



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

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval of Minutes
 - [a.](#) December 12, 2019 Public Hearing
 - [b.](#) December 12, 2019
4. Approval of Bi-Weekly Claims
 - [a.](#) Claims #15689-15706
5. Administrative Reports
 - a. Airport Manager's Report
 - b. Building Department Report
 - c. Finance Report
 - d. Fire Department Report
 - [e.](#) Police Department Report
 - [f.](#) Public Works Report
6. Guests
7. Correspondence
8. Public Comments
9. Unfinished Business
 - [a.](#) Discussion/Decision: Climate Action Advisory Board
10. New Business
 - [a.](#) Discussion/Decision to nominate and elect a Councilmember to serve as Council President in accordance with Town Council Rules Part XII
 - [b.](#) Discussion/Decision: Council's consent of Mayor's appointment of Katie Coleman-Assad as Airport Manager
 - [c.](#) Discussion/Decision to appoint a Councilmember to serve on the Planning & Zoning Board in accordance with Stevensville Municipal Code §2-313
 - [d.](#) Discussion/Decision regarding the Mayor's appointment of a Councilmember to serve on the Park Board
 - [e.](#) Discussion/Decision to appoint a Councilmember to serve on the TIFID/TEDD Board in accordance with Stevensville Municipal Code §2-330
 - [f.](#) Discussion/Decision to appoint a Councilmember to serve on the Airport Board in accordance with Stevensville Municipal Code §3-33
 - [g.](#) Discussion/Decision: First Reading of Ordinance No. 165, Updating Building and Technical Codes for the Town of Stevensville
 - [h.](#) Discussion/Decision: Scheduled Town Hall closures on the 5th Friday of the month for staff & Council training
 - [i.](#) Discussion/Decision: Resolution 387C, Amending the Town Council Rules
 - [j.](#) Discussion/Decision: Authorizing the purchase of a new backhoe in the amount of \$82,585 with trade in of old backhoe for \$24,000, balance of \$58,585.
11. Executive Report
12. Town Council Comments

13. Board Report
14. Adjournment

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 the official public comment period should come forward to the podium and state their name and address for the record. Comment during this time maybe time limited, as determined by the chair, to allow as many people as possible to comment. Citizens wishing to comment on a motion for decision before any vote can come forward or stand in place as they wish. Comment must remain on the motion before the council.

Item Attachment Documents:

- a. December 12, 2019 Public Hearing

**Stevensville Public Hearing
Minutes for
THURSDAY, DECEMBER 12, 2019
6:30 PM**

1. Call to Order and Roll Call

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

2. Public Comments

Resolution No. 454, A Resolution Amending the FY2019 Budget

Financial Officer reported the reasoning behind the budget amendment for FY2019, including the appropriations and expenditures in the budget, including from the building code enforcement fund and the lighting districts; Grants were received that were not expected during the year. The ambulance fund did not create any revenue; Lastly, the airport fund needs to go up.

Councilmember Gibson will later recommend Council to move the budget to the last agenda item because this amendment will affect his year's budget.

Councilmember Holcomb asked for clarification on what grant was received that they were not expecting. Mayor Dewey clarified that it was the grant from the Department of Commerce, which funded the market analysis thru the Stevensville Main Street Association.

At 6:37 pm Mayor Dewey called for Public Comment.

Bob Michalson 222 Turner St.

The Fireman's Relief Association was not mentioned in the budget amendment.

The Financial Officer explained the budget appropriated \$3700 and the actual amount received from the state was \$4012, a difference of \$304 because the revenue was more than anticipated.

3. Adjournment

The meeting adjourned at approximately 6:41 pm.

Item Attachment Documents:

- b. December 12, 2019

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

1. Call to Order and Roll Call

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

2. Pledge of Allegiance

3. Approval of Minutes

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

Councilmember Holcomb made the Motion to approve the Oct. 24th, Oct. 30th, Nov.7th, Nov. 14th Public Hearing, Nov. 14th and Nov. 10th meeting minutes. The Motion was then seconded by Councilmember Shourd. Mayor Dewey called for the Vote, 4-0. Motion passes.

4. Approval of Bi-Weekly Claims

- a. Claims #15573-15657

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

Mayor Dewey called for Public Comment on the claims.

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

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

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

- a. Airport Manager's Report

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

- b. Building Department Report

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

- c. Finance Report

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

- d. Fire Department Report

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

Councilmember Holcomb asked about the Inter-local Agreement.

- e. Police Department Report

Chief Marble reported for the police department, with 50 calls for the month of November.

There will be an annual review report in January.

f. Public Works Report

George Thomas reported the activities for the Public Works department, including 15,222,000 gallons of water produced this last month, with 5,782,000 gallons of waste water treated. Public Works employees also did the fall “clean up” of leaves, which consisted of 8 days.

6. Guests

7. Correspondence

8. Public Comments

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

9. Unfinished Business

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

Councilmember Gibson would like to move Unfinished Item a. down to New Business item f. There were no objections from council.

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

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

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

d. Discussion/Decision: Climate Action Advisory Board

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

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

Mayor Dewey called for Public Comment.

Raymond Smith, Valley View.

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

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

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

Mayor Dewey explained that as per last meeting, council approved proceeding with the RFP process in order to conduct a special audit during the time of a finance officer’s absence.

Robert explained the proposal received from Jennifer Cote of Cote & Associates of Missoula.

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

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

Mayor Dewey called for Public Comment.

Leanna Rodabaugh.

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

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

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

Council requested a 10-minute recess.

10. New Business

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

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

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

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

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

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

Victoria Howell.

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

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

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

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

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

Expenditure 2390-410200-212 \$399.99

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

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

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

Mayor Dewey called for Public Comment.

Leanna Rodabaugh.

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

Raymond Smith, Valley View.

Commented on another employee hired without council approval and taxpayer's picking up that cost. For 7 months we have been aware this was coming forward, continued commenting on this affecting this year's budget, and already 7 months behind on this year's budget.

Bob Michalson, 222 Turner St.

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

Ms. Eckert.

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

Raymond Smith, Valley View.

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

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

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

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

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

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

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

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

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

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

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

Public Comment.

Stacie Barker, 104 Winslett.

Commented on not being aware this came before council.

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

Bob Michalson. 222 Turner St.

Would like to know when this came before council.

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

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

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

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

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

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

Increase	2230-101000	\$8,158.00
Decrease	1000-101000	\$8,158.00

Councilmember Shourd made the Motion to transfer funds from the General Fund to the Ambulance Fund. The Motion dies from a lack of second.

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

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

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

Public Comment.

Leanna Rodabagh.

Commented on which councilmember seconded the motion.

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

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

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

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

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

Public Comment.

Raymond Smith.

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

Jeff Motley.

Asked about the Public Hearing outcome.

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

Councilmember Vick made a Motion to reconsider the transferring of funds from the General Fund to the Ambulance Fund, which died from a lack of second earlier this evening.

Councilmember Shourd Seconded that Motion. Councilmember Vick will continue to abstain from voting.

Public Comment.

Jeff Motley.

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

Bob Michalson, 222 Turner St.

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

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

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

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

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

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

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

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

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

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

Public Comment.

Bob Michalson, 222 Turner St.

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

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

Stacie Barker.

Concerned about public awareness of the new policy.

Vicki Motley, 318 9th St.

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

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

10-minute break

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

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

Public Comment

Bob Michalson, 222 Turner St.

