



**Stevensville Town Council Meeting  
Agenda for  
THURSDAY, AUGUST 13, 2020  
7:00 PM**

*Held virtually via Zoom*

**\*\*\* PLEASE SEE THE CITIZEN GUIDE FOR PARTICIPATION IN VIRTUAL PUBLIC MEETINGS POSTED ON THE POSTING BOARD AND ON THE TOWN'S WEBSITE FOR INFORMATION REGARDING PUBLIC COMMENT & HOW TO OBSERVE MEETINGS\*\*\***

The Town of Stevensville live streams Town Council and board meetings on our website at [www.townofstevensville.com/meetings](http://www.townofstevensville.com/meetings)

**A webform for real-time public comment submission is available here:  
[PUBLIC COMMENT](#)**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)  
*Citizens can comment by emailing [council@townofstevensville.com](mailto:council@townofstevensville.com), or by mail. Comments emailed are forwarded to all Town Council Members prior to and during the meeting.*  
*A half hour prior to the start of a virtual public meeting, we'll place a drop box outside the front door at 206 Buck Street where citizens can drop off written comments. Comments will be read during the relevant agenda item's public comment period.*  
*A webform for real-time public comment submission is available here: [PUBLIC COMMENT](#)*
4. Approval of Minutes
5. Approval of Bi-Weekly Claims
6. Administrative Reports
  - a. Airport
  - [b.](#) Building Department
  - c. Finance
  - [d.](#) Fire Department
  - [e.](#) Parks & Recreation
  - [f.](#) Police Department
  - [g.](#) Public Works
7. Guests
8. Correspondence
9. Public Hearings
10. Unfinished Business
11. New Business
  - [a.](#) Discussion/Decision: Establishing a Local Board of Public Health for the Town of Stevensville
  - [b.](#) Discussion/Decision: Use of Face Coverings in Public Settings to Help Prevent the Spread of COVID-19
12. Executive Report

13. Town Council Comments
14. Board Reports
15. Adjournment

## **Welcome to Stevensville Town Council Chambers**

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

It is essential that we treat each other with respect.

We expect that participants will:

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

We further expect that participants will refrain from disrespectful displays:

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

## **Guidelines for Public Comment**

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

During any council meeting you have two opportunities to comment:

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

Comment made outside of these times may not be allowed.

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

**Thank you for observing these guidelines.**

**File Attachments for Item:**

b. Building Department

**MONTHLY REPORT**  
**Building Department**  
 July 2020

<b><u>Permits Issued</u></b>	<b><u>Fees Collected</u></b>
<b><u>Building</u></b> (8 permits)	
1. NSFR .....	\$0,000.00
2. New Commercial Building .....	\$0,000.00
3. Renovation/Remodel .....	\$3,253.75
4. Demo .....	\$0,000.00
<b><u>Electrical</u></b> (3 permits)	
1. NSFR .....	\$0,000.00
2. New Commercial Building .....	\$0,000.00
3. Renovation/Remodel .....	\$0,270.75
4. Demo .....	\$0,000.00
<b><u>Mechanical</u></b> (2 permits)	
1. NSFR .....	\$0,155.00
2. New Commercial Building .....	\$0,000.00
3. Renovation/Remodel .....	\$0,050.00
4. Demo .....	\$0,000.00
<b><u>Plumbing</u></b> (5 permits)	
1. NSFR .....	\$0,151.00
2. New Commercial Building .....	\$0,000.00
3. Renovation/Remodel .....	\$0,403.00
4. Demo .....	\$0,000.00
<b>Total permits issued: 18</b>	<b>Total fees collected: \$4,283.50</b>
<b><u>Activities</u></b>	
<ol style="list-style-type: none"> <li>1. Inspections and consultations.</li> <li>2. Active clearing or archiving old and expired permits, depending on age of activity.</li> <li>3. Implement uniform strategies to increase records retention and accessibility thereof.</li> </ol>	
<b><u>Items of Interest</u></b>	
<ol style="list-style-type: none"> <li>1. Continued exploration of best ways to universally digitize records and day to day functions to be accessible across pertinent staff for greater efficiency.</li> </ol>	

