



**Stevensville Town Council Meeting  
Agenda for  
THURSDAY, SEPTEMBER 14, 2023  
6:00 PM  
206 Buck Street, Town Hall**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
5. Approval of Bi-Weekly Claims
  - a. Claims #18561-#18583
6. Administrative Reports
  - a. Airport
  - b. Building Department
  - c. Finance
  - d. Fire Department
  - e. Police Department
  - f. Public Works
7. Public Hearings
  - a. Resolution No. 522 a Resolution Providing for the Amendments of the Budget for FY 22/23
8. New Business
  - a. Discussion/Decision: Resolution No. 522, a Resolution Providing for the Amendments of the Budget for FY 22/23
  - b. Discussion/Decision: Resolution No. 523 a Resolution to Authorize the Cancellation of the Town Council General Election for 2023
  - c. Introduction: Airport Manager William Rowe
  - d. Discussion/Decision: Consent to the Mayors Appointment of Joshua W. Brock as a Volunteer Firefighter
  - e. Discussion/Decision: Consent to the Mayor's Appointment of Todd Schafer as Interim Police Chief
  - f. Discussion/Decision: To Allow Hookups to Water and Sewer Services from the Town of Stevensville for Two Additional Dwelling Units
  - g. Discussion/Decision-The Town of Stevensville's regular Town Council meetings to be moved from 6:00 pm to 7:00 pm.
9. Board Reports
10. Town Council Comments
11. Executive Report
12. Adjournment

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

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

It is essential that we treat each other with respect.

We expect that participants will:

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

We further expect that participants will refrain from disrespectful displays:

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

## **Guidelines for Public Comment**

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

During any council meeting you have two opportunities to comment:

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

Comment made outside of these times may not be allowed.

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

**Thank you for observing these guidelines.**

**File Attachments for Item:**

a. Claims #18561-#18583

09/12/23  
16:59:40

TOWN OF STEVENSVILLE  
Claim Approval List  
For the Accounting Period: 9/23

Page: 1 of 4  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period ( 8/23) ****								
18561		1787 Valli Information Systems, Inc.	1,171.66					
UB- Credit Card Services								
	89217	06/30/23 UB-Credit Card Pay Svcs	845.39			5210 430510	350	101000
	90172	08/31/23 CC pmt system	326.27			5210 430510	350	101000
*** Claim from another period ( 8/23) ****								
18562		1711 Office Solutions & Service	30.00					
	INV117256	07/27/23 Copier Lease	15.00			1000 410360	320	101000
	INV117256	07/27/23 Copier Lease	15.00			1000 420410	320	101000
*** Claim from another period ( 8/23) ****								
18563		345 POOL & POND SUPPLY	6,158.25					
Remaining balance on pool filter repairs. Allocation was approved by council.								
	934601	01/24/23 Pool Repair remaining balance	5,934.25*			2987 460430	212	101000
	934956	08/07/23 Pool chemicals	224.00			1000 460445	220	101000
*** Claim from another period ( 8/23) ****								
18564		1904 Melanie C D'Isidoro, Trapper	732.00					
Multiple Invoices for prosecuting services.								
	00568	08/29/23 Round trip for Law & Motion	27.00			1000 410360	370	101000
	00564-0056	08/29/23 Prosecuting Services	705.00			1000 410360	350	101000
18565		728 HDR ENGINEERING, INC.	7,438.16					
Preliminary design of water main replacement projects including preparaton of plans, specs, design report, MDEQ checklist and bid documents.								
	1200532605	06/19/23 HDR-Water Project	7,438.16			5230 430550	900 2	101000
18566		1436 Maureen M. O'Connor	3,000.00					
	Sept 09/01/23	Hon. Maureen O'Connor	3,000.00			1000 410360	350	101000
18567		1164 ATCO International	849.00					
Sewer line degreaser & bacteriological cleanner for sewer lines.								
	I0610935	03/20/23 S- Sewer line degreaser	849.00			5310 430630	220	101000
18568		690 Core & Main LP	171.18					
Nicor Connector Product MM19902450. Water repair plumbing parts.								
	T471762	08/25/23 Nicor Connector	171.18			5210 430550	230	101000
18569		23 VALLEY DRUG AND VARIETY	57.08					
Postage for mailingsof land vaiance at 218 W. 3rd Street.								
	624101	08/28/23 Postage	38.76*			2250 411010	311	101000
	08/03/23	08/03/82 Return Shipping of Chemicals	18.32*			1000 460445	311	101000



09/12/23  
16:59:40

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18570		16 MONTANA ENVIRONMENTAL LAB LLC	664.50					
	2306211	07/05/23 WWTP Lab Test	211.50*			5310 430640	355	101000
	2307950	08/10/23 H2O Lab Test	395.00			5210 430540	355	101000
	2308061	08/10/23 H2O Lab Test	58.00			5210 430540	355	101000
		*** Claim from another period ( 8/23) ****						
18571		1912 Newsom Tire	25.00					
		Skitsterr Tire Repair						
		Aug 08/15/23 Skidsteer Tire	25.00			1000 430100	232	101000
		*** Claim from another period ( 8/23) ****						
18572		1061 WESTERN BUILDING CENTER	89.90					
		Styto score 4X8-2"						
		15S615413 08/29/23 Operating supplies	89.90			5210 430550	230	101000
18573		21 BLACK MOUNTAIN SOFTWARE	219.00					
		ACH Credit Set Up						
	29492	08/18/23 ACH set up	65.70			5210 430510	350	101000
	29492	08/18/23 ACH set up	67.50			5310 430610	350	101000
	29492	08/18/23 ACH set up	41.99			1000 410550	350	101000
	29492	08/18/23 ACH set up	10.95*			1000 410100	350	101000
	29492	08/18/23 ACH set up	10.95			1000 430200	350	101000
	29492	08/18/23 ACH set up	5.48			1000 410360	350	101000
	29492	08/18/23 ACH set up	10.95			1000 420410	350	101000
	29492	08/18/23 ACH set up	5.48			5610 430300	350	101000
18574		1827 Pintler Billing Services	50.00					
		Maintenance Fee for clearning house accounts						
		1113 09/01/23 Printler Billing Services	50.00			2230 420730	350	101000
18575		858 MILLER LAW OFFICE, PLLC	850.00					
		STEVENSVILLE WATER RIGHT MATTERS						
		1321 09/06/23 WATER RIGHTS FILE NO. 18013	850.00			5210 430530	352	101000
		*** Claim from another period ( 8/23) ****						
18576		6 Eastside Ace Hardware	43.99					
		Paint Supplies for Lewis & Clark Restrooms.						
		26937/2 08/25/23 Paint Supplies L/C Restrooms	43.99			1000 460430	365	101000
18577		1854 Central Square	2,053.51					
		Annual Maintenance Fee and Field OPs Subscription						
		385052 06/20/23 Annual Maintenance/Filed OPs	2,053.51			1000 420100	331	101000