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

On the Motion to approve Resolution 455, Adopting the Final Budget for Fiscal Year 2020, excluding the police department's presented pay matrix. Mayor Dewey called for the Vote, starting with Councilmember Vick "Aye," Shourd "Aye," Holcomb "No," Gibson "Aye." The Motion passes 3-1.

Councilmember Shourd made a Motion to convene next week to discuss the salaries and wages for the police department. The Motion was seconded by councilmember Vick.

Chief Marble spoke about the intention of including it in the packet would appreciate it being discussed for next year's budget.

11. Executive Report

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

12. Town Council Comments

Councilmember Holcomb thanked current and new council.

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

13. Board Report
14. Adjournment

The meeting adjourned at 10:33pm.

Item Attachment Documents:

- a. Claims #15689-15706

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
15689	E	230 Verizon Wireless		413.80		****			
	Dec 19	12/18/19 Cell Phone - Mayor		37.39			1000 410200	340	101000
	Dec 19	12/18/19 Cell Phone - PD		182.05			1000 420100	340	101000
	Dec 19	12/18/19 Cell Phone - BD		110.15			2394 420531	340	101000
	Dec 19	12/18/19 Cell Phone - H2O		32.64			5210 430510	340	101000
	Dec 19	12/18/19 Cell Phone - Sewer		32.65			5310 430610	340	101000
	Dec 19	12/18/19 Cell Phone - Airport		18.92			5610 430300	340	101000
		*** Claim from another period (12/19) ****							
15690		1061 WESTERN BUILDING CENTER		18.99		****			
	15089194	12/26/19 Door Threshold		18.99			1000 411201	235	101000
15692		1695 DPHSS EMSTS		35.00		****			
	11/01/19	EMS Service License Fee		35.00			1000 420410	330	101000
		*** Claim from another period (11/19) ****							
15693		690 Core & Main LP		1,610.33		****			
	L613506	12/09/19 1006-44 4 CONXC		6.68*			5210 430550	220	101000
	L628367	12/09/19 NM 1" Meeter Gal 3G		978.99*			5210 430550	220	101000
	L640430	12/11/19 3/4x100MM 1.5' MJ Gal 3G		604.71*			5210 430550	220	101000
	L652329	12/12/19 3/4x1/8 THK Rubber Washer		19.95*			5210 430550	220	101000
15694		957 FIRE APPARATUS REPAIR, LLC		1,743.31		****			
	5308 01/12/20	ONSPOT Chain Assy / Labor		1,743.31*			1000 420460	232	101000
		*** Claim from another period (12/19) ****							
15695		1696 First Call Computer Solutions,		4,200.00		****			
	64357-DR	12/13/19 Admin-OnBoarding Fee		630.00			1000 410550	356	101000
	64357-DR	12/13/19 PD-On Boarding Fee		630.00			1000 420100	356	101000
	64357-DR	12/13/19 C-On Boarding Fee		210.00			1000 410360	356	101000
	64357-DR	12/13/19 BD-On Boarding Fee		210.00*			2394 420531	356	101000
	64357-DR	12/13/19 FD-On Boarding Fee		210.00			1000 420410	356	101000
	64357-DR	12/13/19 Sewer-On Boarding Fee		1,050.00			5310 430610	356	101000
	64357-DR	12/13/19 Water-On Boarding Fee		1,050.00			5210 430510	356	101000
	64357-DR	12/13/19 Airport-On Boarding Fee		210.00			5610 430300	356	101000
		*** Claim from another period (12/19) ****							
15696		107 HACH CO.		352.48		****			
	11775199	10/28/19 KTO:Phosver 3 Phosphate RGT		319.00			5210 430540	220	101000
	11775199	10/28/19 Freight		33.48			5210 430540	220	101000
15697		1667 Owens Law Firm, PLLC		2,549.52		****			
	2798 01/02/20	PROSECUTING ATTY SERVICES		1,049.76			1000 411100	352	101000
	2797 01/02/20	TOWN LEGAL SERVICES		1,499.76*			1000 411100	350	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
15699		1117 Municode		*** Claim from another period (12/19) **** 2,200.00					
337626	12/11/19	Airport-Municode meetings sub		374.00			5610 430300	350	101000
337626	12/11/19	PW-Municode meetings subscrip		374.00			1000 460430	350	101000
337626	12/11/19	Planning- Municode meetings s		220.00*			2250 410210	350	101000
337626	12/11/19	Council- Municode meetings su		1,100.00			1000 410211	350	101000
337626	12/11/19	FD-Municode meetings subscrip		66.00			1000 420410	350	101000
337626	12/11/19	PD-Municode meetings subscrip		66.00			1000 420100	350	101000
15701		1697 Building Codes Bureau/Boiler		*** Claim from another period (12/19) **** 31.00					
2020	12/06/20	Boiler Operation Cert Fee		31.00			1000 411201	340	101000
15702		1194 TotalFunds		242.96					
		Postage for Town Hall Postage Machine							
Dec 19	12/12/19	TH Postage		134.96			1000 410550	311	101000
Dec 19	12/12/19	Court Postage		9.50			1000 410360	311	101000
Dec 19	12/12/19	BD Postage		8.00*			2394 420531	311	101000
Dec 19	12/12/19	PD Postage		3.00			1000 420100	311	101000
Dec 19	12/12/19	FD Postage		0.00			1000 420410	311	101000
Dec 19	12/12/19	Water Postage		41.50			5210 430510	311	101000
Dec 19	12/12/19	Sewer Postage		41.50			5310 430610	311	101000
Dec 19	12/12/19	Airport Postage		4.50*			5610 430300	311	101000
15703		1436 Maureen M. O'Connor		1,500.00					
Jan 20	12/31/19	Monthly Compensation		1,500.00			1000 410360	350	101000
15704		1136 Premier Paints		*** Claim from another period (12/19) **** 70.00					
28484	12/10/19	Paint for park benches		70.00*			1000 460430	230	101000
15705		1163 Ravalli County Finance		*** Claim from another period (12/19) **** 1,000.00					
Should be	1000-420460-310								
8 of 10	12/11/19	8 of 10 paging equip payment		1,000.00			1000 420410	310	101000
15706		77 THATCHER COMPANY OF MONTANA		*** Claim from another period (11/19) **** 884.92					
350043	09/25/19	Freight Charges		133.08			5210 430540	220	101000
350043	09/25/19	Container Deposit		160.00			5210 430540	220	101000
350043	09/25/19	55G Drum T-Chlor 12.5 x4		778.38			5210 430540	220	101000
350345	11/07/19	Container Deposit refund		-320.00			5210 430540	220	101000
350345	11/07/19	Freight Charges and Surcharge		133.46			5210 430540	220	101000

of Claims 15 Total: 16,852.31

Total Electronic Claims 413.80 Total Non-Electronic Claims 16438.51

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	\$10,600.72
2250 PLANNING	
101000 Cash - Operating	\$220.00
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	\$328.15
5210 WATER	
101000 Cash - Operating	\$3,971.87
5310 SEWER	
101000 Cash - Operating	\$1,124.15
5610 AIRPORT	
101000 Cash - Operating	\$607.42
Total:	\$16,852.31

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

Council _____ Council

Council _____ Council

Mayor _____

Date Approved _____

Item Attachment Documents:

- e. Police Department Report

**TOWN OF STEVENSVILLE
POLICE DEPARTMENT ACTIVITY REPORT
January 9th, 2020**

MONTHLY REPORT:

Officer Tommy Teniente resigned on December 31, 2019 to take a job with another law enforcement agency.

