekside and he just said that. I have not put forth any money to retain this attorney I have not spoken with this attorney I have not participated in any meetings regarding the subdivision with my HOA or my neighbors with a deciding factor I have met with Mr. Kalkofen actually on three different occasions, one alone, one with Mayor Dewey and one with Mr. Ludington. Again, I just want to clear that when he is speaking of an attorney or HOA, all of our neighbors having concerns I am excluded from that. If I need to get a letter that states that I have not had any money going towards the advertisement to stop the subdivision or the retainer for the attorney in am happy to do so, I just want to clarify that.

Mayor Dewey: thank you for that Jaime. With that it is 6:57 pm. We will see you at the Thursday meeting.

4. Adjournment

APPROVE:

Brandon E. Dewey, Mayor

ATTEST:

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

a. Claims #16588-#16648

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
16588	E	8 RAVALLI ELECTRIC CO-OP	8 RAVALLI ELECTRIC CO-OP	95.00		****	5610 430300	340	101000
		Feb 21 02/28/21 Airport Utilities - Lights 2/3		63.35			5610 430300	340	101000
		Feb 21 02/28/21 Airport Utilities - Water Pump		31.65					
16599	E	59 BITTER ROOT DISPOSAL	59 BITTER ROOT DISPOSAL	505.75			1000 410360	340	101000
		3655218 03/01/21 Court solid waste		5.00*			5210 430510	340	101000
		3655218 03/01/21 H20 Dept TH facility		29.99			5310 430610	340	101000
		3655218 03/01/21 Sewer Dept TH facility		14.99			1000 420100	340	101000
		3655218 03/01/21 PD solid waste		14.99			1000 411201	340	101000
		3655218 03/01/21 TH solid waste		5.00			2394 420531	340	101000
		3655218 03/01/21 BD solid waste		228.26*			1000 430200	340	101000
		3655218 03/01/21 Street solid waste		76.08			5310 430640	340	101000
		365586 03/01/21 Parks		101.45			1000 460430	340	101000
16616	E	852 CENEX FLEETCARD	852 CENEX FLEETCARD	1,565.89		****	1000 410550	231	101000
		209659CL 02/28/21 Admin - Fuel		0.00			1000 420100	231	101000
		209659CL 02/28/21 PD - Fuel		622.06			1000 420460	231	101000
		209659CL 02/28/21 FD - Fuel		250.30			1000 430100	231	101000
		209659CL 02/28/21 PW - Fuel		693.53			2230 420730	231	101000
		209659CL 02/28/21 Amulance - Fuel		0.00			5610 430300	231	101000
		209659CL 02/28/21 Airport - Fuel		0.00			1000 410550	556	101000
		209659CL 02/28/21 Finance Charge		0.00*					
16619		1722 Local Government Services	1722 Local Government Services	95.00			1000 410550	350	101000
		4259 03/10/21 AFR Fees March Statement		95.00*					
16620		1739 Shine Window Washing	1739 Shine Window Washing	145.00			1000 411201	360	101000
		784841 03/15/21 Town Hall Window Washing		145.00*					
16621		66 MONTANA ELECTRONICS Co., Inc.	66 MONTANA ELECTRONICS Co., Inc.	65.00			1000 420100	232	101000
		03635 03/12/21 program radio PD Charger		65.00*					
16622		108 BITTERROOT STAR	108 BITTERROOT STAR	5.04			5210 430510	330	101000
		March 21 03/03/21 Legal CCR Report Notice		5.04*					
16623		107 HACH CO.	107 HACH CO.	437.69			5210 430540	230	101000
		12353302 03/04/21 Reagent set chlorine free CL		437.69*					