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18578	C	1845 Thomson Reuters-West Software Monthly Maintenance	210.00					
		848861268 09/01/23 software maintenance	210.00			1000 420100	331	101000
		*** Claim from another period ( 8/23) ****						
18579		1841 Overstreet Law Group Professional Services for Croci development and airport manager appointment	1,798.50					
		AUG BILL 08/31/23 Professional Services	1,089.00			1000 410550	350	101000
		AUG BILL 08/31/23 Professional Services	709.50			5610 430300	350	101000
18580		89 MORRISON-MAIERLE, INC. Charges associated with vertical gate- FAA grant funded	3,859.24					
		224853 06/07/22 A- Vertical gate project	3,859.24*			5610 430300	950	101000
18581		89 MORRISON-MAIERLE, INC. Charges associated with vertical gate- FAA grant funded	3,670.56					
		224038 01/17/22 A- Vertical gate project	3,670.56*			5610 430300	950	101000
18582		1754 Construct Montana, LLC BUILDING INSPECTION CONSULTATION AND PLAN REVIEW	293.44					
		1101 09/12/23 Bldg Inspection Consult	293.44			2394 420531	350	101000
		*** Claim from another period ( 8/23) ****						
18583	E	852 CENEX FLEETCARD Fuel for Town of Stevensville	2,441.71					
		272070CL 08/31/23 Fuel	160.78			1000 420100	231	101000
		272070CL 08/31/23 Fuel	52.74			1000 420460	231	101000
		272070CL 08/31/23 Fuel	106.19			5610 430300	231	101000
		272070CL 08/31/23 Fuel	406.78			1000 420100	231	101000
		272070CL 08/31/23 Fuel	49.39			1000 420100	231	101000
		272070CL 08/31/23 Fuel	168.28			1000 420100	231	101000
		272070CL 08/31/23 Fuel	140.48			1000 420100	231	101000
		272070CL 08/31/23 Fuel	152.27			5610 430300	231	101000
		272070CL 08/31/23 Fuel	90.35			1000 420460	231	101000
		272070CL 08/31/23 Fuel	76.65			1000 420460	231	101000
		272070CL 08/31/23 Fuel	29.29*			2230 420730	231	101000
		272070CL 08/31/23 Fuel	249.65			1000 430100	231	101000
		272070CL 08/31/23 Fuel	241.49			1000 430100	231	101000
		272070CL 08/31/23 Fuel	49.88			1000 430100	231	101000
		272070CL 08/31/23 Fuel	238.24			1000 430100	231	101000
		272070CL 08/31/23 Fuel	136.05			1000 430100	231	101000
		272070CL 08/31/23 Fuel	41.62			1000 430100	231	101000
		272070CL 08/31/23 Fuel	51.58			1000 430100	231	101000
		<b># of Claims</b>	<b>23</b>	<b>Total:</b>	<b>35,876.68</b>			
		<b>Total Electronic Claims</b>	<b>2,651.71</b>	<b>Total Non-Electronic Claims</b>	<b>33224.97</b>			



**File Attachments for Item:**

b. Building Department

# **MONTHLY REPORT**

## **Building Department**

August 2023

<b><u>Permits Issued</u></b>	<b><u>Fees Collected</u></b>
<b><u>Building</u></b> (0 permits)	
1. NSFR .....	\$0
2. New Commercial Building .....	\$0
3. Renovation/Remodel .....	\$0
4. Demo .....	\$0
<b><u>Electrical</u></b> (1 permits)	
1. NSFR .....	\$0
2. New Commercial Building .....	\$0
3. Renovation/Remodel .....	\$75.00
4. Demo .....	\$0
<b><u>Mechanical</u></b> (2 permits)	
1. NSFR .....	\$0
2. New Commercial Building .....	\$0
3. Renovation/Remodel .....	\$182.80
4. Demo .....	\$0
<b><u>Plumbing</u></b> (2 permits)	
1. NSFR .....	\$0
2. New Commercial Building .....	\$0
3. Renovation/Remodel .....	\$109.00
4. Demo .....	\$0
<b>Total permits issued: 5</b>	<b>Total fees collected: \$366.80</b>
<b><u>Activities</u></b>	
1. Inspections and consultations.	
2. Active clearing or archiving old and expired permits, depending on age of activity.	
3. Implement uniform strategies to increase records retention and accessibility thereof.	
<b><u>Items of Interest</u></b>	
1. Continued exploration of best ways to universally digitize records and day to day functions to be accessible across pertinent staff for greater efficiency.	