Officer John Ellington was hired to fill the SRO position and is currently going through field training.

The police department is working on filling the night officer position at this point, we hope to have it filled within the next two to three months.

The two vehicles that have been approved for surplus are up for sale and the vehicle information has been provided to law enforcement agencies around the state.

POLICE DEPARTMENT STATISTICS:

December 2019

Calls for Service: **59**

January 1st-December 31st, 2019 calls for service total= **787**

Item Attachment Documents:

- f. Public Works Report

**TOWN OF STEVENSVILLE
PUBLIC WORKS ACTIVITY REPORT
January 9th, 2020**

UTILITIES REPORT

Water Production

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	14,412,000	15,222,000

- 💧 The monthly and quarterly sampling and reports have been sent to the state.
- 💧 Water leak on St. Mary's Dr. repaired; Was losing about 30,000 gallons a day.
- 💧 Water leak on Riverside repaired; Was losing about 5,000 gallons a day.
- 💧 Water Meter Repairs

Waste Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	4,660,000	5,782,000

- 💧 Monthly reports to EPA and state.
- 💧 Sewer plug at man-hole #3.44 to 3.46 jetting line
- 💧 Cleaned out and found tree roots.

STREETS & TRANSPORTATION

- 💧 Sanding of the streets.
- 💧 Backhoe has transmission going out and electronics

CEMETERY'S

- 💧 1 cemetery grave at Riverside

PARK MAINTENANCE

Item Attachment Documents:

- a. Discussion/Decision: Climate Action Advisory Board



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:	Dempsey Vick
Second Person Submitting the Agenda Item:	
Submitter Title:	Council Member
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	01/09/2020
Agenda Topic:	Discussion/Decision: Climate Action Advisory Board
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	01/09/2020
Notes:	

Climate Action Plan Advisory Board

A board to be made up of 6 members: A Town/City council person, local business owner, member of the school board (dependent on school board approval), a medical provider holding doctorate degree (i.e. MD, DO, DC, etc.), and two members of the public, one that lives within town, and one that lives in the greater Stevensville (Rural Stevensville) area; with one member being elected by the board as Presiding Member, and only votes in the occurrence of a tie.

Scope: The primary scope of the board is to first, create a climate plan for the town; since Stevensville is still a small community, it is pertinent for this board to create a plan for the town (and upon approval of the council) to follow that:

Recognizes the impacts that Stevensville may encounter due to average global temperatures increasing and sea levels rising, which may cause a population increase for the town and immediate surrounding area. Complications that can occur due to this is:

1. Increased crowding in public areas
2. Reduction of resources (water, land, etc.)
3. Increased probability of increased number of illnesses
4. Crowding of schools
5. Overstretching of public services (public works/parks, law enforcement, fire department)
6. etc.

The secondary scope is to address economic development and growth policy, and to ensure that economic development and the growth policy are flexible for a growth rate that could increase within the next decade.

The tertiary scope of the board is to research grants that are designed to help municipalities reduce the amount of energy used, provide improvements to existing infrastructure, climate education for the public, as well as grants that can be used to help with economic development (pertaining to climate change).

This board will report findings and recommendations to the Town/City Council but does not have any spending authority without consent of the council, and no monies are to be designated to the board unless:

1. Council Approves budget amendment for projects, or
2. Monies are donated to the municipality with the request that the monies are for the board by the donor.

The board will also designate a member as secretary, who will be responsible for recording minutes, and responsible for presenting correspondence to the rest of the board.

Item Attachment Documents:

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



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:	01/09/2020
Agenda Topic:	Discussion/Decision to nominate and elect a Councilmember to serve Council President in accordance with Town Council Rules Part XII
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	01/09/2020
Notes:	



**TOWN COUNCIL
Council Communication**

**Regular Meeting
January 9, 2020**

Agenda Item: 10a, New Business
Discussion/Decision to nominate and elect a Councilmember to serve as Council President in accordance with Town Council Rules Part XII

Other Council Meetings
Exhibits

This agenda item provides Council with the ability to nominate and elect a Council President.

Background:

Prior to the first regularly scheduled Town Council meeting in January following a general municipal election, any member of the newly organized Town Council who wishes to be a candidate for Council President shall notify the Town Clerk, in writing or via e-mail, of her/his desire to be President. The Town Clerk shall communicate the desire to become Council President to the Town Council and the Mayor.

The election of Town Council President shall be taken up as an item of new business on the agenda of the first regular Town Council meeting January following the municipal election. The election of Council President will be by voice vote recorded. A majority vote of Town Council is required to elect a nominee.

If a candidate fails to obtain a majority, new nominations will be allowed after two successive votes fail to produce a majority. Unsuccessful candidates may be nominated.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): do not elect a Council President

MOTION

I move to: nominate _____ to serve as the Council's Council President

I move to: to elect _____ to serve as the Council's Council President

Item Attachment Documents:

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



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:	01/09/2020
Agenda Topic:	Discussion/Decision: Council's consent of Mayor's appointment of Katie Coleman-Assad as Airport Manager
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	01/09/2020
Notes:	



**TOWN COUNCIL
Council Communication**

**Regular Meeting
January 9, 2020**

Agenda Item: 10b, New Business

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

Other Council Meetings

Exhibits

This agenda item provides Council with the ability to consent to the Mayor's appointment of a new airport manager.

Background:

The Mayor is seeking the Council's consent to the appointment of Katie Coleman-Assad following the resignation of Paul O'Baggy as the Town's Airport Manager. Katie is eager to fill the volunteer role and brings a well-rounded aviation background to Stevensville, including operations and management.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): do not consent to the Mayor's appointment.

MOTION

I move to: consent to the Mayor's appointment of Katie Coleman-Assad as the Airport Manager.

Item Attachment Documents:

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



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:	01/09/2020
Agenda Topic:	Discussion/Decision to appoint a Councilmember to serve on the Planning & Zoning Board in accordance with Stevensville Municipal Code §2-313
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	01/09/2020
Notes:	



**TOWN COUNCIL
Council Communication**

**Regular Meeting
January 9, 2020**

Agenda Item: 10c, New Business

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

Other Council Meetings

Exhibits

This agenda item provides Council with the ability to appoint a Councilmember to represent Council on the Planning and Zoning Board.

Background:

In accordance with the Town's Municipal Code of Ordinances, Chapter 2, Administration, Section 2-312 Membership generally (Planning and Zoning Board), provides that one member to be appointed by the Town Council from its membership.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): Do not appoint a Councilmember to represent Council on the Planning and Zoning Board.

MOTION

I move to: appoint Councilmember _____ to serve on the Town of Stevensville Planning & Zoning Board

Item Attachment Documents:

- d. Discussion/Decision regarding the Mayor's appointment of a Councilmember to serve on 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:	01/09/2020
Agenda Topic:	Discussion/Decision regarding the Mayor's appointment of a Councilmember to serve on the Park Board
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	01/09/2020
Notes:	



**TOWN COUNCIL
Council Communication**

**Regular Meeting
January 9, 2020**

Agenda Item: 10d, New Business

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

Other Council Meetings

Exhibits

A. Resolution No. 11

This agenda item provides Council with the ability to appoint a Councilmember to serve on the Town's Park Board.

Background:

Unlike the Town's other Boards who were established by Ordinance, the Park Board was 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.

