



**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. Approval of Minutes
 - [a.](#) January 9, 2020
4. Approval of Bi-Weekly Claims
 - [a.](#) Claims #15660-15739
5. Administrative Reports
6. Guests
7. Correspondence
 - [a.](#) Letter to Mayor regarding the January 9, 2020 Town Council Meeting
8. Public Comments
9. Unfinished Business
 - [a.](#) Discussion/Decision: Resolution 458, A Resolution creating an ad hoc Climate Action Advisory Board
 - [b.](#) Discussion/Decision: Second Reading of Ordinance No. 165, Updating Building and Technical Codes for the Town of Stevensville
10. New Business
 - [a.](#) Discussion/Decision: Utility Billing Policies & Procedures
 - [b.](#) Discussion: Council Meeting Attendance by City Attorney
11. Executive Report
12. Town Council Comments
13. Board Reports
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. January 9, 2020

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

1. Call to Order and Roll Call

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

2. Pledge of Allegiance

3. Approval of Minutes

- a. December 12, 2019 Public Hearing
- b. December 12, 2019

Councilmember Holcomb made the Motion to approve the December 12th Public Hearing and December 12th meeting minutes. The Motion was then seconded by Councilmember Devlin. Mayor Dewey called for public comment, then called for the vote, starting with councilmember Holcomb "Aye," Devlin "Aye," Vick "Aye," Michalson "Abstain." Motion passes, 3-0 with one Abstained vote.

4. Approval of Bi-Weekly Claims

- a. Claims #15689-15706

Council members, Finance Officer and Mayor Dewey had discussion on questions from council, including claims #1568, the Building Dept Verizon bill; #15697, Owens Law Firm, the yearly budget and the need for the attorney to be present at every meeting; #15695, First Call Computer Solutions, IT service; #15705, Ravalli County Finance, paging equipment; #15704, Premier Paints, paint for the park benches which was a boy scout project where the labor was donated.

Mayor Dewey called for the vote from council on the claims, starting with councilmember Vick "Aye," Michalson "Aye," Devlin "Aye," and Holcomb "Aye." Motion passes 4-0.

5. Administrative Reports

- a. Airport Manager's Report

Craig Thomas reported for the airport, introducing Katie Coleman-Assad, whom was present tonight. She is interested in becoming the new airport manager with her flight instruction experience, while working toward a Master's Degree in Aeronautics.

- b. Building Department Report

The Building Inspector's report has been provided in the packet, with eight total permits issued in the month of December, totaling \$2,938.63.

- c. Finance Report

The Finance Officer reported for the finance department including the Budget verse Actual. The purchase of a backhoe will be discussed later in the evening. He also gave an update on the progress with Jennifer Cote.

- d. Fire Department Report

e. Police Department Report

Chief Marble presented the Police Department report, including Officer Teniente resigning earlier this month and Officer Ellington hired to fill the SRO position. Two vehicles have been approved for surplus and are for sale. There was a total of 59 calls for service in the month of December, with 787 from January 1ST-December 31st, 2019.

f. Public Works Report

Public Works Director reported on the leak fixed at St. Mary's Dr. which was leaking approximately 30,000 gallons of water a day. Another water leak on Riverside was repaired, which was losing 5,000 a day. 14,412,000 gallons of water was produced in December and 5,782,000 gallons of water was treated in December.

6. Guests

7. Correspondence

8. Public Comments

Mayor Dewey called for Public Comment. There were no citizens interested in partaking at this moment.

9. Unfinished Business

Discussion/Decision: Climate Action Advisory Board

Councilmember Vick stated that the only changes that he would like to make to the Climate Action Advisory Board foundation at this time is removing the potential to have a board member from outside of Stevensville.

Mayor Dewey asked for direction from council as far as if the board is looking to be established as an advisory board or an AD HOV committee, for the administration to produce the correct documentation.

Council member Vick made a Motion to proceed with the board as an AD HOC style formation, for one year, then review the progress and results. That Motion was then Seconded by Councilmember Holcomb. Mayor Dewey clarified that a Resolution would be drafted, and would come before Council at the next meeting. Mayor Dewey welcomed further council discussion, then called for public comment on the Motion, then proceeded to call for the vote; Councilmember Devlin "Aye," Michalson "Aye," Vick "Aye," and Holcomb "Aye."

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

Mayor Dewey explained that according to council rules, the Town Clerk has received two emails of interest in serving as Council President; Councilmember Michalson and Councilmember Vick. Councilmember Vick then expressed rescinding his application for Council President.

Council member Holcomb moved to nominate Bob Michalson to serve as the Council's President. Councilmember Vick Seconded.