Prepared by Jenelle Berthoud, Town Clerk

**File Attachments for Item:**

d. Fire Department



# STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

Activity Report – August 2023

## **Calls for the Month of August: 63**

Calls for Stevensville Town: 23

Calls for Stevensville Rural: 38

Mutual Aid: 2

Medical Response: 52

Fire Calls: 10

Motor Vehicle Crash: 1

Total Calls: 63

## **Calls for the Year to Date: 457**

Calls for Stevensville Town: 183

Calls for Stevensville Rural: 263

Mutual Aid: 11

Missed call: 0

Medical Response: 360

Fire Calls: 77

Motor Vehicle Crash: 20

Total Calls: 457

**File Attachments for Item:**

f. Public Works



WO Number	Type	Status	Description	Locations	Assigned To	Requester
002751	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville	Cody Anderson Glenn Bies	Steve Kruse
002750	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
002749	SCHEDULED	Closed	Daily mowing, weed eating and irrigation of all parks and cemeteries	Town of Stevensville	Cody Anderson Glenn Bies Stephen Lassiter Steve Kruse	Steve Kruse
002748	SCHEDULED	Closed	Check pool and splashpad chemical, filters drains 4 times day	Town of Stevensville	Stephen Lassiter Steve Kruse	Steve Kruse
002740	CORRECTIVE	Closed	Weeds at wellhouse	Town of Stevensville	Jeff Wilkinson	Steve Kruse
002735	SCHEDULED	Closed	Open and check condition of restrooms everyday	Town of Stevensville	Ian Murray	Steve Kruse
002732	SCHEDULED	Closed	Check pool and splashpad chemical, filters drains 4 times day	Town of Stevensville	Stephen Lassiter Steve Kruse	Steve Kruse
002730	SCHEDULED	Closed	Daily mowing, weed eating and irrigation of all parks and cemeteries	Town of Stevensville	Cody Anderson Glenn Bies Stephen Lassiter Steve Kruse	Steve Kruse
002729	SCHEDULED	Closed	Check pool and splashpad chemical, filters drains 4 times day	Town of Stevensville	Stephen Lassiter Steve Kruse	Steve Kruse
002728	SCHEDULED	Closed	Daily mowing, weed eating and irrigation of all	Town of Stevensville	Cody Anderson Glenn Bies	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
			parks and cemeteries		Stephen Lassiter Steve Kruse	
002727	SCHEDULED	Closed	Check pool and splashpad chemical, filters drains 4 times day	Town of Stevensville	Stephen Lassiter Steve Kruse	Steve Kruse
002707	SCHEDULED	Closed	Daily mowing, weed eating and irrigation of all parks and cemeteries	Town of Stevensville	Cody Anderson Glenn Bies Stephen Lassiter Steve Kruse	Steve Kruse
002705	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002701	SCHEDULED	Closed	Daily mowing, weed eating and irrigation of all parks and cemeteries	Town of Stevensville	Cody Anderson Glenn Bies Stephen Lassiter Steve Kruse	Steve Kruse
002698	SCHEDULED	Closed	Daily mowing, weed eating and irrigation of all parks and cemeteries	Town of Stevensville	Cody Anderson Glenn Bies Stephen Lassiter Steve Kruse	Steve Kruse
002696	SCHEDULED	Closed	Daily mowing, weed eating and irrigation of all parks and cemeteries	Town of Stevensville	Cody Anderson Glenn Bies Stephen Lassiter Steve Kruse	Steve Kruse
002694	SCHEDULED	Closed	Hose brush on headworks perforated plate screen		Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002682	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville	Cody Anderson Glenn Bies	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
				19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville		
002677	CORRECTIVE	Closed	Fix hydraulic leak on UV banks	Wastewater / Town of Stevensville	Cody Anderson Glenn Bies Jeff Wilkinson Steve Kruse	Steve Kruse
002676	CORRECTIVE	Closed	Investigate water leak at 286 Birch Lane	Water / Town of Stevensville	Cody Anderson Steve Kruse	Steve Kruse
002675	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
002669	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
002668	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville		Steve Kruse
002667	SCHEDULED	Closed	Open and check condition of restrooms everyday	Town of Stevensville	Ian Murray	Steve Kruse
002666	SCHEDULED	Closed	Daily mowing, weed eating and irrigation of all parks and cemeteries	Town of Stevensville	Cody Anderson Glenn Bies Stephen Lassiter Steve Kruse	Steve Kruse
002665	SCHEDULED	Closed	Inspect all Parks for safety issues, clearances, conditions, etc, and start work order for any issues needing attention	Town of Stevensville	Stephen Lassiter	Steve Kruse
002664	SCHEDULED	Closed	Check pool and splashpad chemical, filters drains 4 times day	Town of Stevensville	Stephen Lassiter Steve Kruse	Steve Kruse
002661	SCHEDULED	Closed	Daily mowing, weed	Town of Stevensville	Cody Anderson	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
			eating and irrigation of all parks and cemeteries		Glenn Bies Stephen Lassiter Steve Kruse	
002660	SCHEDULED	Closed	Check pool and splashpad chemical, filters drains 4 times day	Town of Stevensville	Stephen Lassiter Steve Kruse	Steve Kruse
002658	SCHEDULED	Closed	Daily mowing, weed eating and irrigation of all parks and cemeteries	Town of Stevensville	Cody Anderson Glenn Bies Stephen Lassiter Steve Kruse	Steve Kruse
002656	SCHEDULED	Closed	Check pool and splashpad chemical, filters drains 4 times day	Town of Stevensville	Stephen Lassiter Steve Kruse	Steve Kruse
002655	SCHEDULED	Closed	Hose brush on headworks perforated plate screen		Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002654	SCHEDULED	Closed	Daily mowing, weed eating and irrigation of all parks and cemeteries	Town of Stevensville	Cody Anderson Glenn Bies Stephen Lassiter Steve Kruse	Steve Kruse
002653	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
002652	SCHEDULED	Closed	Check pool and splashpad chemical, filters drains 4 times day	Town of Stevensville	Stephen Lassiter Steve Kruse	Steve Kruse
002650	SCHEDULED	Closed	Daily mowing, weed eating and irrigation of all parks and cemeteries	Town of Stevensville	Cody Anderson Glenn Bies Stephen Lassiter Steve Kruse	Steve Kruse
002649	SCHEDULED	Closed	Check pool and splashpad chemical, filters drains 4 times day	Town of Stevensville	Stephen Lassiter Steve Kruse	Steve Kruse
002646	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg /	Cody Anderson Glenn Bies	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
				Wastewater / Town of Stevensville 19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville		
002642	CORRECTIVE	Closed	Fix irrigation at Veterans	Town of Stevensville	Jeff Wilkinson Stephen Lassiter	Steve Kruse
002641	CORRECTIVE	Closed	Weedeat reservoir and wellhouse	Town of Stevensville	Jeff Wilkinson	Steve Kruse
002640	CORRECTIVE	Closed	Bring 10 candles to Annex thursday morning	Town of Stevensville	Cody Anderson	Steve Kruse
002639	CORRECTIVE	Closed	Maplewood urn burial	Town of Stevensville	Stephen Lassiter	Steve Kruse
002636	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
002635	SCHEDULED	Closed	Inspect and sign all plant extinguishers	Town of Stevensville	Steve Kruse	Steve Kruse
002632	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002631	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
002630	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville		Steve Kruse
002619	CORRECTIVE	Closed	Saturday morning, move garbage cans back into field at L and C, and dump cans on Main St area	Town of Stevensville	Glenn Bies	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
002618	SCHEDULED	Closed	Hose brush on headworks perforated plate screen		Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002614	SCHEDULED	Closed	Check oil level on influent pumps	Wastewater / Town of Stevensville	Cody Anderson Glenn Bies Steve Kruse	Steve Kruse
002612	CORRECTIVE	Closed	Repair potholes all grids	Streets	Jeff Wilkinson	Steve Kruse
002609	CORRECTIVE	Closed	Order a mayonaise and cheese sandwich	Town of Stevensville	Jeff Wilkinson	Steve Kruse
002606	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville	Cody Anderson Glenn Bies	Steve Kruse
002605	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
002604	SCHEDULED	Closed	Daily mowing, weed eating and irrigation of all parks and cemeteries	Town of Stevensville	Cody Anderson Glenn Bies Stephen Lassiter Steve Kruse	Steve Kruse
002602	CORRECTIVE	Closed	Tuesday August 8th, dump truck to Twin Creeks to haul concrete to plant, 2:00. Will need traffic warning signs	Streets	Cody Anderson Glenn Bies Jeff Wilkinson Stephen Lassiter Steve Kruse	Steve Kruse
002601	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of		Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
				Stevensville		
002599	SCHEDULED	Closed	Switch UV banks		Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002598	SCHEDULED	Closed	Inspect and document all plant fire extinguishers	Wastewater / Town of Stevensville	Cody Anderson Glenn Bies Ian Murray Stephen Lassiter Steve Kruse	Steve Kruse
002597	SCHEDULED	Closed	Remove sediment/rags/rocks from in front of bar screen	23-Headworks Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies Ian Murray	Steve Kruse
002596	SCHEDULED	Closed	Grrease perf screen and influent pumps		Glenn Bies	Steve Kruse
002595	SCHEDULED	Closed	Check the level of hydro at the pump with dipstick, UV building	39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies Steve Kruse	Steve Kruse
002590	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002589	SCHEDULED	Closed	Grease Huber sludge press and sludge pump		Glenn Bies	Steve Kruse
002581	SCHEDULED	Closed	Monthly DEQ Sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002557	CORRECTIVE	Closed	Flow test and inspect all hydrants all grids	Town of Stevensville	Cody Anderson Glenn Bies Stephen Lassiter Steve Kruse	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
002553	CORRECTIVE	Closed	First week of August, Creamery set up, power, stages, tents, traffic detours, irrigation line locate and mark	Town of Stevensville	Cody Anderson Glenn Bies Stephen Lassiter Steve Kruse	Steve Kruse
002533	CORRECTIVE	Closed	Special water tests, DBP1 and D5001 206 Buck St	Water / Town of Stevensville	Cody Anderson Glenn Bies	Steve Kruse