Although the resolution provides that the Mayor makes the nomination for Council appointment, the Mayor is seeking Council's input on the appointment of a Councilmember to serve on the Park Board.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): do not appoint a Councilmember to serve on the Park Board

MOTION

I move to: appoint Councilmember _____ to serve on the Town of Stevensville Park Board

RESOLUTION NO. 11

A RESOLUTION OF THE STEVENSVILLE TOWN COUNCIL FOR THE CREATION OF A PARK ADVISORY BOARD, AND FOR THE DESIGNATION OF THE POWERS AND DUTIES OF THE PARK ADVISORY BOARD AND THE TERMS OF THE MEMBERS.

WHEREAS, the Town Council of the Town of Stevensville are the Trustees of the Stevensville Community Park, and have jurisdiction over others parks within the Town of Stevensville; and

WHEREAS, to more fully acquaint the Stevensville Town Council with the recreation needs of the community and assist in the management of the Park System under the jurisdiction of the Town, it is to the interest of the citizens of the Community that a Board of interested citizens be created to advise the Stevensville Town Council as to the needs of the community for recreation facilities and for the management thereof;

BE IT THEREFORE RESOLVED that a Board of citizens, consisting of seven (7) persons be, and the same is hereby created to advise the Stevensville Town Council as to the needs of the Community for recreation facilities and proper public use of the parks under the jurisdiction of the said Council, and to assist in the management of the same under the authority of the Stevensville Town Council.

BE IT FURTHER RESOLVED THAT The Board shall consist of (7) seven members, six (6) 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 (3) years, excepting only that two (2) members of the initial board shall be appointed for one(1) year only and two (2) members shall be appointed for two years (2) only, and thereafter all appointments shall be for a three (3) year term. All members of the Board must be at least eighteen (18) years of age, and reside within fifteen (15) miles of the Town of Stevensville. The Board shall elect a Chairman, Vice Chairman and Secretary from their members, each year.

BE IT FURTHER RESOLVED THAT the Advisory Board shall have no policy making powers, the same being reserved to the Stevensville Town Council, but shall be empowered to investigate and make recommendations of policy to the said Council. The Stevensville Town Council shall, from time to time provide in writing, guidelines to the Park Advisory Board, setting forth the powers and duties of the Board and providing the procedure under which the Board shall operate.

APPROVED this 20th day of January 1975.

Robert L. Dickerson
MAYOR

ATTEST:

Audrey Ebel
TOWN CLERK

Item Attachment Documents:

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



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:	01/09/2020
Agenda Topic:	Discussion/Decision to appoint a Councilmember to serve on the TIFID/TEDD Board in accordance with Stevensville Municipal Code §2-330
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	01/09/2020
Notes:	



**TOWN COUNCIL
Council Communication**

**Regular Meeting
January 9, 2020**

Agenda Item: 10e, New Business

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

Other Council Meetings

Exhibits

A. None

This agenda item provides Council with the ability to appoint a Councilmember to serve on the Town's TIFID/TEDD Board.

Background:

Stevensville Municipal Code, Article VII, Division 3 Advisory Boards, Section 2-330, provides that the Town's TIFID/TEDD Board shall be made up of seven representatives with one Council representative chosen by the Town Council.

Annually, the Town has appointed a member to serve on the TIFID/TEDD Board. In accordance with the Town's Municipal Code, Council should pick a Council representative to serve on the TIFID/TEDD Board.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): do not appoint a Councilmember to serve on the TIFID/TEDD Board

MOTION

I move to: appoint Councilmember _____ to serve on the Town of Stevensville TIFID/TEDD Board

Item Attachment Documents:

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



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:	01/09/2020
Agenda Topic:	Discussion/Decision to appoint a Councilmember to serve on the Airport Board in accordance with Stevensville Municipal Code §3-33
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	01/09/2020
Notes:	



**TOWN COUNCIL
Council Communication**

**Regular Meeting
January 9, 2020**

Agenda Item: 10f, New Business
Discussion/decision to appoint a Councilmember to serve on the Airport Board in accordance with Stevensville Municipal Code §3-33

Other Council Meetings

Exhibits A. None

This agenda item provides Council with the ability to appoint a Councilmember to serve on the Town's Airport Board.

Background:

Stevensville Municipal Code, Article II Municipal Airport, Section 3-33 provides that the Stevensville Airport Board shall consist of seven members, six persons appointed by the Mayor with the concurrence of the Town Council, plus one Council representative chosen by the Town Council.

Annually, the Town has appointed a member to serve on the Airport Board. In accordance with the Town's Municipal Code, Council should pick a Council representative to serve on the Airport Board.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): do not appoint a Councilmember to serve on the Airport Board

MOTION

I move to: appoint Councilmember _____ to serve on the Town of Stevensville Airport Board

Item Attachment Documents:

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



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:	01/09/2020
Agenda Topic:	Discussion/Decision: First Reading of Ordinance No. 165, Updating Building and Technical Codes for the Town of Stevensville
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	01/09/2020
Notes:	



**TOWN COUNCIL
Council Communication**

**Regular Meeting
January 9, 2020**

Agenda Item: 10g, New Business
Discussion/Decision: First Reading of Ordinance No. 165, Updating Building and Technical Codes for the Town of Stevensville

Other Council Meetings

Exhibits Ordinance 165

This agenda item provides Council with the ability to adopt updated building and technical codes for the Town of Stevensville.

Background:

The State of Montana has adopted several updated building codes with amendments. By law, local municipalities are given 90 days to formally adopt updated codes that are adopted by the State for effective implementation and enforcement.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): do not approve first reading of Ordinance 165

MOTION

I move to: approve the first reading of Ordinance 165, adopting updated building and technical codes for the Town of Stevensville.

ORDINANCE NO. 165

AN ORDINANCE ADOPTING REVISED BUILDING AND TECHNICAL CODES AS ADOPTED AND REQUIRED BY THE STATE OF MONTANA BY AMENDING CHAPTER 6 OF THE STEVENSVILLE, MONTANA MUNICIPAL CODE

SECTION 1. Article IV, Sec. 6-78 of the Stevensville, Montana Municipal Code shall be amended by changing the “International Residential Code, 2012 edition,” to the “International Residential Code, 2018 edition.”

SECTION 2. Article V, Sec. 6-102 of the Stevensville, Montana Municipal Code shall be amended by changing the “International Building Code, 2012 edition,” to the “International Building Code, 2018 edition.”

SECTION 3. Article VI, Sec. 6-135 of the Stevensville, Montana Municipal Code shall be amended by changing the “International Existing Building Code, 2012 edition,” to the “International Existing Building Code, 2018 edition.”

SECTION 4. Article VIII, Sec. 6-183 of the Stevensville, Montana Municipal Code shall be amended by changing the “NFPA National Electrical Code, 2014 edition,” to the “NFPA National Electrical Code, 2017 edition.”

SECTION 5. Article IX, Sec. 6-207 of the Stevensville, Montana Municipal Code shall be amended by changing the “International Fire Code, 2009 edition,” to the “International Fire Code, 2012 edition.”

SECTION 6. Article X, Sec. 6-238 of the Stevensville, Montana Municipal Code shall be amended by changing the “International Fuel Gas Code, 2012 edition,” to the “International Fuel Gas Code, 2018 edition.”

SECTION 7. Article XI, Sec. 6-257 of the Stevensville, Montana Municipal Code shall be amended by changing the “NFPA 99C Standard on Gas and Vacuum Systems, 2005 edition,” to the “NFPA 99C Standard on Gas and Vacuum Systems, 2018 edition.”