Councilmember Holcomb then moved to elect Bob Michalson to serve as the Council's Council President. Councilmember Vick Seconded.

Mayor Dewey called for discussion among council. Councilmember Devlin asked what is going to change, such as policies and procedures between the Council President and the Administration as far as communication and working together. Discussion continued among council and Mayor Dewey. Mayor Dewey recognized that council has adopted a Code of Conduct.

Mayor Dewey called of public comment.

Joe Moore, 514 Central Ave.

Spoke about the "Code of Conduct," and being brought up to council and being dismissed.

Mayor Dewey acknowledged that at some point the Code of Conduct was passed. Past history has not been resolved.

Carolyn Mickens, 211 Buck Ave.

If the Town's people voted him in, we should give him a chance at being the President.

Mayor Dewey then called vote; Council member Vick "Aye," Holcomb "Aye," Devlin "No," and Michalson "Aye." Motion passes 3-1 and Councilmember Michalson will be the Council's President.

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

Mayor Dewey introduced Ms. Coleman-Assad, bringing an array of aviation background to fill the volunteer position, the Mayor is seeking Council's consent to appoint Katie Coleman-Assad as the Town's Airport Manager.

Councilmember Vick moved to consent to the Mayor's appointment of Katie Coleman-Assad as the Airport Manager. The motion was seconded by Councilmember Holcomb. Mayor Dewey called for council discussion and public comment. The Motion passes unanimously, 4-0.

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

Councilmember Michalson moved to appoint himself to serve on the Town of Stevensville Planning and Zoning Board. The motion was seconded by Councilmember Vick. There have been no changes as board members recently. Mayor Dewey called for council discussion and public comment. The Motion passes unanimously, 4-0.

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

Mayor Dewey recognized that Ms. Devlin has expressed interest in serving on this board.

Councilmember Vick moved to appoint Councilmember Devlin to serve on the Town of Stevensville Park Board. The motion was seconded by Councilmember Michalson. Mayor Dewey called for council discussion and public comment. The Motion passes unanimously, 4-0.

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

Councilmember Michalson moved to appoint Councilmember Holcomb to serve on the TIFID/TEDD Board in accordance with Stevensville Municipal Code §2-330. The motion was seconded by Councilmember Vick. Mayor Dewey called for council discussion and public comment. The Motion passes unanimously, 4-0.

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

Councilmember Vick moved to appoint himself to serve on the Stevensville Airport Board. The motion was seconded by Councilmember Holcomb. Mayor Dewey called for council discussion and public comment. The Motion passes unanimously, 4-0.

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

Mayor Dewey explained, by law, local municipalities are given 90 days to formally adopt updated codes that are adopted by the state for effective implementation and enforcement.

Councilmember Vick moved to approve the first reading of Ordinance 165, adopting updated building and technical codes for the Town of Stevensville. Then seconded by Councilmember Holcomb. The motion passes 4-0.

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

Mayor Dewey explained the purpose to close town hall, which would be effective in holding periodic training for staff and the council. If council were to approve, staff will still be scheduled to work. The goal is to have these administrative days help with communication throughout the organization. Council and Mayor Dewey continued with conversation. Mayor Dewey welcomes suggestions on different topics in which can be effective. Job descriptions of employees require a certain amount of continued training per year.

Councilmember Vick moved to authorize the closure of Town Hall on the 5th Friday of each month, not having more than 4 Fridays as an administrative day for the Council and Staff. The motion was seconded by Councilmember Devlin. Council conversation continued. With employee feedback, almost every employee has expressed the desire to continue to learn.

Mayor Dewey called for public comment.

Stacie Barker, 104 Winslet

Concerned with what government does this.

Councilmember Vick does not like the idea of shutting the government down but would like to see quarterly training in the evening or on a weekend. Councilmember Devlin expressed concern with overtime pay; the goal is to have everyone working together and without shutting down, that is not possible. Mayor Dewey explained that these types of struggles exist with small organizations but the days of the month were purposely set to be at the end of the month, with those being the slowest times in the office as far as customers coming in to pay their bills, as most customers pay their bills within the first 15 days of the month when they are due. The administration is trying to open those channels of communication with Council. This is by no means a day off but rather do extra work for the town. Councilmember Michalson stated that this model does work for bigger towns, but he has not yet seen smaller organizations do this. Mayor Dewey is open to hearing from Council other solutions, as regular training is needed. It is hard to bring someone in for those trainings here when someone is missing that training opportunity. Councilmember Devlin wondered what the fear was, as far as shutting down; Yes, bigger towns do it, why not try something new instead of just saying no.