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
16624	5L2101344	289 MONTANA DEPT. OF ENVIRONMENTAL 03/02/21 Outfall Charge		1,125.00 1,125.00			5310		430640	350		101000
16625	59728	03/03/21 40 S&W/165 gr full metal	1775 Dooley Enterprises, Inc.	646.52 646.52			2810		420100	380		101000
16626		293 Mountain Air Insurance Services Annual Renewal of Airport Premises Liability Insurance Policy PR275701 03/10/21 Liability Ins Policy - Airpo		1,232.00 1,232.00*			5610		430300	510		101000
16627	72205	03/17/21 Admin desktop scanner	1696 First Call Computer Solutions, Admin desktop scanner	654.99 654.99*			1000		410550	212		101000
16628	72125DR	03/11/21 Admin-3 headsets wireless	1696 First Call Computer Solutions, Admin-3 headsets wireless	1,232.86 1,232.86*			1000		410550	212		101000
16629	2104211	03/11/21 Cairns 1010 FD Helmet	1267 Witmer Public Safety Group Inc. 1010 FD Helmet	803.97 803.97		CAIRNS	1000		420460	226		101000
16630	FY 2021	02/24/21 Annual TH boiler cert #7498	497 Department of Labor and Industry Annual TH boiler cert #7498	31.00 31.00			1000		411201	340		101000
16631	INV90346	12/28/20 Copies, Color & BW	1711 Office Solutions & Service Copies, Color & BW	7.55 7.55			1000		420100	320		101000
16632	INV91271	01/29/21 Copies, Color & BW	1711 Office Solutions & Service Copies, Color & BW	17.93 17.93			1000		420100	320		101000
16633	INV92250	02/28/21 Copies, Color & BW	1711 Office Solutions & Service Copies, Color & BW	39.85 39.85			1000		420100	320		101000
16634	1200331745	03/08/21 Water Sys Eng Report	728 HDR ENGINEERING, INC. Water Sys Eng Report	1,850.62 1,850.62*			5210		430510	350		101000
16635		1698 Spectrum March 21 03/03/21 PD phone/internet March 21 03/03/21 PD phone/internet March 21 03/03/21 Court phone/internet March 21 03/03/21 Admin phone/internetq March 21 03/03/21 Econ Development phone March 21 03/03/21 H2O dept phone/internet March 21 03/03/21 Sewer dept phone/internet March 21 03/03/21 BD phone/internet March 21 03/03/21 Pool phone		384.90 89.97 24.50* 12.25* 24.49* 24.49* 73.48 73.48 12.25 10.00			1000		420100	340		101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
	March 21	03/03/21	Water office phone/internet	20.00			5210		430510	340		101000
	March 21	03/03/21	Sewer office phone/internet	19.99			5310		430610	340		101000
16636		10573453 03/08/21	1164 ATCO International WM- Gloves Black Nitrile -Bo	322.45 161.23			5310		430630	230		101000
		10573453 03/08/21	W-Gloves Black Nitrile -Box	161.22			5210		430540	220		101000
			*** Claim from another period (2/21) ****									
16637		17602063 02/05/21	1651 GALLS, LLC Badge/state seal PD	162.49 162.49			1000		420100	226		101000
16638		2021298 03/08/21	1714 Big Bear Sign Company Inc Vinyl Decal kit Explorer/inst	435.00 435.00*			1000		420100	232		101000
16639		94003539 03/11/21	1671 Environmental Systems Research Acrgis Online Term License	2,100.00 1,100.00*			2940		410550	350		101000
		94003539 03/11/21	Acrgis Online License Mayor	500.00*			1000		410200	350		101000
		94003539 03/11/21	Acrgis Online License PW	250.00*			5210		430510	350		101000
		94003539 03/11/21	Acrgis Online License PW	250.00*			5310		430610	350		101000
16640		54209 03/16/21	1780 Tear It Up LLC Shredding Admin	51.90 7.79			1000		410550	356		101000
		54209 03/16/21	Shredding PD	7.79*			1000		420100	356		101000
		54209 03/16/21	Shredding Court	2.60*			1000		410360	356		101000
		54209 03/16/21	Shredding Bldg Dept	2.60			2394		420531	356		101000
		54209 03/16/21	Shredding FD	2.60			1000		420410	356		101000
		54209 03/16/21	Shredding Sewer	12.96			5310		430610	356		101000
		54209 03/16/21	Shredding Water	12.96			5210		430510	356		101000
		54209 03/16/21	Shredding Airport	2.60*			5610		430000	356		101000
16641		26668 03/18/21	21 BLACK MOUNTAIN SOFTWARE Permitting software deposit	1,223.75 1,223.75*			2394		420531	350		101000
16642		March 03/04/21	33 NORTHWESTERN ENERGY Water-157 Sewer Works Rd Depot	17.70 3.74			5210		430510	340		101000
		March 03/04/21	Sewer-157 Sewer Works Rd Depot	3.74			5310		430610	340		101000
		March 03/04/21	Streets-157 Sewer Works Rd Dep	3.74*			1000		430200	340		101000