SECTION 8. Article XII, Sec. 6-280 of the Stevensville, Montana Municipal Code shall be amended by changing the “International Mechanical Code, 2012 edition,” to the “International Mechanical Code, 2018 edition.”

SECTION 9. Article XII, Sec. 6-311 of the Stevensville, Montana Municipal Code shall be amended by changing the “Uniform Plumbing Code, 2012 edition,” to the “Uniform Plumbing Code, 2018 edition.”

ORDINANCE NO. 165

SECTION 10. Article XV, Sec. 6-315 of the Stevensville, Montana Municipal Code shall be amended by changing the “International Swimming Pool and Spa Code, 2012 Edition,” to the “International Swimming Pool and Spa Code, 2018 Edition.”

Passed on First Reading by the Stevensville Town Council this ____ day of _____, 2020.

Approved:

Attest:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk

Passed and Adopted on Second Reading by the Stevensville Town Council this ____ day of _____, 2020.

Approved:

Attest:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk

Item Attachment Documents:

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



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:	01/09/2020
Agenda Topic:	Discussion/Decision: Scheduled Town Hall closures on the 5 th Friday of the month for staff & Council training
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	01/09/2020
Notes:	



**TOWN COUNCIL
Council Communication**

**Regular Meeting
January 9, 2020**

Agenda Item: 10h, New Business

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

Other Council Meetings

Exhibits

This agenda item provides Council with the ability to authorize the closure of Town Hall for staff & council training, periodically.

Background:

The Mayor is seeking the Council's consent to close Town Hall on the fifth Friday of the months that have more than four Fridays for the purposes of holding periodic training for staff and the Town Council.

If Council authorizes the closure of Town Hall, staff will still be scheduled to work. However, administrative staff will have the opportunity to conduct or attend trainings without the need to staff the main office. This initiative would also give the Mayor and staff the opportunity to prepare for and hold longer work sessions with Council as needed.

The administration hopes these administrative days will improve communication throughout the organization, including with the Town Council.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): do not authorize the closure of Town Hall.

MOTION

I move to: authorize the closure of Town Hall on the 5th Friday of each month having more than 4 Fridays as an administrative day for Council and Staff.

Item Attachment Documents:

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



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:	01/09/2020
Agenda Topic:	Discussion/Decision: Resolution 387C, Amending the Town Council Rules
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	01/09/2020
Notes:	

Resolution No. 387C

A RESOLUTION AMENDING TOWN COUNCIL RULES FOR THE TOWN OF STEVENSVILLE

WHEREAS, on March 24, 2016 the Town Council revised and adopted Council Rules by Resolution No. 387;

WHEREAS, on March 23, 2017 the Town Council amended Council Rules by Resolution No. 387A;

WHEREAS, on September 24, 2018 the Town Council amended Council Rules by Resolution No. 387A;

WHEREAS, the Town Council has determined a need to revise the Council Rules as indicated at the Town Council meeting on January 9, 2020;

WHEREAS, changes were necessary clarify when the agenda and Council packet are to be made available prior to the meeting;

WHEREAS, changes to the agenda format will allow for the implementation of a consent agenda item, grouping routine agenda items into a single item to be approved in one action;

WHEREAS, changes to the agenda format will allow for the implementation of public hearings during a regular meeting;

WHEREAS, changes to the rules allow for the review of agenda item submissions by the Town's Attorney prior to placement on and agenda;

NOW THEREFORE BE IT RESOLVED, by the Town Council of the Town of Stevensville, hereby amends the Council Rules as revised, as attached in Exhibit A.

PASSED AND ADOPTED by the Town of Stevensville, Montana this 24 day of September, 2018.

APPROVED:

ATTEST:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk

PART I. General Provisions

Section 1.

These rules are supplementary to the provisions of Title 7, Chapter 1, Part 41, Montana Code Annotated (hereinafter MCA), Title 7, Chapter 5, Parts 41 and 42, MCA and Title 2, Chapters 2 and 3, MCA and Chapter 2 of the Stevensville Municipal Code (hereinafter SMC), as they relate to procedures for conducting meetings and public hearings before the Town Council of the Town of Stevensville.

Section 2.

To assure effective participation by all members of the Council and to protect the right of participation by all individuals appearing before the Council, all Council meetings and hearings shall be conducted in general conformance with "Robert's Rules of Order Revised Newly Revised, 11th Edition", except as otherwise provided by law.

Section 3.

A majority of those present and voting may suspend any of these rules or Roberts Rules.

Section 4.

Amendments to the Stevensville Town Council Rules for the Conduct of Council Meetings and Business shall require an affirmative vote of three fourths of Town Council members.

Section 5.

When a Council Meeting is in session, all communication concerning public matters between council, staff, and the public shall be openly performed and subject to public inspection and record keeping.

PART II. Duties of the Presiding Officer

Section 1.

The presiding officer of the Council shall be the Mayor who shall arrange the meeting agenda in accordance with Part IV, coordinate the affairs of the Council, and preside at all meetings of the Council.

Section 2.

In the absence or disability of the Mayor, the President of the Council shall serve as its presiding officer and may vote as other members of the council. In the absence of the Mayor and of the President of the Council, the Council shall select one of its number to serve as its temporary presiding officer.

Section 3.

The Town Clerk shall record and maintain the minutes of the Council's proceedings, showing the vote of each member upon every question, or if failing to vote, indicating that fact; shall keep records of its examinations and other official actions; shall summarize briefly and accurately the substance of all matters proposed, discussed or decided; shall record the names and addresses of all persons appearing before the Council; shall, subject to the direction of the Council and presiding officer, conduct the correspondence of the Council; shall file said minutes and records in the office of the Council, which minutes and records shall be a public record; and shall be the custodian of the files and records of the Council.

Section 4.

The Presiding Officer shall interpret and apply the rules. If the Presiding Officer's ruling is challenged by a majority of those Council members present and voting, the current meeting shall recess, and the Council shall take up the question and issue a parliamentary ruling.

PART III. Meetings

Section 1.

Regular meetings of the Council shall be held on the second and fourth Monday of each month at 7 PM in the Council Chambers of Town Hall, or at such other time and place as designated by the Council.

If the regular meeting day is on a recognized holiday the Council shall, with proper notice, set an alternate day for the meeting.

In January of each year, the Council shall, after having established a schedule of the time, date and place of regular meetings for the year, cause a notice of the same to be published in the *Bitterroot Star*.

The notice and agenda of all regular meetings of the council shall be posted by the Town Clerk on the Town Hall bulletin board located at 206 Buck Street, Stevensville, Montana, no later than 5:00 p.m. on the ~~Wednesday~~ Thursday prior to the regularly scheduled Council meeting. Additionally, the Clerk shall provide copies of the notice, agenda, and supporting documents to each of the Council members, be made available to the Bitterroot Star, and posted on the Town Hall "notice board" and the Town of Stevensville website.

Section 2.

Special meetings of the Council may be called in accordance with Sections 7-5-4102(1) (c) and 7-5-4122, MCA.

Section 3.

To ensure public participation all meetings of the Council shall be open to the public except as provided in Section 2-3-203, MCA.

Section 4.

A majority of the members of the council constitute a quorum for the transaction of business, but a less number may meet and adjourn to any time stated and may compel the attendance of absent members, under such rules and penalties as the council may prescribe MCA §7-5-4121. The affirmative vote of a majority of the members physically present at a lawful meeting of the Council shall be necessary to adopt or reject any motion, resolution, or ordinance or pass any measure unless a greater number is required by law.