Prepared by Tim Netzley, Building Official

**File Attachments for Item:**

d. Fire Department



# STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

Activity Report – July 2020

## **Calls for the Month of July: 72**

Calls for Stevensville Town: 31

Calls for Stevensville Rural: 38

Mutual Aid: 3

Medical Response: 63

Fire Calls: 7

Motor Vehicle Crash: 2

Total Calls: 72

## **Calls for the Year to Date: 381**

Calls for Stevensville Town: 163

Calls for Stevensville Rural: 205

Mutual Aid: 13

Medical Response: 280

Fire Calls: 82

Motor Vehicle Crash: 19

Total Calls: 381

**File Attachments for Item:**

e. Parks & Recreation



## August 13, 2020 Report to Council

### Here's what's happening in your parks:

#### Pool Information:

- ◆ Closed Pool on July 25, 2020
- ◆ Working with HDR to address the condition of our pool
  - Currently running leak tests to find where majority of water is leaking out (kids pool or deep end)
  - Once leak test is completed, we will work to find the best repair solution

#### Lewis and Clark Park:

- ◆ Removed fencing around parking lot
- ◆ Planted new flowers in garden outside of pool house

#### Park Cleaning/Sanitizing:

- ◆ Spraying down playgrounds at Lewis and Clark Park, Father Ravalli Park, and Lange Park benches and tables three times per day
- ◆ Cleaning/Sanitizing Lewis and Clark bathrooms three times per day
- ◆ Trash clean up every morning

#### River Park/River Park Trail:

- ◆ Mowed and trimmed River Park Trail
- ◆ Mowed and cleaned areas around benches and picnic tables along trail

#### August Youth Programming/Upcoming Events:

- ◆ Kids Nature Walks August 12<sup>th</sup> (River Park Trail), 19<sup>th</sup> (Lee Metcalf), and 26<sup>th</sup> (Lee Metcalf Visitor Center Path)
- ◆ Art in the Park End of August/Early September
- ◆ Firefly Golf Tournament for the Stevensville Firefighters Association August 22, 2020
- ◆ Partnering with Fort Owen and St. Mary's Mission to do a Tourist In Your Own Town/History Walk August 29, 2020

Sincerely,

Bobby Sonsteng  
Parks and Recreation Director





**File Attachments for Item:**

f. Police Department

**TOWN OF STEVENSVILLE  
POLICE DEPARTMENT ACTIVITY REPORT  
August 2020**

**MONTHLY REPORT:**

The second vehicle has been ordered. I still do not have a firm date when we expect to have those vehicles available to us. We are at the mercy of COVID and the manufacturer.

A few projects have been put on hold until I get a Clerk hired. I am hoping to have that accomplished by the middle to end of this month, then I will be working on getting the fourth officer hired.

I am still waiting for the school to respond back regarding SRO services. They have been communicating with the Sheriff's Office to see what they have to offer before deciding on whether to go with the Town or the Sheriff's Office.

Nature	Area	When Reported
911 Open Line	Creekside Subdivision	7/31/2020 10:40
Traffic Violation	General Area	7/30/2020 16:35
Extra Patrol	General Area	7/31/2020 17:56
Agency Assistance	Ravalli County	7/31/2020 22:40
Theft of Belongings from Vehicle	Northeast Area	7/30/2020 15:38
Extra Patrol	Creamery Park	7/31/2020 1:36
Juvenile Problem	General Area	7/31/2020 2:08
Animal Noise	Northwest Area	7/29/2020 23:57
Service of Summons	General Area	7/29/2020 18:12
Alarm	Northwest Area	7/30/2020 3:53
Agency Assistance	Ravalli County	7/30/2020 23:21
Agency Assistance	Ravalli County	7/30/2020 15:02
Found Property	General Area	7/28/2020 14:19
911 Hang Up	North Main	7/28/2020 10:44

Animal Problem	Southwest Area	7/27/2020 15:12
Dog at Large	Northeast Area	7/27/2020 10:16
Privacy in Communications	Southwest Area	7/25/2020 10:37
Litter, Pollution, Public Health	South Main	7/23/2020 15:23
Animal Problem	Northeast Area	7/29/2020 21:15
Suspicious Person, Circumstance	Northwest Area	7/24/2020 15:15
Suspicious Person, Circumstance	Lewis and Clark Park	7/25/2020 0:45
Animal Noise	Southwest Area	7/25/2020 0:06
Officer Advice	Southeast Area	7/23/2020 20:35
Careless Driving	South Main	7/24/2020 15:42
Suicidal Subject	General Area	7/29/2020 22:13
Burglary	Creekside Subdivision	7/27/2020 11:32
Trespassing	Southwest Area	7/21/2020 10:19
Suspicious Person, Circumstance	Southwest Area	7/19/2020 13:46
DUI Alcohol or Drugs	South Main	7/24/2020 17:15
Domestic Disturbance	Northeast Area	7/24/2020 2:04
Disturbance, General	Northwest Area	7/18/2020 8:49
911 Open Line	Creekside Subdivision	7/10/2020 18:26
Domestic Disturbance	North Main	7/23/2020 12:45
City Ordinance Violation	Lewis and Clark Park	7/16/2020 9:00
City Ordinance Violation	Northwest Area	7/17/2020 8:52
Noise Complaint	Northeast Area	7/16/2020 10:17
Fraud	Southwest Area	7/14/2020 10:50
Civil Issue	Northeast Area	7/14/2020 19:05
Officer Advice	Northeast Area	7/13/2020 16:15
Drug Information	Northeast Area	7/12/2020 13:42
Property Damage, Not Vandalism	Creekside Subdivision	7/10/2020 9:00
Extra Patrol	North Main	7/10/2020 15:34
Civil Issue	Southwest Area	7/9/2020 19:24