Councilmember Vick amended his Motion to "Trying it once and evaluate the feedback from that." Councilmember Devlin seconded that amendment to the motion. The first fifth Friday happens to be the 31st of January. Mayor Dewey will reach out to Council, with what they would like to see on the agenda and availability time frame for that day. Mayor Dewey called for public comment and the vote on the motion being amended. Councilmember Devlin "Aye," Holcomb "No," Vick "Aye," Michalson "No," and the Mayor Votes "Aye" to break the tie.

Mayor Dewey asked if there was any more council discussion with the motion on the floor, or public comment.

Jean McKinley, 401 Charlos St.

Concerned that council has the authority to close down town hall for a day, as this is a government building.

It was assured by the Mayor that Council has the authority to decide the days and times in which they are open.

Mayor Dewey called for the vote on the amended motion on the floor, "Authorize the closure of Town Hall for one time as an administrative day for Council and Staff." Mayor Dewey called for any other public comment, then called for the vote. Councilmember Michalson "No," Vick

“Aye,” Holcomb “No,” and Devlin “Aye.” The Mayor votes in favor of the motion and passes, 3-2. The meeting will be evaluated and discussed the first regular meeting in February.

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

Councilmember Vick made a motion that any amendments to Town Council Rules goes before the Council in a committee of the whole meeting. The motion was then seconded by councilmember Holcomb. Mayor Dewey then called for council discussion.

Councilmember Michalson stated that to do this, it needs to be an open discussion; he would like to see changes to the conflict of interest as far as rules. Mayor Dewey stated that the amendment to Town Council Rules will most likely be on the same agenda as the personnel policy. Council discussion or public comment on deferring these two agenda items to a committee of the whole meeting. Mayor Dewey called for the vote and the motion passes, unanimously 4-0.

Councilmember Michalson asked if council would like to set a date for the committee of the whole meeting. With council discussion, it was agreed the meeting will be set for 6 pm on the 30th of January.

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.

The Finance Officer discussed the logistics of the purchase. There were 3 bids and based on those, the lowest is the best deal for the trade as well, from Titan Machinery for a Case 580SN. The funding for this project will come out of streets, water, and sewer budget, and additional funding appropriations will be brought forward to council in the form of a budget amendment.

Councilmember Holcomb moved to authorize the purchase of a backhoe in the amount of \$82,585 with trade in of the old backhoe for \$24,000 and remaining balance of \$58,585. The motion was seconded by Councilmember Vick.

11. Executive Report

Mayor Dewey provided a written report to Council, so that Council can refer back to it after the meeting.

In that included the alley easement record, the school district construction project includes the relocation of Phillips St, Northwest Energy and the LED lighting conversion; all of this will come before Council. Council can expect a Committee of a Whole meeting scheduled prior to that conversion happening. Water and sewer rates have been a hot issue in the town over the last few months; workshops will take place with rural development and rural water with where Stevensville water rates stand, moving forward. There will be a reconciliation of the Town's boards, and getting those boards to remind them of their roles and responsibilities. Mayor appreciates the Town Council's participation on those boards. Mayor addressed the utility billing issue this month to help everyone to understand. The Mayor would like to see the relationship between the Mayor and Town Council continue to build and strengthen.

12. Town Council Comments

Councilmember Vick discussed that vandalism to others in our community is inappropriate and will not be tolerated.

Councilmember Michalson would like to review the policy regarding the utility bills and the late fees, as far as moving the 2 weeks (15 days) to 30 days, as some residents are on fixed incomes.

Councilmember Holcomb wished everyone a Happy New year and Welcome to the new Town Council.

- 13. Board Report
- 14. Adjournment

Meeting adjourned at approximately 7:45 p.m.

APPROVE:

ATTEST:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk

Item Attachment Documents:

- a. Claims #15660-15739

01/17/20
15:23:31

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 1/20

Page: 1 of 5
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Document #/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
15660		6 Eastside Ace Hardware	*** Claim from another period (12/19) ****					
	Dec 19 12/06/19	TH- Shingle Light Clips 50pk	35.97			1000 411201	220	101000
	Dec 19 12/31/19	Universal Spray Wand 28"	19.99			1000 411201	220	101000
		*** Claim from another period (12/19) ****						
15661		957 FIRE APPARATUS REPAIR, LLC	540.00			1000 420460	360	101000
	5315 12/30/19	Suspension Repair Ambulance	540.00*					
15681		1479 INTERNATIONAL ASSOCIATION OF	210.00					
		Annual International Association of Chiefs of Police 1/1/20-12/31/20	210.00			1000 420100	330	101000
	91675 12/04/19	IACP ANNUAL DUES 2020	210.00					
		*** Claim from another period (12/19) ****						
15689		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 (11/19) ****						
15708		1667 Owens Law Firm, PLLC	2,969.04					
	2792 12/05/19	PROSECUTING ATTY SERVICES	1,521.76			1000 411100	352	101000
	2791 12/05/19	TOWN LEGAL SERVICES	1,447.28*			1000 411100	350	101000
15709		1698 Spectrum	389.90					
		Control Account X421						
	Jan 20 01/03/20	FD phone/internet	13.49			1000 420410	340	101000
	Jan 20 01/03/20	H2O dept phone/internet	44.99			5210 430510	340	101000
	Jan 20 01/03/20	Sewer dept phone/internet	44.99			5310 430610	340	101000
	Jan 20 01/03/20	Court phone/internet	13.49			1000 410360	340	101000
	Jan 20 01/03/20	BD phone/internet	13.49			2394 420531	340	101000
	Jan 20 01/03/20	PD phone/internet	34.49			1000 420100	340	101000
	Jan 20 01/03/20	Pool phone	39.99			1000 460450	340	101000
	Jan 20 01/03/20	Water office phone/internet	77.49			5210 430510	340	101000
	Jan 20 01/03/20	Sewer office phone/internet	77.49			5310 430610	340	101000
	Jan 20 01/03/20	Econ Development-Phone	29.99*			2940 410550	340	101000
15710		59 BITTER ROOT DISPOSAL	301.38					
	3316348 01/01/20	Court solid waste	5.07			1000 410360	340	101000
	3316348 01/01/20	H2O Dept TH facility	30.44			5210 430510	340	101000
	3316348 01/01/20	Sewer Dept TH facility	30.44			5310 430610	340	101000
	3316348 01/01/20	PD solid waste	15.22			1000 420100	340	101000
	3316348 01/01/20	TH solid waste	15.22			1000 411201	340	101000
	3316348 01/01/20	BD solid waste	5.07			2394 420531	340	101000
	3316348 01/01/20	Street solid waste	149.94			1000 430200	340	101000

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TOWN OF STEVENSVILLE
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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
15711	3316348	01/01/20 Sewer plant solid waste		49.98			5310 430640	340	101000
15711		1253 Providence Health & Services		542.00			1000 420100	350	101000
15712		Ellington 01/05/20 Patrol Officer Physical		542.00					
15712		1676 Huber Technology		599.42			5310 430640	360	101000
15712	CDI0019250	01/08/20 Rebuild Sewer Press		599.42					
15713		1475 Spectrum Chemical Mfg.		331.95			5310 430640	220	101000
15713	11645074	01/06/20 WWTp Chemicals		331.95					
15714		108 BITTERROOT SPAR		52.38			1000 410550	330	101000
15714		Jan 01/07/20 Budget Amend Hearing		21.78			1000 410550	330	101000
15714		Jan 01/07/20 Hearing on Vacating Alley		30.60					
15715		1677 Robert Underwood		39.82			5610 430300	370	101000
15715		Jan 20 01/16/20 Travel to Helena for Airport		39.82					
15716		17 MONTANA SAWS		457.10			1000 460430	360	101000
15716		121 01/11/20 P-Lawn Mower Service		190.30			1000 430900	360	101000
15716		121 01/11/20 C-Lawn Mower Service		190.30			1000 460430	360	101000
15716		121 01/11/20 P-Weed Eater Repair		38.25			1000 430900	360	101000
15716		121 01/11/20 C-Weed Eater Repair		38.25					
15717		85 CENTURYLINK		509.59			5310 430640	340	101000
15717		Dec 2019 12/22/19 WWTp Internet #0185		206.97			5210 430540	340	101000
15717		Dec 2019 12/22/19 H2O Plant Phone #7132		144.82			5210 430530	340	101000
15717		Dec 2019 12/22/19 MBF Reservoir #9934		157.80					
15718		386 MONTANA RAIL LINK, INC.		125.00					
15718		Annual fee 2/1/20 to 1/31/21		100.00			5210 430550	340	101000
15718		453957 01/20/20 U/G Water Pipeline Xing		25.00			5310 430610	340	101000
15718		453811 01/20/20 U/G Sewer Pipeline Xing		25.00					
15719		16 MONTANA ENVIRONMENTAL LAB LLC		1,201.20			5310 430640	350	101000
15719		1912428 12/09/19 Sewer testing -12/09/19		308.00			5310 430640	350	101000
15719		1912618 12/12/19 Sewer testing -12/12/19		364.00			5310 430640	350	101000
15719		1912857 12/26/19 Sewer testing -12/26/19		307.00			5310 430640	350	101000
15719		1913142 12/27/19 Sewer testing -12/27/19		161.20			5310 430640	350	101000
15719		1912958 12/13/19 Water testing -12/13/19		61.00			5210 430510	350	101000