# TOWN OF STEVENSVILLE PUBLIC WORKS ACTIVITY REPORT July, 2023

## UTILITIES REPORT

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	32,602,000	35,613,000

- 💧 Monthly, weekly and Annual reports to the state
- 💧 Monthly Meter Readings
- 💧 Unread Meters: 158
- 💧 Satisfied Permit reporting and testing requirements

### *Waste Water Treatment*

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	6,996,000	7,435,000

- 💧 State Reports and EPA, weekly monthly and Annual samples taken and reports submitted.
- 💧 Wasting to drying beds
- 💧 Satisfied Permit reporting, testing and regulatory requirements

○

## OTHER

- 💧 Preemptive Sanitary Sewer Jetting in all Grids
- 💧 Meter reads and billing cycle
- 💧 Repaired 2<sup>nd</sup> hydraulic leak on WWTP UV banks
- 💧 Jeff and Glenn training in Missoula, Disinfection and trench safety
- 💧 Daily road grid inspections
- 💧 4 utility locates
- 💧 Refuse removal Twin Creeks subdivision
- 💧 Repaired chlorine pump leak at wellhouse
- 💧 Storm drain repairs Mission ST
- 💧 Flushed and inspected all hydrants/all grids
- 💧 Creamery support, tents, water, garbage and power
- 💧 THM and DBP1 special water tests for DEQ
- 💧 2 New utility connections
- 💧 2 Water leak repairs
- 💧 Pool and Splashpad daily maintenance, 4 times daily
- 💧 Mowed, sprayed and weed trimmed all parks and cemeteries
- 💧 Numerous irrigation repairs at Parks and Cemeteries, Veterans, 6<sup>th</sup> ST, Lange

- 💧 Pool staff management
- 💧 Continued to replace defective meters
- 💧 Irrigation at all parks and cemeteries
- 💧 Water service and main repair at 302 E 6<sup>th</sup> St, 2 days
- 💧 Maplewood irrigation repairs, plan to bury irrigation system to enable better maintenance and weed eating
- 💧 Yearly and bi-annual water testing
- 💧 3 Urn burials
- 💧 Cleared ditch and Swamp Creek, restored water flow to Riverside
- 💧 Concrete hauling from town to plant
- 💧 Street maintenance, potholes, sign installation and replacement
- 💧 Water and Waste plants rounds
- 💧 Utility Locates
- 💧 Utility inspections
- 💧 Preventive maintenance at WWTP buildings
- 💧 Vehicle Maintenance
- 💧 1 after hours trouble calls
- 💧 Coordinating with engineers, vendors to investigate pumping activity at wellhouse, pumps not keeping up with demand during watering hours. Met with HDR regarding bringing Well 1 permanently on line to address high demand times and met with engineers at wellhouse to calculate well drawdown
- 💧 Assisted with RFP prep for paving
- 💧 Working with water rights attorney and consultant to straighten out rights situation, all objectors have withdrawn their objections
- 💧 Calibrated all sensing equipment
- 💧 Alley maintenance
- 💧 Downtown risk management inspections
- 💧 Received check from insurance company, started repair of Kiosk at Veterans

**File Attachments for Item:**

- a. Resolution No. 522 a Resolution Providing for the Amendments of the Budget for FY 22/23

## NOTICE OF PUBLIC HEARING

Thursday, September 14<sup>th</sup>, 2023, 6:00 p.m.