		March 03/05/21	Dickerson Park	6.48			1000		460430	340		101000
16643		9875770507 03/18/21	230 Verizon Wireless Cell Phone - Mayor	668.05 46.70			1000		410200	340		101000
		9875770507 03/18/21	Cell Phone/int - PD	170.16			1000		420100	340		101000
		9875770507 03/18/21	Cell Phone - BD	97.15			2394		420531	340		101000
		9875770507 03/18/21	Cell Phone - H2O	67.27			5210		430510	340		101000
		9875770507 03/18/21	Cell Phone - Sewer	67.26			5310		430610	340		101000
		9875770507 03/18/21	Cell Phone - Airport	19.45			5610		430300	340		101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	9875770507	03/18/21 Mobile Internet-FD		190.04*			1000 420410	340	101000
	9875770507	03/18/21 Mobile Internet Ambulance		10.02*			2230 420730	340	101000
16644		33 NORTHWESTERN ENERGY		13,481.89					
	March 21	03/03/21 Spec lighting #3		242.29			2430 430263	340	101000
	March 21	03/03/21 206 Buck 90% TH Facility		686.99			1000 411201	340	101000
	March 21	03/03/21 206 Buck 10% Bldg Dept		76.33			2394 420531	340	101000
	March 21	03/03/21 Peterson Add'n lighting		180.79*			2420 430263	340	101000
	March 21	03/03/21 Dayton Add'n lighting		248.60*			2410 430263	340	101000
	March 21	03/03/21 Maplewood Cemetery		13.27			1000 430900	340	101000
	March 21	03/03/21 Main St seasonal lighting		5.86			1000 430263	340	101000
	March 21	03/03/21 Orig Town street lights		237.50			1000 430263	340	101000
	March 21	03/03/21 ESH - 5th St. lights		428.91			1000 430263	340	101000
	March 21	03/03/21 5th St - Lange Park lights		34.21			1000 430263	340	101000
	March 21	03/03/21 Add'l Town lighting		155.79			1000 430263	340	101000
	March 21	03/03/21 NW LDS parking lot		0.00			2430 430263	340	101000
	March 21	03/03/21 MBF H20 plant		293.00			5210 430540	340	101000
	March 21	03/03/21 102 Main St pump #1		134.68			5210 430530	340	101000
	March 21	03/03/21 Riverview Cemetery IRR		0.00			1000 430900	340	101000
	March 21	03/03/21 Maplewood Cemetery		0.00			1000 430900	340	101000
	March 21	03/03/21 Sewer lift station W. Centra		16.20			5310 430640	340	101000
	March 21	03/03/21 Sewer trtmnt plant		5,379.78			5310 430640	340	101000
	March 21	03/03/21 Truck garage South		282.51*			1000 430100	340	101000
	March 21	03/03/21 L&C Yard Light		10.29			1000 460430	340	101000
	March 21	03/03/21 L&C Park Irrigation 5hp IRR		0.25			1000 460430	340	101000
	March 21	03/03/21 L&C Park Parking Lot		5.86			1000 460430	340	101000
	March 21	03/03/21 L&C Park Restrooms/Field lig		42.04			1000 460430	340	101000
	March 21	03/03/21 214 Buck St. - H2O 25%		24.74			5210 430510	340	101000
	March 21	03/03/21 214 Buck St. - Sewer 25%		24.74			5310 430610	340	101000
	March 21	03/03/21 214 Buck St. - PD 50%		49.50			1000 420100	340	101000
	March 21	03/03/21 3rd & Park		12.34			1000 430263	340	101000
	March 21	03/03/21 421 Airport Rd - SRE 2/3		127.83			5610 430300	340	101000
	March 21	03/03/21 421 Airport Rd - FD 1/3		63.91*			1000 420422	340	101000
	March 21	03/03/21 Pool		41.33			1000 460445	340	101000
	March 21	03/03/21 MBF Well Field		4,422.31			5210 430530	340	101000
	March 21	03/03/21 MBF booster station		133.57			5210 430550	340	101000
	March 21	03/03/21 Creamery Park (223 Main)		46.23			1000 460430	340	101000
	March 21	03/03/21 102 Main Street D-PD		60.24			1000 420100	340	101000
16645	3465	03/04/21 1561 MOUNTAIN EQUIPMENT TECHNOLOGY, Remote access 4 accts/MET		250.00			5310 430640	350	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
16646		1781 UPS Freight	335.21					
		Return freight for booster pump ordered from Huber not needed returned to Huber						
	31739482	03/18/21 Booster pump not needed retu	335.21*			5310 430640	313	101000
16647		16 MONTANA ENVIRONMENTAL LAB LLC	585.00					
	2102520	03/23/21 Water Testing 520 Charlos	525.00*			5210 430510	350	101000
	210250	03/23/21 Express Postage	60.00*			5210 430510	311	101000
		*** Claim from another period (2/21) ****						
16648		1731 Quadiant Finance USA, Inc.	248.25					
	Feb 21	01/12/21 PZ Postage	248.25*			2250 410210	311	101000
		# of Claims	33					
		Total:	30,823.25					
		Total Electronic Claims	2,166.64					
		Total Non-Electronic Claims	28656.61					