01/17/20
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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document #/	Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
15720		33 NORTHWESTERN ENERGY		Claim from another period (12/19)	262.37					
	Dec 19	01/03/20 Crksde Mdws Lighting Dist #4 1			182.93			2440 430263	340	101000
	Dec 19	01/03/20 Crksde Mdws Lighting Dist #4 2			77.40			2440 430263	340	101000
	Dec 19	01/06/20 Water-157 Sewer Works Rd Depot			0.68			5210 430510	340	101000
	Dec 19	01/06/20 Sewer-157 Sewer Works Rd Depot			0.68			5310 430610	340	101000
	Dec 19	01/06/20 Streets-157 Sewer Works Rd Dep			0.68			1000 430200	340	101000
				*** Claim from another period (12/19) ****						
15722		228 Norco, Inc.		Claim from another period (12/19)	10.54					
		Cylinder Rent								
		28225242 01/01/20 Cylinder Rental - Streets			3.51			1000 430200	220	101000
		28225242 01/01/20 Cylinder Rental - Water			3.51			5210 430510	220	101000
		28225242 01/01/20 Cylinder Rental - Sewer			3.52			5310 430610	220	101000
15723		788 Northair, LLC			83.45					
		Fleet Card Charges - Jan 1 - Dec 31, 2019 - Stevensville Police Department			83.45					
		2877 01/13/20 Fleet charges for 2019		*** Claim from another period (12/19) ****				1000 420100	231	101000
15724		53 SUPER 1 FOODS		Claim from another period (12/19)	31.98					
	Dec 19	12/31/19 Officer Swearing In			18.42			1000 420100	336	101000
	Dec 19	12/31/19 Coffee with a Cop			13.56			1000 420100	336	101000
15725		29 STEVENSVILLE NAPA AUTO PARTS		Claim from another period (12/19)	301.93					
		542111 12/12/19 Battery			269.98			1000 420460	232	101000
		543440 12/23/19 Trans Fluid			31.95			5310 430610	360	101000
15726		34 STEVENSVILLE HARDWARE AND RENTAL		Claim from another period (12/19)	189.05					
		C430457 12/03/19 Water-Blue AP Tarp			9.79			5210 430550	360	101000
		C430667 12/06/19 Sewer Plant			67.85			5310 430640	220	101000
		A448367 12/06/19 TH-Cable Ties			7.99			1000 410550	220	101000
		A448669 12/10/19 Sewer-Vinyl Tube			1.96			5310 430640	230	101000
		1201143 12/11/19 Sewer - wrench			14.49			5310 430640	230	101000
		A448969 12/13/19 Park-Fasteners			43.45			1000 460430	220	101000
		A449325 12/18/19 Water- Stretch 'n lock Couple			2.59			5210 430530	230	101000
		A449366 12/18/19 Streets-Caution Tape			19.98			1000 430100	220	101000
		A449496 12/20/19 Police-1/2 strap			6.98			1000 420100	210	101000
		C431827 12/27/19 Sewer Plant-Muriatic Acid			7.99			5310 430640	220	101000
		B444352 12/31/19 Sewer Plant-4 1/2 Masonry			5.98			5310 430640	220	101000
				*** Claim from another period (12/19) ****						
15727		23 VALLEY DRUG AND VARIETY		Claim from another period (12/19)	11.98					
	Dec 19	12/27/19 E-Christmas Sign			3.99			1000 410200	320	101000
	Dec 19	12/08/19 Ream of Blue Paper			7.99*			1000 420410	210	101000