Civil Issue	Northeast Area	7/9/2020 19:13
Agency Assistance	Ravalli County	7/9/2020 16:02
911 Hang Up	South Main	7/17/2020 14:15
911 Open Line	North Main	7/9/2020 12:46
Elder Abuse or Neglect	Northwest Area	7/20/2020 9:58
Agency Assistance	Ravalli County	7/10/2020 23:16
Traffic Complaint	Northeast Area	7/15/2020 10:08
Agency Assistance	North Main	7/3/2020 0:23
Suspicious Person, Circumstance	South Main	7/2/2020 22:38
Fireworks	Northeast Area	7/1/2020 22:01
Fireworks	Southeast Area	7/2/2020 22:00
Agency Assistance	Ravalli County	7/7/2020 10:11
Suspicious Person, Circumstance	Stevi River Park	7/4/2020 2:11
Agency Assistance	Ravalli County	7/4/2020 19:07
Agency Assistance	Ravalli County	7/4/2020 19:12
Disorderly Conduct	North Main	7/9/2020 18:12
Burglary	South Main	7/6/2020 16:00
Traffic Hazard	General Area	7/8/2020 16:18
911 Hang Up	Southwest Area	7/8/2020 11:47
Harassment	General Area	7/3/2020 8:00
Animal Problem	South Main	7/7/2020 15:22
Suicidal Subject	Northeast Area	7/7/2020 12:04
Suspicious Person, Circumstance	General Area	7/7/2020 12:49
Theft	South Main	7/3/2020 14:42
Officer Advice	Southwest Area	7/3/2020 13:43
Suspicious Person, Circumstance	General Area	7/1/2020 12:43
Violation of No Contact Order	Northwest Area	6/30/2020 12:48
Suspicious Person, Circumstance	Northeast Area	7/1/2020 11:15
Property Damage, Not Vandalism	Northeast Area	7/8/2020 12:09

Property Damage, Not Vandalism	South Main	7/8/2020 10:29
Suspicious Person, Circumstance	Lewis and Clark Park	7/3/2020 3:34
Domestic Disturbance	Northeast Area	7/3/2020 1:04
Welfare Check	Southeast Area	7/2/2020 19:50

**File Attachments for Item:**

g. Public Works

**Town of Stevensville**  
**Public Works Administrative Report**  
**August 13, 2020**

**July 2020**

Water Produced: 29,623,000

Lewis & Clark Park, when the pool was first filled, we were losing 6 inches of water daily.

300 Park Ave, contractors broke a 4-inch water main at the school.

Lewis & Clark Park Pool and Father Ravalli Park, installed water meters to track usage at these locations.

Sewer Treated: 6,500,000

Man hole checks completed.

State & EPA reports completed.

Mission St, new home sewer and water tap.

Maplewood Cemetery, well pump failed and we got it replaced.

Riverside Cemetery, 3 graves.



**File Attachments for Item:**

Discussion/Decision: Establishing a Local Board of Public Health for the Town of Stevensville



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Brandon E. Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	8/13/2020
<b>Agenda Topic:</b>	Discussion/Decision: Establishing a Board of Public Health for the Town of Stevensville
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	8/13/2020
<b>Notes:</b>	

**Agenda Item: New Business**

Discussion/Decision: Establishing a local board of public health for the Town of Stevensville

**Other Council Meetings**

July 23, 2020 – Town Council Comments

**Exhibits**

*This agenda item provides Council with the ability to discuss and decide on the establishment of a public health board for the Town of Stevensville.*

**Background:**

At their July 23, 2020 Town Council meeting, members of the Town Council requested that the Mayor investigate and provide further information to Council about the concept of establishing a public health board for the Town of Stevensville. The discussion, initiated by Councilmember Devlin, resulted in the following questions where more information was needed for the Town Council to further consider the concept:

1. What does interaction between the Town and the county public health department look like currently? What about other municipalities in the valley?
2. Recent resignations within Ravalli County Public Health are cause for concern. Can the county deliver the necessary level of service to the community and would Stevensville be served better by its own independent health department?
3. How would a local public health board and the associated department be funded? Is CAREs a potential source?
4. What would staffing look like for a public health office in Stevensville?