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	\$8,897.36
2230 AMBULANCE	
101000 Cash - Operating	\$10.02
2250 PLANNING	
101000 Cash - Operating	\$248.25
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	\$1,417.08
2410 DAYTON LIGHTING #1 DISTRICT 55	
101000 Cash - Operating	\$248.60
2420 PETERSON ADDN LIGHTING #2 DISTRICT 80	
101000 Cash - Operating	\$180.79
2430 GEO SMITH LIGHTING #3 DISTRICT 76	
101000 Cash - Operating	\$242.29
2810 POLICE TRAINING & PENSION	
101000 Cash - Operating	\$646.52
2940 ECONOMIC DEVELOPMENT	
101000 Cash - Operating	\$1,124.49
5210 WATER	
101000 Cash - Operating	\$8,505.31
5310 SEWER	
101000 Cash - Operating	\$7,825.66
5610 AIRPORT	
101000 Cash - Operating	\$1,476.88
Total:	\$30,823.25

ORDERED that the Town Treasurer draw a check/warrant on the Town of Stevensville.

Council Council

Council Council

Mayor

Date Approved_____

File Attachments for Item:

a. Public Hearing: approval, approval with conditions, or denial of preliminary plat for the major subdivision known as Burnt Fork Estates



Stevensville Town Council Meeting

Agenda Item Request

To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting

Agenda Item Type:	Public Hearing
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	3/25/2021
Agenda Topic:	Public Hearing: approval, approval with conditions, or denial of preliminary plat for the major subdivision known as Burnt Fork Estates
Backup Documents Attached?	No
If no, why not?	Public Hearing Item Only
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	3/25/2021
Notes:	

File Attachments for Item:

a. Discussion/Decision: approval, approval with conditions, or denial of preliminary plat for the major subdivision known as Burnt Fork Estates



Stevensville Town Council Meeting

Agenda Item Request

To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting

Agenda Item Type:	Unfinished Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	3/25/2021
Agenda Topic:	Discussion/Decision: approval, approval with conditions, or denial of preliminary plat for the major subdivision known as Burnt Fork Estates
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	3/25/2021
Notes:	

Agenda Item: Discussion/Decision: approval, approval with conditions, or denial of preliminary plat for the major subdivision known as Burnt Fork Estates

Other Council Meetings	March 4, 2021 Public Hearing March 11, 2021 Regular Meeting
Exhibits	See BFE information page on website

This agenda item provides Council with the ability to approve, approve with conditions, or deny the preliminary plat for the proposed Burnt Fork Estates subdivision.

Background:

At their last Town Council meeting, a presentation about the project was given by Andy Mefford of PCI on behalf of the developers, Dwight and Ralph Hooley. Following the presentation, the Town Council requested an information meeting and additional public hearing on the proposed subdivision.

The developers agreed to host an information meeting for questions and answers. Following that meeting the Town Council will hold a public hearing to hear additional comment from citizens. This public hearing has been included on the March 25th regular agenda and precedes this agenda item.