01/17/20
15:23:31

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* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document #/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
15728	E	8 RAVALLI ELECTRIC CO-OP	*** Claim from another period (12/19) ****	93.78					
	Dec 19 12/31/19	Airport Utilities - Lights Ele		56.38			5610 430300	340	101000
	Dev 19 12/31/19	Airport Utilities - Water Pump		37.40			5610 430300	340	101000
15729		1265 Titan Machinery		24,500.00					
	241220	01/14/20 Street-Case,SV185 Skidsteer		1,000.00			4000 430200	940	101000
	241220	01/14/20 Street-Case,SV185 Skidsteer		4,700.00			2820 430200	940	101000
	241220	01/14/19 Water-Case,SV185 Skidsteer		9,400.00*			5210 430510	940	101000
	241220	01/14/20 Sewer-Case,SV185 Skidsteer		9,400.00*			5310 430610	940	101000
15730		1265 Titan Machinery		58,585.00					
	255042	01/14/20 Street-Case, 580SN Backhoe		19,528.33*			1000 430200	940	101000
	255042	01/14/19 Water-Case, 580SN Backhoe		19,528.33*			5210 430510	940	101000
	255042	01/14/20 Sewer-Case, 580SN Backhoe		19,528.34*			5310 430610	940	101000
15731		224 STEVENSVILLE FIREFIGHTERS		2,500.00					
	Annual Payment 2020			2,500.00			1000 420410	228	101000
15732		74 STEVENSVILLE RURAL FIRE DISTRICT	*** Claim from another period (11/19) ****	237.52					
	83 11/20/19	REIMB EMT Tuition Bob Tribenc		215.00			1000 420460	380	101000
	81 11/20/19	Cookies for meeting 1/2 100042		22.52			1000 420410	229	101000
15734		1117 Municode		1,500.00					
	Municode Annual Website Hosting Maintenance Support			150.00			1000 410550	350	101000
	00338693 01/15/20 Adim-Website Hosting Maintenan			75.00			1000 420410	350	101000
	00338693 01/15/20 FD-Website Hosting Maintenan			75.00			1000 410360	350	101000
	00338693 01/15/20 Court-Website Hosting Mainte			75.00			1000 410360	350	101000
	00338693 01/15/20 BD-Website Hosting Maintenan			450.00			2394 420531	350	101000
	00338693 01/15/20 ED-Website Hosting Maintenan			450.00			2940 410550	350	101000
	00338693 01/15/20 Water-Website Hosting Mainte			300.00			5210 430510	350	101000
	00338693 01/15/20 Sewer-Website Hosting Mainte			300.00			5310 430610	350	101000
	00338693 01/15/20 Airport-Website Hosting Maint			75.00			5610 430300	350	101000
15735		1699 Montana Phone	*** Claim from another period (12/19) ****	965.00					
	Transfer and new line in TH			965.00			2940 410550	350	101000
	1439 12/11/19	ED-Phone # Transfer/New line	*** Claim from another period (8/19) ****	82.82			2940 410550	350	101000
15736		748 Allegra Print & Imaging		82.82					
	62787 08/06/19	BD-Inspectionj Site Record8.5x		82.82			2394 420531	320	101000

01/17/20
15:23:31

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 1/20

Page: 5 of 5
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
15737	84	12/18/19	FD-Food for monthly meeting	74 STEVENSVILLE RURAL FIRE DISTRICT	27.24	1000	420410	229	101000
				*** Claim from another period (12/19) ****					
15739	Jan 2020	01/17/20	1700 MT DEQ/WWOC Sewer-Garrick Test	70.00		5310	430610	380	101000
				# of Claims	33				
				Total:	98,171.21				
				Total Electronic Claims	1,408.86				
				Total Non-Electronic Claims	96762.35				

Item Attachment Documents:

- a. Letter to Mayor regarding the January 9, 2020 Town Council Meeting

received
1/13/2020 (ell)

January 13, 2020

Mayor Brandon Dewey
Town of Stevensville
206 Buck Street
Stevensville, MT 59870

RE: Incident at the January 9, 2020 Town Council Meeting

Dear Mayor Dewey:

I attended the Town Council meeting on January 9, 2020 with my 12 year old granddaughter. We sat one row back from the front.

There was a discussion going on between council members during the portion where a council president was being chosen. There was a discussion between council person Devlin and council person Michalson on the motion of Michalson being voted in as the new president. I can be heard saying to my granddaughter that "he quit" at 8.32 minutes into the Town of Stevensville Municipal Government video recording of the town council meeting. Leanna Rodabaugh, sitting in the row behind me and 2 seats to my left, partially stood up, bent over and leaned towards me and said "Sue shut up". She can be heard saying this on the video of the meeting at 8.36 minutes into the meeting.

I felt very intimidated and threatened by her actions both during and after the meeting. After the meeting, with my granddaughter beside me, I approached Mr. Michalson and asked him to confirm to my granddaughter that what I had said to her was true, that he had quit before. Ms. Rodabaugh approached me and told me to stop bullying Mr. Michalson. I again asked him if what I had said to my granddaughter was true, he said "yes I did". Ms. Rodabaugh followed me as I was approaching the town council table and said that I had "yelled quitter and why don't you quit again" at Mr. Michalson. As you can hear in the video, that is not accurate.

She got right in my face when approaching me and I truly felt threatened. It is my belief that anyone attending town hall should feel they are in a safe environment. I feel my safety was in jeopardy during, after and outside after that meeting.