In addition to the above questions, the overall unknown was whether or not the Town of Stevensville has the authority to establish a local board of public health.

**Discussion:**

The Town of Stevensville is a non-chartered general-governing unit that may exercise any power granted by the Montana Constitution or state law. The authority to create a local public health board comes from [MCA 7-31-4101](#) which states “*The city or town council has power to provide for a board of health and to prescribe its powers and duties and, when such board of health is provided, for the same to have jurisdiction within the city or town limits and within 3 miles thereof.*” The question of authority for the Town to establish a health board is clearly answered here. In turn, [MCA 50-2-116](#) outlines the powers and duties of a local board of health. This code provides for the actual public health department that operates under the local health board.

Currently, residents and businesses within the Town of Stevensville are provided the same public health services as those in the rest of Ravalli County by the Ravalli County Public Health Department. In the era of COVID-19, the Town has supplemented some efforts of the health department by reinforcing precautions and measures that limit the spread of Coronavirus. Communication between the county health department is limited to a daily press release emailed from the health department to the Mayor. In cases where the Town has made an inquiry to the public health office, those have been addressed in a timely manner. However, despite the municipalities being considered a public health agency under the Health Insurance Portability and Accountability Act, county health officials have not been willing to provide the administration with counts of positive cases within Stevensville. Therefore, the administration relies on the information that is provided to the general public in its decision making. Similar circumstances also exist with the City of Hamilton.

Ravalli County has seen the resignation of its health officer and public health nurse, both integral positions of leadership for local Public Health. It is not yet known how these resignations have impacted services to Stevensville or Ravalli County at large. To-date, the public health officer remains in place until a successor is appointed.

**CAREs funding guidance** states that Governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to Treasury. Guidance explains that the Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive of the relevant government determines that specific circumstances indicate otherwise.

Montana code provides that funding for a local board of public health is derived from the General Fund. The Town's current General Fund budget does not currently accommodate the addition of a department. If a local board of health was established using CAREs Funding, the Town would have to consider long term funding of the department if it were interested in maintaining the health board after the COVID-19 Pandemic.

**Staffing** of a health department would be determined by the local health board established by the Town Council. The board would be authorized by law to appoint a health officer and qualified staff to meet the obligations of the board and the needs of the community.

### **Additional Considerations:**

As the Town Council explores the concept of establishing a local public health board in Stevensville, the administration would like to offer the following considerations:

- When we think about the word "health," we typically associate it with medical matters, so the definition of public health can seem a little confusing. Unlike the practice of medicine in clinical settings—like a doctor's office or hospital—public health is not a one-on-one discipline, nor do those in the field practice medicine.

- Instead, public health focuses on improving and protecting community health and well-being, with an emphasis on prevention among large groups of people. The role of public health departments is to keep communities healthy through child wellness, disease prevention, education, disaster relief, clean water, access to healthcare, and much more.
- Most of us rarely think about these roles until a crisis, such as a pandemic, captures our attention. But public health officials work on a daily basis to keep people healthy and safe, locally and around the world, by preventing disease and injury.

**Next Steps:**

If the Town Council decides to proceed with establishing a local public health board, and the associated departmental staff, the administration will draft an ordinance with advice from the Council that will detail how the board is appointed, who is eligible for appointment to the board and the duties of the board.

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

**Alternative(s):** do not establish a local public health board.

**MOTION**

**I move to:** Proceed with drafting an ordinance that establishes a local board of public health for the Town of Stevensville.

**File Attachments for Item:**

b. Discussion/Decision: Use of Face Coverings in Public Settings to Help Prevent the Spread of COVID-19



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Jaime Devlin
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Council Member
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	8/13/2020
<b>Agenda Topic:</b>	Discussion/Decision: Use of Face Coverings in Public Settings to Help Prevent the Spread of COVID-19
<b>Backup Documents Attached?</b>	No
<b>If no, why not?</b>	No proposal at this time.
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	8/13/2020
<b>Notes:</b>	