In addition to scheduling meetings the Town Council approved a request from the administration to provide a supplemental staff report for the Public Works Department. This request was because the public works department was under new leadership, and the administration believed that the new public work director should have the opportunity to formally weigh in on the proposal.

Materials regarding the application for subdivision are available on the Town’s website at: <https://www.townofstevensville.com/comm-development/page/burnt-fork-estates>

Board/Commission Recommendation: **Applicable** - **Not Applicable**

It is the unanimous recommendation of the Town of Stevensville Planning and Zoning Board that the preliminary plat for the Burnt Fork Estates Subdivision be approved with the conditions listed in their Review & Recommendation Report.

In addition, the Planning and Zoning Board recommends that the Town Council approve the C-2 re-zoning request with the following conditions:

A. Additional restrictions provided through covenants of the homeowner's association, which should be subject to approval by the Town Council.

B. The road serving the commercial zone be connected to the other internal subdivision roads, an identified preference of the developer to mitigate traffic impacts and interconnectivity concerns.

Alternative(s): Deny the preliminary plat application for the subdivision.

MOTION

I move to: (Council has 2 options for affirmative action)

A. Approve the preliminary plat for Burnt Fork Estates.

B. Approved the preliminary plat for Burnt Fork Estates with conditions of [insert conditions].

File Attachments for Item:

- a. Discussion/Decision: Consent to the Mayor's appointment of Sydney Allen to the Park Board



Stevensville Town Council Meeting

Agenda Item Request

To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	3/25/2021
Agenda Topic:	Discussion/Decision: Consent to the Mayor's appointment of Sydney Allen to the Park Board
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	3/25/2021
Notes:	

Agenda Item: Discussion/Decision: Consent to the Mayor's appointment of Sydney Allen to the Park Board

Other Council Meetings

Exhibits

This agenda item provides Council with the ability to consent to the Mayor's appointment of Sydney Allen to serve on the Town's Park Board.

Background:

Unlike the Town's other Boards, the Park Board created by the adoption of Resolution No. 11 on January 20, 1975. Resolution No. 11 provides that the Park Board shall consist of seven members, six of whom shall be appointed by the Mayor with the approval of the Council, and the Mayor shall appoint a member of the Council to the Board. Each member shall be appointed for a term of three years.

Mayor Dewey is seeking consent to the appointment of Sydney Allen to the Town's Park Board.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): Do not consent to the appointment.

MOTION

I move to: Consent to the Mayor's appointment of Sydney Allen to the Park Board.

File Attachments for Item:

b. Discussion/Decision: Approval of new credit card and credit card expense tracking system provided by Rocky Mountain Bank



Stevensville Town Council Meeting

Agenda Item Request

To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Robert Underwood
Second Person Submitting the Agenda Item:	
Submitter Title:	Department Head
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	3/25/2021
Agenda Topic:	Discussion/Decision: Approval of new credit card and credit card expense tracking system provided by Rocky Mountain Bank
Backup Documents Attached?	No
If no, why not?	Presentation will be given at Town Council Meeting
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	3/25/2021
Notes:	

Agenda Item: Discussion/Decision: Approval of new credit card and credit card expense tracking system provided by Rocky Mountain Bank

Other Council Meetings

Exhibits

This agenda item provides Council with the ability to approve a new credit card for the Town of Stevensville that includes an expense tracking system.

Background:

The Town's Finance Officer, Robert Underwood, has worked with the Town's primary bank, Rocky Mountain Bank, to build a proposal for a new credit card that will better fit the Town's needs.

The proposed credit card account will replace the existing credit card and will include a better tracking system that will better track credit card purchases and the department or person making those purchases. In addition, the Town will receive a cash back benefit for purchases, something not offered on our current account.

A complete presentation will be available from the Finance Department at the meeting.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): Do not approve a new credit card.

MOTION

I move to: Approve the new credit card proposal, designating the Mayor Brandon Dewey and Finance Officer Robert Underwood as authorized authorities on the account.