PART IV. Agenda

Section 1.

All reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the Council, shall be submitted by 12 o'clock noon on the Wednesday immediately preceding the ~~next regularly scheduled Council meeting~~Thursday agenda publishing deadline to the Town Clerk.

- A late submission deemed necessary by the Mayor shall be delivered to the Town Clerk with a list of matters according to the order of business.
- Copies of the submissions and list shall be provided to each member of the Council no later than 5 p.m. on the Thursday preceding the Council meeting.

All Agenda Items to be considered by the Council shall be submitted via a ~~“Request for an item to be added to the Council Agenda.”~~ See Exhibit B-forms available from the Town Clerk or on the Town’s website.

- The Mayor, with the assistance of the Town Clerk, shall prepare all council agendas.
- In addition to the Mayor, any one Council member may submit an item of business for consideration by the council.
- Any member of the public may submit an item for consideration by the Council.
- The Mayor must approve all agenda items before they are added to the agenda.
- Any two Council members may override the Mayor’s objection to adding of any agenda item by jointly requesting that the item be placed on the agenda.
- The Mayor may elect to revise the agenda by adding an item for consideration, provided the revised agenda shall be posted and distributed no less than 48 hours before the meeting.
- The Mayor may delay the addition of any agenda item submission to the agenda in order for the submission to be reviewed by the Town’s attorney in a timely manner.

PART V. Order of Business

Section 1.

The presiding officer shall prepare the Council agenda, which shall be in substantially the following form and order of business:

1. Call to order and Roll Call
2. Pledge of Allegiance
3. Public Comment (Public comment from citizens on items that are not on the agenda)
4. Consent Agenda
5. Administrative Reports
6. Guests
7. Correspondence
8. Public Hearings
9. Unfinished Business
10. New Business
11. Executive Report
12. Town Council Comments
13. Board Reports
14. Adjournment

Council members may, by voting to “Suspend the Council Rules,” consider and act upon routine and/or administrative items not on the agenda.

Unscheduled Matters: An item that is not listed on the agenda for the current meeting may be addressed during the Council comments section of the Agenda. As a general rule, no matter of significant interest to the public shall be decided by the Council without prior notice to the public as a scheduled Council agenda item.

Section 2.

The order of business may be adjusted by consent of the Council by Suspension of the Council Rules by a majority of the Council Members Present.

PART VI. Rules of Council Debate

Section 1. Debate

Council debate shall proceed in accordance with the following rules:

1. Every member desiring to speak shall address the presiding officer and, upon recognition, shall confine himself/herself to the question under debate, avoiding abusive and indecorous language.
2. A member, once recognized, shall not be interrupted when speaking unless it is to call him to order, or as herein otherwise provided. If a member, while speaking is called to order, he/she shall cease speaking until the question of order is determined, and, if in order, he/she shall be permitted to proceed.
3. Order of rotation in matters of debate or discussion shall be at the discretion of the presiding officer.

Section 2. Motion to Reconsider

A motion to reconsider any action may be made at any time before or during the second regular meeting after such action is taken. Such a motion may be made only if it has been regularly placed on the agenda by a Council Member who voted with the prevailing side in the original vote on the item. Approval of a motion to reconsider requires two-thirds of those members present and voting.

Section 3. Potential Conflicts of Ethics or Interests

Any member of the Council who has an interest in a matter before the Council as defined by the laws of the State of Montana (Title 2, Chapter 2, MCA) or as advised by the Town Attorney shall not participate in the debate, nor vote in the matter, nor seek to influence the vote of members of the Council. Any Council member attempting to so participate may be censored by a majority vote of the remaining members of the Town Council. "Censored" is defined as a formal resolution of the legislative body reprimanding a member for specified conduct. It is an official reprimand or condemnation for improper conduct pursuant to §7-5-4103, §7-5-4109 MCA.

If the presiding officer of the Council has an interest in a matter pending before the Council, as defined by the laws of the State of Montana or as advised by the Town Attorney, he/she shall yield the chair to a member of the Council during the course of debate and decision concerning the matter in which he/she has an interest.

Section 4. Motions

After a motion is duly made and seconded by the Council, no person shall address the Council without first securing the permission of the presiding officer.

Refer to Exhibit A for sample motions.

Section 5. Consideration of Section by Section

Any member desiring that a measure be considered section by section may request, stating how the matter is to be divided. After consideration section by section, the entire measure, as amended, shall be voted upon.

PART VII. Presentation to the Council (Other Than a Public Hearing)

Section 1.

The general manner in which items other than public hearings are handled by the Council shall be as follows:

1. The presiding officer or staff member presents the item to the Council along with a brief summary of the matter for discussion, with or without recommendation.
2. For purpose of clarification, Council Members, after recognition by the presiding officer, may direct questions to the presiding officer or staff member.

3. Upon recognition by the presiding officer, comments from the applicant will be heard by the Council.
4. After recognition by the presiding officer, Council members may direct questions to the applicant.
5. All testimony shall be directed to the presiding officer.
6. The Council may, upon a proper motion and second, vote on the matter at hand or table the matter until a date certain.

Part VIII. Voting.

All contracts, service agreements, grant acceptance, ordinances, and resolutions require a roll call vote.

Any action of the Council shall be by roll call vote.

The Mayor has the authority to break tie votes with the exception of when the Council is selecting its officers, when the Council is voting to appoint a Council member as its representative to a board, committee, or commission.

When a Council member is acting as a Presiding Officer during the absence of the Mayor, they have the ability to vote in the same manner as they would as a Council member.

PART IX. Public Hearings

Section 1.

The Council may conduct public hearings or may appoint a committee or hearing officer for that purpose as provided in Section §7-1-4131, MCA. When heard by the Council the items will be presented to the Council in the same format as described in PART VII.

In addition, when public hearings and public interest matters are being heard and it is anticipated that a large number of citizens may wish to present Public Comment, the presiding officer, with the consent of the Council, may, prior to opening the hearing, establish reasonable guidelines, including reasonable time limits for presentations, for the conduct of the hearing. The presiding officer shall explain these guidelines to the audience prior to taking Public Comments.

Section 2.

The Council shall not be bound by the strict rules of evidence, but may exclude irrelevant, immaterial, incompetent, or unduly repetitious Public Comment. The ruling of the presiding officer may be overruled by a majority vote of the Council.

Section 3.

The proponents or opponents, their agent or attorney, may submit petitions and letters during or prior to the closing of the hearing and the same shall be entered by reference into the minutes and considered as other Public Comment received at the hearing.

Section 4.

Following the presentation of all comments, the Council may:

1. Continue the hearing from day to day or to a date certain to allow additional information to be submitted to the Council as a body on any unresolved issues;
2. Close the public hearing and proceed to Council debate of the matter; or
3. Close the hearing and continue the Council debate and vote to a date certain.

A public hearing which has been formally closed may not be reopened. If additional information is required before a decision can be made, the Council, upon motion duly made, seconded and passed, may call for an additional public hearing which hearing shall be duly noticed, specifying date, time, place and subject matter of the hearing.

PART X. Addressing the Council

Section 1.

The public is invited to speak on any item under discussion by the Council after recognition by the presiding officer. The speaker should step to the lectern or front of the room and, for the record, give his/her name and address and, if applicable, the person, firm, or organization he/she represents.

Prepared statements are welcomed and should be given to the Town Clerk to become part of the public record. All prepared statements shall become a part of the hearing record.