I have taken my concerns to the Stevensville police department and filed a complaint.

Sincerely,



Susan A. Devlin
305 6th Street

Item Attachment Documents:

- a. Discussion/Decision: Resolution 458, A Resolution creating an ad hoc 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:	01/23/2020
Agenda Topic:	Discussion/Decision: Resolution 458, A Resolution creating an ad hoc Climate Action Advisory Board
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	01/23/2020
Notes:	

RESOLUTION NO. 458

**A RESOLUTION OF THE STEVENSVILLE TOWN COUNCIL
CREATING AN ADHOC CLIMATE ACTION ADVISORY BOARD**

WHEREAS, the Town Council of the Town of Stevensville is desirous of recognizing the impacts that the Town of Stevensville may encounter due to the average global temperature increasing and rising sea levels; and

WHEREAS, the primary duties of the board are to first create a climate plan for the town; and

WHEREAS, the secondary goal is to address economic development and growth policy, and to ensure that the economic and development growth policy are flexible for a growth rate that could increase; and

WHEREAS, the tertiary goal 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).; and

WHEREAS, the board will report findings and recommendations to the Town/City Council but does not have spending authority without consent of the council.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Stevensville, Montana, that an AdHoc Climate Action Advisory Board be and hereby is created.

BE IT FURTHER RESOLVED that the Advisory Board shall be made up of four (4) members, (1) council person, (2) a local business owner, (3) member of the school board (dependent on school board approval), and (4) a medical provider within town. With one member being elected by the board as President. 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.

Passed and adopted by the Town Council of the Town of Stevensville, Montana, this ____ day of _____, 2020.

Approved:

Attest:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk

Item Attachment Documents:

- b. Discussion/Decision: Second 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:	01/23/2020
Agenda Topic:	Discussion/Decision: Second 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:	01/23/2020
Notes:	

Agenda Item: 9b, New Business

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

Other Council Meetings

January 9, 2020 Regular Meeting

Exhibits

Ordinance No. 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 second reading of Ordinance 165

MOTION

I move to: approve the second 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."

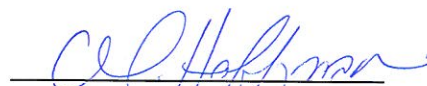
Passed on First Reading by the Stevensville Town Council this 9th day of January, 2020.

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:

- a. Discussion/Decision: Utility Billing Policies & Procedures



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:	01/23/2020
Agenda Topic:	Discussion/Decision: Utility Billing Policies & Procedures
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	01/23/2020
Notes:	

Agenda Item: 10a, New Business
Discussion/Decision: Utility Billing Policies & Procedures

Other Council Meetings

Exhibits

A. Utility Billing Policies & Procedures

This agenda item provides Council with the ability to discuss and modify the Utility Billing Policies & Procedures.

Background:

Town Council has expressed interest in reviewing the Utility Billing Policies and Procedures adopted by Council on December 12, 2020. Primarily, there is a desire from Councilmember Michalson to modify the Town's billing terms from 15 days to 30 days.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s):

MOTION

I move to:

Town of Stevensville PO Box 30 Stevensville MT 59810

RESOLUTION NO. 457

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

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

WHEREAS, the Finance Department has no current written billing policy, and relies on precedent and historical practice to guide day-to-day operations and decision making; and

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

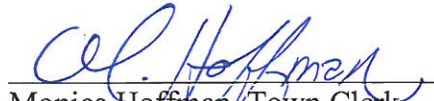
NOW THEREFORE BE IT RESOLVED, by this Town Council of the Town of Stevensville that the attached "Water & Sewer Billing Policies" be and is hereby adopted.

PASSED AND ADOPTED by the Town Council and approved by the Mayor this 12 day of December 2019.

Approve:

Attest:


Brandon E. Dewey, Mayor


Monica Hoffnan, Town Clerk



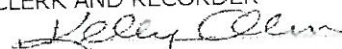
STATE OF MONTANA RAVALLI COUNTY Page: 1 of 5

DOCUMENT: 738925 MUNICIPAL RESOLUTIONS

RECORDED: 12/23/2019 11:35:31 AM

Regina Plettenberg, CLERK AND RECORDER

Fee \$0.00 By



Deputy

STEVENSVILLE MT MUNICIPAL WATER/SEWER
BILLING POLICY AND PROCEDURES

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

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

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

4. **Water/Sewer Billing Contact Information:** Mailing address: P.O. Box 30, Stevensville, MT, Phone number: (406) 777.5271, Website address: www.townofstevensville.com

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

6. **Rate Calculation:** All municipal water/sewer charges shall be calculated in accordance with the specific rate established by ordinance, resolution, or



policy as adopted by the Town of Stevensville and applicable to each municipal water/sewer service provided to a customer.