File Attachments for Item:

c. Discussion/Decision: Resolution No. 457b, A Resolution Amending Billing Policies and Procedures for Municipal Water and Sewer Services



Stevensville Town Council Meeting

Agenda Item Request

To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	3/25/2021
Agenda Topic:	Discussion/Decision: Resolution 457b, amending billing policies for utility bills
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	3/25/2021
Notes:	



**TOWN COUNCIL
Agenda Communication**

**Regular Meeting
March 25, 2021**

Agenda Item: Discussion/Decision: Resolution No. 457b, A Resolution Amending Billing Policies and Procedures for Municipal Water and Sewer Services

Other Council Meetings

Exhibits

- A. Resolution No. 457b
- B. Billing Policies (amended)

This agenda item provides Council with the ability to amend the billing policies and procedures for the water and sewer services offered by the Town.

Background:

Until last year, the Town had no established written policies or procedures for billing of water and sewer services. While Municipal Code and Montana Code offer guidance and legal recourse, they do little to assist in the day-to-day administration of the billing system and utility accounts.

The billing policies were developed by the Utility Billing Clerk in collaboration with the Finance Officer and Mayor. The group evaluated several policies from other communities and found many that were similar to the operations of Stevensville.

Since adoption, the Town Council has asked to change the Town's billing cycle from 15-days to 30-days. Additionally, the late fee assessment has been reduced from 10 percent to 5 percent.

The administration is proposing that wording be modified from 30-days to reflect bills are delinquent after the last day of the month. This amendment is noted in the attached revised policies.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): Do not approve Resolution 457b

MOTION

I move to: to approve Resolution 457b, amending Billing Policies and Procedures for Municipal Water and Sewer Services

RESOLUTION NO. 457b

**A RESOLUTION OF THE TOWN OF STEVENSVILLE, TOWN COUNCIL
AMENDING WATER & SEWER BILLING POLICIES**

WHEREAS, the Town is authorized by MCA 7-13-4301 to establish and maintain and water and sanitary sewer service; and

WHEREAS, the Town Council previously adopted Resolution No. 457 and 457a to guide day-to-day operations and decision making for water and sewer billing; and

WHEREAS, the Town of Stevensville is desirous of amending, by resolution, Water and Sewer Billing Policies,

NOW THEREFORE BE IT RESOLVED, by this Town Council of the Town of Stevensville that the attached "Water & Sewer Billing Policies" be and is hereby adopted.

PASSED AND ADOPTED by the Town Council and approved by the Mayor this _____ day of _____ 2021.

Approve:

Attest:

Brandon E. Dewey, Mayor

Jenelle Berthoud, Town Clerk

1. **Water/Sewer Billing Policy:** The following policy shall govern the provision of municipal water/sewer billing of the Town of Stevensville, MT. The purpose of this policy is to provide consistent customer rules and guidelines. Individuals who have questions regarding the services provided by the Town of Stevensville are encouraged to contact Town Hall at 406.777.5271.

2. **Water/Sewer Billing Information:** Services being provided and billed for in Stevensville, MT consist of water, sanitary sewer. All municipal water/sewer services being billed for are included on one (1) billing for each account. Municipal water/sewer services and this policy both include residential and commercial users. The Town of Stevensville shall maintain account records for each customer that includes the customer's legal name, billing address, account number, service address, current charges, and account history including consumption, past due charges, penalties, and fees.

3. **Water/Sewer Billing Office Hours:** Monday through Friday 8:00 a.m. – 4:00 p.m.

4. **Water/Sewer Billing Contact Information:** Mailing address: P.O. Box 30, Stevensville, MT, Phone number: 406.777.5271, Website address: www.townofstevensville.com

5. **Water/Sewer Accounts:** All accounts shall be carried in the name of the property owner. The property owner shall be liable for all water/sewer services supplied to the property, whether property is owner occupied or not, and any charges unpaid shall be collected as authorized by Municipal Code and State Law.

6. **Rate Calculation:** All municipal water/sewer charges shall be calculated in accordance with the specific rate established by ordinance, resolution, or policy as adopted by the Town of Stevensville and applicable to each municipal water/sewer service provided to a customer.

7. **Additional Charges:** Billings for extra services, disconnection or reconnection of services, installation charges, or other special charges shall be billed in accordance with the applicable rate resolution and shall be billed as a separate bill.