Comments are to be directed to the presiding officer.

Section 2.

While the Council is in session, the members must preserve order and decorum. A member shall not delay or interrupt the proceedings or the peace of the Council nor disturb any member while speaking or refuse to obey the orders of the Council or its presiding officer.

Any person making personal, impertinent or slanderous remarks or who shall become abusive or disruptive during the Council meeting shall be forthwith barred from further presentation to the Council by the presiding officer, unless permission to continue is granted by a majority vote of the Council.

PART XI. Ordinances and Resolutions

Section 1.

Ordinances and resolutions must be introduced by a member of the Council or the Mayor.

- If the draft ordinance is approved by the Mayor, it shall then be placed on the Council agenda for first reading, with second reading and final adoption by the Council occurring at least twelve (12) days after the first reading and provisional adoption.

- After being adopted, the ordinance shall be posted on the Town's posting board and copies shall be made available to the public by the Clerk of the Council.
- The reading of the ordinance's title and number shall be sufficient to constitute a reading and an actual oral pronouncement of each word contained therein of the proposed ordinance shall be waived unless required by a majority vote of the Council.

Section 2.

All ordinances, except emergency ordinances, shall become effective thirty (30) days after the second reading and final adoption. All resolutions and emergency ordinances shall become effective immediately, unless a delayed effective date is specified.

Prior to the next regularly scheduled Town Council meeting, all ordinances and resolutions approved by the Town Council must either be vetoed by the Mayor, signed by the Mayor, or returned to the Town Clerk without the Mayor's signature.

If an ordinance or resolution is not signed or vetoed by the Mayor prior to the next regularly scheduled meeting, the ordinance or resolution will go into effect without the Mayor's signature. In the Mayor's absence, the Council President may sign ordinances and resolutions, except those ordinances or resolutions the Mayor requests not be signed.

Section 3.

Resolutions adopting or amending the town's budget and resolutions setting usage, license, and permit fees shall be adopted only after notice given in accordance with §7-1-4127, MCA and a public hearing held thereon.

Section 4.

Details relating to Emergency Measures shall be handled in accordance with §7-5-4204, MCA, Details relating to emergency measures.

- The nature of the emergency must be expressed in the preamble or body of the ordinance
- The ordinance must receive two-thirds vote of all members present and voting
- An emergency ordinance can only be passed if it is immediately necessary for the preservation of the peace, health and safety of the citizens of Stevensville
- An ordinance passed as an emergency ordinance shall remain effective for no more than ninety (90) Days

PART XII. Election of Council President

Section 1.

Prior to the first regularly scheduled Town Council meeting in January following a general municipal election, any member of the newly organized Town Council who wishes to be a candidate for Council President shall notify the Town Clerk, in writing or via e-mail, of her/his desire to be President. The Town Clerk shall communicate the desire to become Council President to the Town Council and the Mayor.

Section 2.

The election of Town Council President shall be taken up as an item of new business on the agenda of the first regular Town Council meeting January following the municipal election. The election of Council President will be by voice vote recorded. A majority vote of Town Council is required to elect a nominee.

Section 3.

If a candidate(s) fails to obtain a majority, new nominations will be allowed after two successive votes fail to produce a majority. Unsuccessful candidates may be nominated.

Section 4.

If the position of Council President is vacated, the Town Council shall elect a new Council President at the first regularly scheduled meeting after the vacancy occurs.

PART XIII. Absences of a Town Council Member for more than 10 days

A Town officer desiring to be absent from the Town continuously for ten (10) calendar days or more shall submit a written or electronic request for permission to be absent to the Town Clerk's office. The request shall be directed to the Town Council members and the Mayor. The Town Clerk shall forward a copy of the Town officer's request to be absent to each Town Council member and the Mayor. If three (3) or more Council members have an objection to the absence, they may object, in writing or via e-mail, within three (3) calendar days after a copy of the request for absence has been sent to the Town Council membership.

If no written objection is filed, the request shall be deemed approved. Pursuant to Section 7-4-4111, MCA entitled, "Determination of Vacancy in Municipal Office," this provision shall be applicable to all Town officers who are elected or appointed to a term of office, and this shall be the Town Council's mechanism for giving its consent pursuant to Section 7-4-4111 (5), MCA, and shall provide for objecting parties to show cause for objection to request for absence.

After three (3) calendar days, the Town Clerk will notify the Town Officer of approval or objection.

PART XIV. Town Council Procedures for filling a Vacancy in an Elected Town Office

Section 1.

All vacancies within the Town of Stevensville shall be filled in accordance with §7-4-4112, MCA, Filling of vacancy and § 2-118, SMC.

Whenever Town Council has sufficient advance notice of a future vacancy in an elected office, Town Council shall attempt to fill the vacancy in advance of the actual vacancy in order to prevent an elected office from incurring a period of vacancy. A vacating Council member may vote for their replacement, if available.

Section 2.

Pending an election and qualification, the council shall appoint a person within 30 days of the vacancy to hold the office until a successor is elected and qualified.

Vacancies on the Council may be filled by an application process as described in Section 3.

The Town Council may determine the method of filling a vacancy of the Mayor's Office using one of the following methods at the next available council meeting.

In the case of a Mayor who has vacated office before a successor is appointed or elected, the Town Council may, by a majority vote of its members, appoint the Town Council President to act as Mayor until a successor is either appointed, elected by Special Election or elected during the next General Municipal Election.

If a Mayor gives advance notice that he will vacate the office, the council may fill the office as follows:

- Appointment of the Council President to the office of Mayor until such time as a Special Election or General Municipal Election can be held.
- By an application process as described in Section 3.

Section 3.

As soon as the Mayor or Town Council President becomes aware of a vacancy in an elected Town Office, or as soon as the Mayor or Town Council President receives official notice that an elected Town Office will become vacant at a specified date in the future, the Mayor or Town Council President shall make arrangements with the Town Clerk to publicly announce the vacancy using the same manner of advertising as when publicizing a public meeting, and the Town of Stevensville website.

The Town Clerk will receive written applications from citizens interested in applying to fill the vacancy in the elected office for ten calendar days from the date of the first public announcement by the Town Clerk's office.

The public announcement issued by the Town Clerk's office shall identify all the statutory established qualifications for an individual to be eligible to hold the vacant office.

The Town Clerk, in conjunction with the Town Attorney, shall prepare an application form for use by applicants interested in being selected to fill the vacant position if a preapproved application is not available. The application once prepared, shall be submitted to the Town Council at a regularly scheduled council meeting for approval for use. The application, once approved by the Town Council shall be maintained for future use and reviewed for accuracy before being used to fill a vacancy.

The application form shall request information as to the full name and address of the applicant, as well as all information necessary to determine if the applicant meets the statutorily established qualifications to fill the office.

The Town Clerk will review the written application in order to determine if an applicant meets the minimum qualification to fill the office as specified by State Law.

A list of all applicants, as well as a status of their eligibility, will be submitted by the Town Clerk to Town Council at its next regularly scheduled or special meeting after the application deadline. Each Town Council Member is entitled to select for interview or nomination a final slate of candidates.

All members of the Town Council who choose to apply for the Office of Mayor via the application process shall recuse themselves from the interview and selection process. The remaining members of the Town Council will complete the interview and selection process.

All applicants shall be interviewed using the same interview questions, without the presence of another applicant. No applicant shall be afforded an advance copy of the interview questions.