7. **Additional Charges:** Billings for extra services, disconnection or reconnection of services, installation charges, or other special charges shall be billed in accordance with the applicable rate resolution and shall be billed as a separate bill.
8. **Town of Stevensville Water/Sewer Service Application:** Any person, firm or corporation desiring to establish water/sewer service shall make application for said service(s). All new municipal water/sewer service accounts may only be placed in the property owner's name. The owner shall be responsible for the water/sewer billing on the said property. Applicants must be at least eighteen (18) years of age. The application shall be on such form(s) as may or now hereinafter be prescribed by The Town of Stevensville Water/Sewer Department. The application shall include the applicant's name, service address, mailing address, telephone number, driver's license number, and signed agreement form. Each service location shall be considered a separate account. The water/sewer department will not activate new accounts on a service location that has a delinquent account; all accounts must be paid in full prior to establishing future accounts at the same property.
9. **Billing Cycle:** Meters are generally read at the end of each month by the Public Works Department. In the event that a meter reading cannot be obtained, the consumption will be estimated by the Office Assistant. Water/Sewer bills are mailed to each user monthly. Water/Sewer bills are mailed on or around the 1st day of each month. The date the bill is created shall be known as the billing date. Water/sewer bills are due and payable on or before the 15th day of each month. After the 15th day of each month, unpaid water/sewer bills become delinquent and a ten percent (10%) penalty may be added to all delinquent water/sewer billings. Delinquent fees shall not be refunded.
10. **Delinquent Accounts & Disconnection of Service:** Notice of water/sewer service billing delinquency will be mailed to each and every delinquent water/sewer service account holder by the 5th day of the month following the

delinquency. The notified delinquent water/sewer account holder(s) will be given 15 days to pay the delinquent water/sewer billing, including any and all penalties, or to make arrangements agreed upon by all parties for the payment of the same. If following the notice of delinquency and the 15 day payment period a delinquent water/sewer billing remains unpaid and no effort has been made to pay the said bill, the Town of Stevensville Public Works Department shall be directed to disconnect the water service from the Town of Stevensville municipal water services. Delinquent water/sewer service billings remaining unpaid, and over sixty (60) days delinquent, shall be turned over for collection. If a delinquent water/sewer service billing remains unpaid and/or has been turned over for collection, water services will not be reconnected and/or reinstated to the applicable user at any property until all applicable delinquent water/sewer service billings, reconnection fees and collection costs have been paid.

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

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

Customers that are unable to pay their water/sewer bill by the due date are encouraged to contact the water/sewer billing department to arrange a mutually agreed upon payment plan, with the goal of the payment plan being to bring the customer's account current. Water/Sewer staff has the right to reject a proposed payment plan if it is determined not to achieve the goal of bringing a customer's account current. If a customer fails to comply with any term and/or condition contained within the signed payment plan, the customer shall be subject to disconnection of service with no additional notice. The Town of Stevensville reserves the right to no longer accept personal checks at any time.

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



738925 - Page: 5 of 5

Item Attachment Documents:

- b. Discussion: Council Meeting Attendance by City Attorney



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:	Bob Michalson
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	01/23/2020
Agenda Topic:	Discussion: Council Meeting Attendance by City Attorney
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	01/23/2020
Notes:	

Agenda Item: 10b, New Business
Discussion: Council Meeting Attendance by City Attorney

Other Council Meetings

Exhibits

This agenda item provides Council with the ability to discuss the City Attorney's attendance at meetings of the Town Council.

Background:

Members of the Town Council, as well as citizens, have questioned why City Attorney Scott Owens regularly attends Town Council Meeting. Past administrations have utilized different strategies in utilizing the city attorney at Town Council meetings. Some attorneys have attended every session of the Council, and others have attended on an as needed basis.

Currently, the Mayor has directed Mr. Owens to attend all regular meetings of the Council, and occasionally special meetings when it is likely legal counsel will be utilized. This protocol was adopted in response to Council and citizen concerns expressed during the appointment of the current city attorney. The administration feels that the Town's resources are better spent in meeting attendance and keeping the city attorney involved in the decision making process, rather than incur more expensive costs in litigation or extensive research into a matter after the fact.

Municipalities across the state deploy an array of approaches related to the attendance at meetings by their city attorney. Some require attendance at all meetings, others require occasional attendance.

The administration recommends maintaining the continued and consistent attendance of the city attorney at all regular meetings of the Town Council for the current time period.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s):

MOTION

I move to: No motion. Discussion only.