8. **Town of Stevensville Water/Sewer Service Application:** Any person, firm or corporation desiring to establish water/sewer service shall make application for said service(s). All new municipal water/sewer service accounts may only be placed in the property owner's name. The owner shall be responsible for the water/sewer billing on the said property. Applicants must be at least eighteen (18) years of age. The application shall be on such form(s) as may or now hereinafter be prescribed by The Town of Stevensville Water/Sewer Department. The application shall include the applicant's name, service address, mailing address, telephone number, driver's license number, and signed agreement form. Each service location shall be considered a separate account. The water/sewer department will not activate new accounts on a service location that has a delinquent account; all accounts must be paid in full prior to establishing future accounts at the same property.

9. **Billing Cycle:** Meters are generally read at the end of each month by the Public Works Department. In the event that a meter reading cannot be obtained, the consumption will be estimated by the Office Assistant. Water/Sewer bills are mailed to each user monthly. Water/Sewer bills are mailed on or around the 1st day of each month. The date the bill is created shall be known as the billing date. Water/sewer bills are due and payable 15 days following the billing date. After ~~30 days~~ **the last day of the month that the bill is payable**, unpaid water/sewer bills become delinquent and a five percent (5%) penalty may be added to all delinquent water/sewer billings. Delinquent fees shall not be refunded.
10. **Delinquent Accounts & Disconnection of Service:** Notice of water/sewer service billing delinquency will be mailed to each and every delinquent water/sewer service account holder by the 5th business day of the month following the delinquency. The notified delinquent water/sewer account holder(s) will be given 15 days to pay the delinquent water/sewer billing, including any and all penalties, or to make arrangements agreed upon by all parties for the payment of the same. If following the notice of delinquency and the 15 day payment period a delinquent water/sewer billing remains unpaid and no effort has been made to pay the said bill, the Town of Stevensville Public Works Department shall be directed to disconnect the water service from the Town of Stevensville municipal water services. Delinquent water/sewer service billings remaining unpaid, and over sixty (60) days delinquent, shall be turned over for collection. If a delinquent water/sewer service billing remains unpaid and/or has been turned over for collection, water services will not be reconnected and/or reinstated to the applicable user at any property until all

applicable delinquent water/sewer service billings, reconnection fees and collection costs have been paid.

11. Reconnecting to Municipal Water/Sewer Services: Once a water/sewer service account has been disconnected from municipal water/sewer services it shall not be reconnected until the applicable delinquent water/sewer service billing(s), including penalty has been paid. In addition, a \$50.00 reconnect fee during business hours (8:00 a.m. – 4:00 p.m. Monday – Friday) or \$100.00 after business hours shall be charged to the delinquent water/sewer service account. Following payment of the applicable delinquent water/sewer service billing(s) and the reconnection fee, the Town of Stevensville Public Works Department will be directed to reconnect the delinquent water/sewer service account to municipal water/sewer services.

12. Payments: Town of Stevensville provides residents several options to make payment on their water/sewer bill: In person – Payment can be made at Town Hall, 206 Buck Street, Stevensville, MT 59870. Drop box – A locking drop box is located on the front of Town Hall for customer use. Debit or credit card payments are accepted over the phone, there is an additional service fee paid for by the cardholder. Electronic payments – Through the Towns website, customers can set up a payment for their water/sewer bill wherever there is an internet connection. Payments can be made electronically using a credit or debit card with an additional service fee.

Customers that are unable to pay their water/sewer bill by the due date are encouraged to contact the water/sewer billing department to arrange a mutually agreed upon payment plan, with the goal of the payment plan being

to bring the customer's account current. Water/Sewer staff has the right to reject a proposed payment plan if it is determined not to achieve the goal of bringing a customer's account current. If a customer fails to comply with any term and/or condition contained within the signed payment plan, the customer shall be subject to disconnection of service with no additional notice. The Town of Stevensville reserves the right to no longer accept personal checks at any time.

13. Water/Sewer Services: In order to supply and maintain the Water and Sewer Services to the Town of Stevensville: All users of these services, once connected, are required to pay the base rate for each service throughout the year. There are no partial year shut offs, regardless of use: irrigation, repossessed or empty building rates. All owners of property; commercial, residential, multifamily, town home or condo, are responsible to the Town of Stevensville for the payment of these services. These services are billed monthly and payments are due monthly.