Upon completion of the interview process, each member of the Town Council will evaluate each applicant and then nominate an applicant for final selection via a majority vote of Town Council, in accordance with §7-4-4112, MCA Filling of Vacancies and § 2-118, SMC. The successful applicant shall be sworn in at the earliest convenient time and date to assure continuity in Town government.

Exhibit A. Basic Roberts Rules of Order Motions

To Do This	You Say This	Interrupt?	Debatable	Amendabl	Vote
Adjourn the	I move that we adjourn	No	No	No	Majority
Recess the Meeting	I move that we recess until	No	No	Yes	Majority
Complain About	Point of privilege	Ye s	No	No	No Vote: Chair decides
Suspend Consideration of a Motion	I move we table	No	No	No	Majority
End Debate	I move the previous question	No	No	No	Majority
Postpone Consideration	I move we postpone this matter	No	Yes	Yes	Majority
Have Something Studied Further	I move we refer this to committee	No	Yes	Yes	Majority
Amend a Motion	I move that this motion be	No	Yes	Yes	Majority
Introduce Business (a	I move that	No	Yes	Yes	Majority
Object to Procedure or	Point of Order	Ye s	No	No	No Vote: Chair decides
Request Information	Point of Information	If Urgent	No	No	No Vote: Chair decides
Ask for Vote by Actual	I call for division of the house	No	No	No	Request of One
To Stop Action on a Matter	I move we table	No	No	No	Majority
Reconsider a Matter Already Disposed of	I move we reconsider our action	Ye s	If the original motion is	No	Majority
Vote on a Ruling by the Chair	I appeal the chair's decision	Ye s	No	No	Majority
Object to Considering an Improper	I object to consideration of	Ye s	No	No	Majority



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	Choose an item.
Person Submitting the Agenda Item:	EnterName
Second Person Submitting the Agenda Item:	EnterName
Submitter Title:	Choose an item.
Submitter Phone:	EnterPhone
Submitter Email:	EnterEmail
Requested Council Meeting Date for Item:	EnterDate
Agenda Topic:	EnterTopic
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Choose an item.
If Approved, Meeting Date for Consideration:	EnterDate
Notes:	



**Stevensville Town Council Meeting
Agenda for
THURSDAY, JANUARY 23, 2020
7:00 PM**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comment
(Comment from citizens on items that are not on the agenda)
4. Consent Agenda
 - a. January 9 Regular Meeting Minutes
 - b. Claims #12345-67890
5. Administrative Reports
 - a. Airport Manager's Report
 - b. Building Department Report
 - c. Finance Report
 - d. Fire Department Report
 - e. Police Department Report
 - f. Public Works Report
6. Guests
7. Correspondence
8. Public Hearings
 - a. Ordinance No. 165, Updating Building & Technical Codes
9. Unfinished Business
 - a. Discussion/Decision: Second reading of Ord. No. 165
 - b.
10. New Business
 - a. Discussion/Decision: Adding a 27th letter to the alphabet
11. Executive Report
12. Town Council Comments
13. Board Report
14. Adjournment

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 the official public comment period should come forward to the podium and state their name and address for the record. Comment during this time may be time limited, as determined by the chair, to allow as many people as possible to comment. Citizens wishing to comment on a motion for decision before any vote can come forward or stand in place as they wish. Comment must remain on the motion before the council.

Item Attachment Documents:

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



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:	01/09/2020
Agenda Topic:	Discussion/Decision: Authorizing the purchase of a new backhoe in the amount of \$82,585 with trade in of old backhoe for \$24,000, balance of \$58,585.
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	01/09/2020
Notes:	



**TOWN COUNCIL
Council Communication**

**Regular Meeting
January 9, 2020**

Agenda Item: 10j, New Business

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

Other Council Meetings

Exhibits

A. Bid document

This agenda item provides Council with the ability to authorize the purchase of a new backhoe for the Public Works Department.

Background:

The Town of Stevensville’s Case 580M Backhoe SN: N6C4007473 had maintenance issues in October 2019 costing \$6,820.74. During the maintenance it was determined the transmission needed repairs or possible replaced. George Thomas worked to find a replacement backhoe with the best trade value for this backhoe.

Titan Machinery in Missoula came in with the lowest price and best trade in value. New Case 580SN Backhoe for \$82,585.00 with a trade in of our old backhoe of \$24,000.00.

Final cost of a new backhoe = \$58,585.00.

If approved, additional funding appropriations will be brought forward in the form of a budget amendment in following funds:

- Streets 1000-430200-940 in the amount of \$19,600.00
- Water 5210-430510-940 in the amount of \$19,600.00
- Sewer 5310-430610-940 in the amount of \$19,600.00

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): do not authorize the purchase of a backhoe.

MOTION

I move to: authorize the purchase of a backhoe in the amount of \$82,585 with trade in of old backhoe for \$24,000 and remaining balance of \$58,585.

Customer: TOWN OF STEVENSVILLE
Address: PO BOX 30
 STEVENSVILLE, MT 59870-0030
County: RAVALLI **PO:**
Phone: 406-777-0092

Seller: TITAN MACHINERY-MISSOULA
Address: 7580 US HWY 10 W
 MISSOULA, MT 59808-8704
Phone: 406-543-7782 **RICK LEWIS**

2nd Signer:
Address:

Sales Tax Possession / Receiving Location:
 MT, RAVALLI, STEVENSVILLE

- NOTICE TO PURCHASER**
1. Read this contract before you sign it.
 2. You are entitled to an exact and completely filled in copy of this contract when you sign it. Keep it to protect your legal rights.
 3. Purchaser acknowledges receipt of a fully completed copy of this contract and Purchaser waives notice of the acceptance or rejection of this order by the seller.
 4. The Acknowledgments and Additional Terms and Conditions are a part of this contract and are incorporated herein by reference.

Purchased Equipment Information

Type	Qty	Product	PDI	Warranty	Tag #	Serial Number	Sales Price
New	1	CASE, 580SN, BACKHOE	NO	Factory	2635756	NKC762267	82,585.00
-	-	PRICE REFLECTS BACKHOE AND SKIDSTEER DEAL					
-	-						
-	-						
-	-						
-	-						
-	-						
-	-						
-	-						
-	-						

Trade-In Equipment Information

I (we) offer to sell, transfer and convey the following item(s) at or prior to the time of delivery of the above product, as a "trade-in" to be applied against the cash price. Such items shall be free and clear of all security agreements, liens, and encumbrances at the time of transfer to you. The following is a description and the price allowed for each item.

Qty	Description of Trade In	Tag #	Serial Number	Amount
1	CASE, 580M, BACKHOE	2111282	N6C400743	24,000.00
-				
-				
-				
-				
-				
-				
-				
-				
-				

1. Total Sales Price 82,585.00

Tax Breakdown	Amount
Total Taxes	0.00

2. Total Trade In Allowance	24,000.00
3. Balance	58,585.00
4. Total Tax (No Sales if Paying Excise Tax)	0.00
5. Other Options, Charges, Fees	0.00
6. Trade Payoff / Pre Barter	0.00
7. Total Due	58,585.00

Other Options, Charges & Fees	Amount
Total Other Options, Charges and Fees	0.00

SETTLEMENT	
8. Cash Payment	0.00
9. Cash Due: (Date)	0.00
10. Retail Installment Contract	58,585.00
11. Total Settlement	58,585.00

It is understood that this is the entire agreement between the parties

Customer _____ Date _____ Salesperson: **RICK LEWIS**

Customer _____ Date _____ Accepted By: _____