NOTICE IS HEREBY GIVEN that the Stevensville Town Council will hold a public hearing on Thursday, September 14<sup>th</sup>, 2023, 6:00 p.m. at their regularly scheduled meeting held at Town Hall, 206 Buck Street, Stevensville, MT 59870 for the purpose of considering an amendment to the Town of Stevensville FY22-23 Budget. Comments to be considered may be given orally at the hearing, submitted in writing via email to [jenelle@townofstevensville.com](mailto:jenelle@townofstevensville.com) or US mail to Town Clerk, PO Box 30, Stevensville, MT 59870 before 5:00 p.m. on September 14, 2023. Questions, comments or more information may be obtained by contacting the Town Clerk at 406-777-5271.

Attest: Jenelle Berthoud, Town Clerk

BS 08/30, 09/6/23

**RESOLUTION NO. 522**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF STEVENSVILLE,  
MONTANA, PROVIDING FOR THE AMENDMENTS OF THE BUDGET FOR THE FISCAL  
YEAR 2022-2023**

**WHEREAS**, the Stevensville Town Council adopted the budget for Fiscal Year 2022-2023 by Resolution No. 509; and

**WHEREAS**, the Building Code Enforcement Fund will exceed the appropriations originally set in the Fiscal Year 2022-2023 budget by \$1,593.04; and

**WHEREAS**, an increase in spending authority is necessary to cover the exceeded appropriations.

**NOW THEREFORE, BE IT RESOLVED**, by the Town Council of the Town of Stevensville, Montana that the fiscal year 2022-2023 budget be amended as follows:

Expenditure Increase      Fund 2394 Building Code Enforcement    \$1,600.00

**BE IT FURTHER RESOLVED** that the above-mentioned increases will cover all non-appropriated expenses for the year.

---

**WHEREAS**, the Following Lighting Districts will exceed the appropriations originally set in the Fiscal Year 2022-2023 budget by the following:

2410 Daton Lighting Dist. #1	\$103.83
2420 Peterson Lighting Dist. #2	\$75.17
2430 Geo Smith Lighting Dist. #3	\$70.15
2440 Creekside Lighting Dist. #4	\$149.51
2450 Twin Creeks Lighting Dist. #5	\$187.98

**WHEREAS**, an increase in spending authority is necessary to cover the exceeded appropriations.

**NOW THEREFORE, BE IT RESOLVED**, by the Town Council of the Town of Stevensville, Montana that the fiscal year 2022-2023 budget be amended as follows:

Expenditure	Fund 2410 Daton Lighting	\$105.00
Expenditure	Fund 2420 Peterson Lighting	\$80.00
Expenditure	Fund 2430 Geo Smith Lighting	\$75.00

Expenditure Fund 2440 Creekside Lighting \$150.00

Expenditure Fund 2450 Twin Creeks Lighting \$190.00

**BE IT FURTHER RESOLVED** that the above-mentioned increases will cover all non-appropriated expenses for the year.

---

**WHEREAS**, pursuant to Sections 7-6-4006, MCA, the Town Council of the Town of Stevensville, Montana has held a public hearing on this proposed amendment,

Passed and adopted by the Town Council and Mayor of the Town of Stevensville the 14<sup>th</sup> day of September 2023.

**APPROVED:**

**ATTEST:**

---

**Steve Gibson, Mayor**

---

**Jenelle S. Berthoud, Town Clerk**

**File Attachments for Item:**

a. Discussion/Decision: Resolution No. 522, a Resolution Providing for the Amendments of the Budget for FY 22/23



## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Steve Gibson
<b>Second Person Submitting the Agenda Item:</b>	Robert Underwood
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	09/14/2023
<b>Agenda Topic:</b>	Discussion/Decision: Resolution No. 522, a Resolution Providing for the Amendments of the Budget for FY 22/23
<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>	09/14/2023
<b>Notes:</b>	Overages in the FY22/23 budget were presented to the Mayor by the Finance Assistant, Robert Underwood. The amendments are needed to increase the spending authority to cover the exceeded appropriations.



**RESOLUTION NO. 522**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF STEVENSVILLE,  
MONTANA, PROVIDING FOR THE AMENDMENTS OF THE BUDGET FOR THE FISCAL  
YEAR 2022-2023**

**WHEREAS**, the Stevensville Town Council adopted the budget for Fiscal Year 2022-2023 by Resolution No. 509; and

**WHEREAS**, the Building Code Enforcement Fund will exceed the appropriations originally set in the Fiscal Year 2022-2023 budget by \$1,593.04; and

**WHEREAS**, an increase in spending authority is necessary to cover the exceeded appropriations.

**NOW THEREFORE, BE IT RESOLVED**, by the Town Council of the Town of Stevensville, Montana that the fiscal year 2022-2023 budget be amended as follows:

Expenditure Increase      Fund 2394 Building Code Enforcement      \$1,600.00

**BE IT FURTHER RESOLVED** that the above-mentioned increases will cover all non-appropriated expenses for the year.

---

**WHEREAS**, the Following Lighting Districts will exceed the appropriations originally set in the Fiscal Year 2022-2023 budget by the following:

2410 Daton Lighting Dist. #1	\$103.83
2420 Peterson Lighting Dist. #2	\$75.17
2430 Geo Smith Lighting Dist. #3	\$70.15
2440 Creekside Lighting Dist. #4	\$149.51
2450 Twin Creeks Lighting Dist. #5	\$187.98

**WHEREAS**, an increase in spending authority is necessary to cover the exceeded appropriations.

**NOW THEREFORE, BE IT RESOLVED**, by the Town Council of the Town of Stevensville, Montana that the fiscal year 2022-2023 budget be amended as follows:

Expenditure	Fund 2410 Daton Lighting	\$105.00
Expenditure	Fund 2420 Peterson Lighting	\$80.00
Expenditure	Fund 2430 Geo Smith Lighting	\$75.00

Expenditure Fund 2440 Creekside Lighting \$150.00

Expenditure Fund 2450 Twin Creeks Lighting \$190.00

**BE IT FURTHER RESOLVED** that the above-mentioned increases will cover all non-appropriated expenses for the year.

---

**WHEREAS**, pursuant to Sections 7-6-4006, MCA, the Town Council of the Town of Stevensville, Montana has held a public hearing on this proposed amendment,

Passed and adopted by the Town Council and Mayor of the Town of Stevensville the 14<sup>th</sup> day of September 2023.

**APPROVED:**

**ATTEST:**

---

**Steve Gibson, Mayor**

---

**Jenelle S. Berthoud, Town Clerk**

**File Attachments for Item:**

b. Discussion/Decision: Resolution No. 523 a Resolution to Authorize the Cancellation of the Town Council General Election for 2023



## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Steve Gibson
<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>	09/14/2023
<b>Agenda Topic:</b>	Discussion/Decision: Resolution No. 523 a Resolution to Authorize the Cancellation of the Town Council General Election for 2023
<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>	09/14/2023
<b>Notes:</b>	<p>Town Clerk, Jenelle Berthoud received a phone call from the Ravalli County Elections Office notifying the administration that there were no write in candidates for the two town council seats for the November 2023 Town Council Election. Bob Michalson and Wallace Smith are the two candidates running, in separate wards.</p> <p>By not holding a mailed ballot election for these two seats the Town of Stevensville will not have any fees associated with the election process.</p>

**RESOLUTION NO. 523**

**A Resolution to Authorize the  
Cancellation of the Town Council  
General Election 2023 for the Town of  
Stevensville, Montana**

**WHEREAS**, MCA 13-1-403 Election deadlines for candidate filing, write-in candidacy, and withdrawal -- election cancellation -- election by acclamation. (1) Consistent with the candidate filing deadline in 13-10-201(7) for primary elections and except as provided in subsection (2) for a write-in candidate, the candidate filing deadline for election to a local government office is no sooner than 145 days and no later than 85 days before the election.

**WHEREAS**, MCA 13-1-403 (4) Except as provided in subsection (5)(b) and unless otherwise specifically provided by law, if the number of candidates filing for election is equal to or less than the number of positions to be filled, the election administrator shall notify the governing body of the local government in writing that the election is not necessary and the governing body may by resolution cancel the election.

**NOW THEREFORE BE IT RESOLVED**, that the Town Council of the Town of Stevensville, Montana, do hereby cancel the Town of Stevensville Town Council general election for November 2023 being in accordance with MCA 13-1-403.

DATED this day 14<sup>th</sup> of September 2023, after motion and second at a regular meeting of the Stevensville Town Council.

Approved:

Attest:

\_\_\_\_\_  
Steve Gibson, Mayor

\_\_\_\_\_  
Jenelle S. Berthoud, Town Clerk

# Montana Code Annotated 2021

## TITLE 13. ELECTIONS

### CHAPTER 1. GENERAL PROVISIONS

#### Part 4. Local Government Elections

## Election Deadlines For Candidate Filing, Write-In Candidacy, And Withdrawal -- Election Cancellation - - Election By Acclamation

**13-1-403. Election deadlines for candidate filing, write-in candidacy, and withdrawal -- election cancellation -- election by acclamation.** (1) Consistent with the candidate filing deadline in **13-10-201(7)** for primary elections and except as provided in subsection (2) for a write-in candidate, the candidate filing deadline for election to a local government office is no sooner than 145 days and no later than 85 days before the election.

(2) A declaration of intent to be a write-in candidate must be filed with the election administrator by 5 p.m. on the 65th day before the date of the election.

(3) Consistent with the withdrawal deadline in **13-10-325** for primary elections, a candidate may not withdraw after the candidate filing deadline provided in subsection (1).

(4) Except as provided in subsection (5)(b) and unless otherwise specifically provided by law, if the number of candidates filing for election is equal to or less than the number of positions to be filled, the election administrator shall notify the governing body of the local government in writing that the election is not necessary and the governing body may by resolution cancel the election.

(5) (a) If an election has been canceled and there is only one candidate for a position, the governing body of the local government shall declare the candidate elected to the position by acclamation.

(b) If an election has been canceled and there are no regular or declared write-in candidates for a position, the governing body of the local government shall fill the position by appointment. The term of an appointed member must be the same as if the member were elected.

**History:** En. Sec. 7, Ch. 49, L. 2015; amd. Sec. 7, Ch. 242, L. 2017; amd. Sec. 9, Ch. 372, L. 2017.

**File Attachments for Item:**

c. Introduction: Airport Manager William Rowe



## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Steve Gibson
<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>	09/14/2023
<b>Agenda Topic:</b>	Introduction: Airport Manager William Rowe
<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>	09/14/2023
<b>Notes:</b>	William Rowe has been hired as the airport manager for the Stevensville Airport. Mr. Rowe has served on the Stevensville Airport Board and his credentials and aeronautics experience is an asset to the airport manager's position. Mr. Rowe has resigned from the Stevensville Airport Board to accept the manager's position. The airport manager's salary is a stipend, set at \$1,000.00 per month, this is a reduction from the previous hourly rate for this position.





Application for Employment Last Name ROWE

It is the policy of the Town of Stevensville to consider applicants for all positions without a regard to race, color, religious beliefs, creed, sex, national origin, age, marital or veteran status, political beliefs, genetic information, the presence of a non-job related medical condition or handicap or any other legally protected status unless related to a bona fide occupational requirement. Screening tests for alcohol and illegal drug use may be required before hiring and during your employment with the Town of Stevensville.

**PLEASE TYPE OR PRINT.** Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.") Applications with missing or invalid job numbers will not be considered for any position.

Position Applying For: <i>Airport mgr</i>	Name (Last, First, Middle): <i>ROWE, WILLIAM, LUCIAN</i>	Other names under which you have attended school or been employed:	
Street Address:		City, State & Zip: <i>N/A</i>	
Email address:	Home Phone:	Work Phone:	Cell Phone:
Are you eligible to work in the United States?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Do any of your relatives work for the Town of Stevensville?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If YES, their name?	
If required for position, do you have a valid driver's license?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance, license #, and expiration date: <i>11/25/26</i>	
How did you learn about this employment opportunity at _____? Check all that apply: <input type="checkbox"/> Ad in newspaper			
<input type="checkbox"/> Job Bulletin (Posting) /Walk-in <input type="checkbox"/> Website <input type="checkbox"/> Job Service			
<input checked="" type="checkbox"/> Referral by employee <input type="checkbox"/> Other:			

**EDUCATION**

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	Degree received	Major
High School:	<i>CUSTER/SD</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<i>HS</i>	
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:	<i>DCCL</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<i>AAS</i>	<i>Aviation Sci.</i>
College:	<i>AMM/APU</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>1</i>	<i>BS</i>	<i>Flight Instructor Bus. Management</i>

Other credentials/licenses/professional affiliations, etc., which are relevant to the job(s) for which you are applying. Attach additional sheet(s) if needed.

*FAA Commercial PILOT, MT Class A Commercial DL  
FAA part 107 WAS*




# Application for Employment Last Name Rowe

**SKILLS:** Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert). Attach additional sheets if necessary.

*Word, Excel, Powerpoint Intermediate*

**WORK EXPERIENCE-**Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume." **PLEASE NOTE:** Town of Stevensville reserves the right to contact all current and former employers for reference information.

<b>Dates Employed (most recent position)</b> From: <i>Present</i> To:		<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	<b>Title:</b> <i>owner</i>
<b>Starting Salary:</b>		<b>Organization Name and Address:</b> <i>Veterans Investing Group LLC</i>	
<b>Final Salary:</b>			
<b>Supervisor's Name, Title and Phone #:</b> <i>Will Rowe</i>		<b>Other Reference Name, Title and Phone #:</b>	<b>Contact my current references:</b> <input checked="" type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
<b>Primary duties:</b> <i>Real estate investing</i>		<b>Reason for Leaving:</b> 	
<b>Dates Employed (most recent position)</b> From: To <i>2021</i>		<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	<b>Title:</b> <i>owner</i>
<b>Starting Salary:</b>		<b>Organization Name and Address:</b> <i>Montana Mountain Custom Curb</i>	
<b>Final Salary:</b>			
<b>Supervisor's Name, Title and Phone #:</b>		<b>Other Reference Name, Title and Phone #:</b>	<b>Contact my current references:</b> <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
<b>Primary duties:</b> <i>concrete contractor landscaping curb</i>		<b>Reason for Leaving:</b> <i>Sold the company</i>	



Application for Employment Last Name \_\_\_\_\_

<b>Dates Employed (most recent position)</b> From: _____ To: <i>Jan 23</i>		<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title: <i>owner</i>
<b>Starting Salary:</b>		<b>Organization Name and Address:</b> <i>13, Tetterton Home Inspections</i>	
<b>Final Salary:</b>			
<b>Supervisor's Name, Title and Phone #:</b>		<b>Other Reference Name, Title and Phone #:</b>	<b>Contact my current references:</b> <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
<b>Primary duties:</b> <i>Home Inspections</i>		<b>Reason for Leaving:</b> <i>Sold the company</i>	
<b>Dates Employed (most recent position)</b> From: _____ To: _____		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
<b>Starting Salary:</b>		<b>Organization Name and Address:</b>	
<b>Final Salary:</b>			
<b>Supervisor's Name, Title and Phone #:</b>		<b>Other Reference Name, Title and Phone #:</b>	<b>Contact my current references:</b> <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
<b>Primary duties:</b>		<b>Reason for Leaving:</b>	
<b>Dates Employed (most recent position)</b> From: _____ To: _____		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
<b>Starting Salary:</b>		<b>Organization Name and Address:</b>	
<b>Final Salary:</b>			
<b>Supervisor's Name, Title and Phone #:</b>		<b>Other Reference Name, Title and Phone #:</b>	<b>Contact my current references:</b> <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
<b>Primary duties:</b>		<b>Reason for Leaving:</b>	



Application for Employment Last Name Rowe

References			
<i>Please list three professional references. Two should be employer references</i>			
Full Name		Relationship	
Company		Phone ( )	
Address			
Full Name		Relationship	
Company		Phone ( )	
Address			
Full Name		Relationship	
Company		Phone ( )	
Address			

**ACKNOWLEDGEMENT**

By submitting this application for employment consideration, I certify that the information provided by me in connection with my application whether on this document or not, is true and complete. I understand that any misstatement, falsification or omission of information may be grounds for refusal to hire or, if hired, termination.

I understand that I will be required to sign an authorization to release information if I am considered for employment.

If offered employment with the Town of Stevensville, I understand that I must comply with all of the Town's policies, rules and procedures.

Applicant Signature: 

\* If application is submitted via e-mail, applicant will be required to sign this page if given the opportunity to participate in an interview.

Date: 8/23/23

## LETTER OF RESIGNATION

William Rowe

September 1, 2023

To the town of Stevensville and the Stevensville Airport Board

I am writing to inform you of my decision to resign from my position on the airport Board effective September 1, 2023.

I appreciate the opportunity the town has given me to serve on the airport board for the past 9 months. Since the last airport manager has resigned the town has had a hard time replacing that position. I feel that with my aviation and business background I will be of better service to the town of Stevensville and the Airport by accepting the position of Airport Manager.

Thank you

A handwritten signature in black ink, appearing to read 'William Rowe', with a long, sweeping flourish extending to the right.

William Rowe

**File Attachments for Item:**

d. Discussion/Decision: Consent to the Mayors Appointment of Joshua W. Brock as a Volunteer Firefighter



## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Chief Jeff Motley
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Department Head
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	09/14/2023
<b>Agenda Topic:</b>	Discussion/Decision: Consent to the Mayors Appointment of Joshua W. Brock as a Volunteer Firefighter
<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>	09/14/2023
<b>Notes:</b>	



# Stevensville Fire Department

206 Buck Street  
Stevensville, MT 59870

September 14, 2023

Fire Chief Jeff Motley has recommended the appointment of Joshua W. Brock as a volunteer Firefighter to the Town of Stevensville Fire Department.

Joshua Brock has successfully completed all necessary steps of the hiring process for volunteers.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeff Motley".

Jeff Motley, Chief  
Stevensville Fire Department



**File Attachments for Item:**

e. Discussion/Decision: Consent to the Mayor's Appointment of Todd Schafer as Interim Police Chief



## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Steve Gibson
<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>	09/14/2023
<b>Agenda Topic:</b>	Discussion/Decision: Consent to the Mayor's Appointment of Todd Schafer as Interim Police Chief
<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>	09/14/2023
<b>Notes:</b>	With the departing of Chief Mac Sosa and the Town of Stevensville continue the search to replace the chief of police position, Mayor Gibson is requesting the appointment of an Interim Police Chief. Sergeant Todd Schafer has been through the interview process internally and with community leaders. He has also gone in front of the Police Commission Board and was approved. Sergeant Schafer has been a police officer with the Town of Stevensville since November of 2021. Sergeant Schafer's salary is based on his total number of years of service and will be \$55,140.84.

Steve Gibson  
Mayor of Stevensville



Stevensville Police Dept.  
206 Buck Street, PO Box 30  
Stevensville, MT 59870  
Phone: 406-777-3011  
Fax: 406-777-4284

**POLICE COMMISSION CERTIFICATE OF APPLICANT EXAMINATION**

BEFORE THE POLICE COMMISSION, TOWN OF STEVENSVILLE, MT

---

IN THE MATTER OF THE EXAMINATION OF APPLICANT FOR THE POLICE FORCE.

---

TO: THE CHIEF EXECUTIVE OF THE ABOVE NAMED CITY

At your request and pursuant to section 7-32-4154, M.C.A., we have examined the Applicant for the Town Police Force whose name was submitted to us by you. We find the following applicant qualified and certify that he/she has passed the examination as required by section 7-32-4108, M.C.A. We further certify that the applicant meets the residency requirements of section 7-32-301, M.C.A., and meets the standards set forth in section 7-32-303, M.C.A.

Officer Todd Schafer . Badge # 503

This certificate issued and effective this 25th day of July 2023.

Karen Wandler, Police Commission Member

Mike Mickelson, Police Commission Member

**File Attachments for Item:**

f. Discussion/Decision: To Allow Hookups to Water and Sewer Services from the Town of Stevensville for Two Additional Dwelling Units



## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Jesse Reeves
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Citizen
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	09/14/2023
<b>Agenda Topic:</b>	Discussion/Decision: To Allow Hookups to Water and Sewer Services from the Town of Stevensville for Two Additional Dwelling Units
<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>	09/14/2023
<b>Notes:</b>	<p>Mr. Reeves is requesting additional sewer and water service hookups to his property, 315 Silver Stone Lane, located east of the Twin Creeks Subdivision. Mr. Reeves has provided a letter and a surveyed drawing of his property with this request, the letter is dated August 4, 2023.</p> <p>The Town of Stevensville received a letter from Ravalli County Environmental Health dated June 2, 2023. (included as backup documentation)</p> <p>The Town of Stevensville Attorney, Greg Overstreet, reviewed this request and is including additional backup documentation, Town Council Meeting Minutes discussing Mr. Reeves' property.</p>



August 4, 2023

Jenelle Berthoud, Town Clerk  
Town of Stevensville  
206 Buck Street  
Stevensville, MT 59870

RE: REQUEST TO PERMIT ADDITIONAL SEWER AND WATER SERVICES TO TRACT 1-B, CS#691110-R  
LOCATED AT THE SOUTHWEST CORNER OF MIDDLE BURNT FORK ROAD AND LOGAN LANE

Dear Ms. Berthoud,

I live on a 26-acre tract directly east of the Twin Creeks Subdivision. A few years ago I requested to be annexed into the Town of Stevensville but my request was denied by the Town Council. However, at that same meeting, the Council permitted me to connect to City water and sewer.

In my request for annexation, I had stated that I would need more than just my home connected, so when then Public Works Director George Thomas installed my water service I had him increase it to a 1" line. I have been paying for the up-sized line since that time.

My home is currently connected to the Town's water and sewer and I am now building two cabins on the 26 acres. I would like to request that they also be allowed to connect to the existing 2" sewer force main and to the water main that my house is connected to. I understand that there may be service fees for these connections.

Thank you for your consideration of this request. Please let me know if you need any additional information.

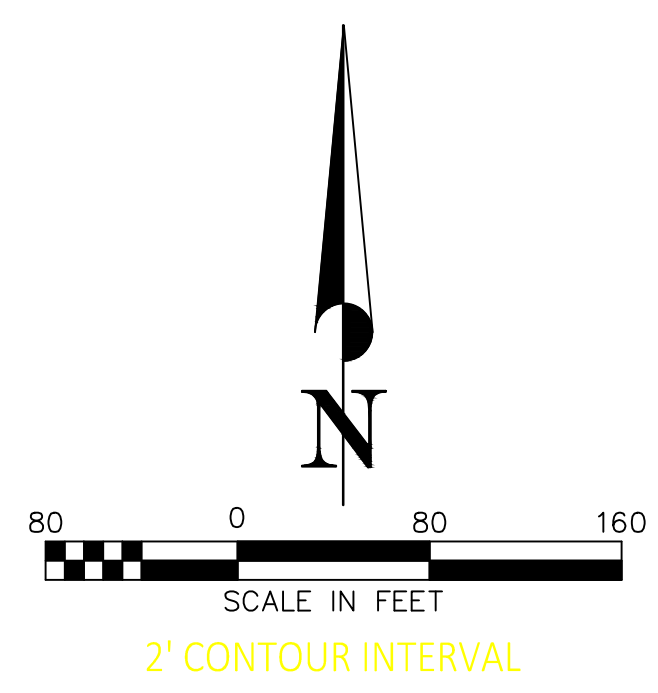
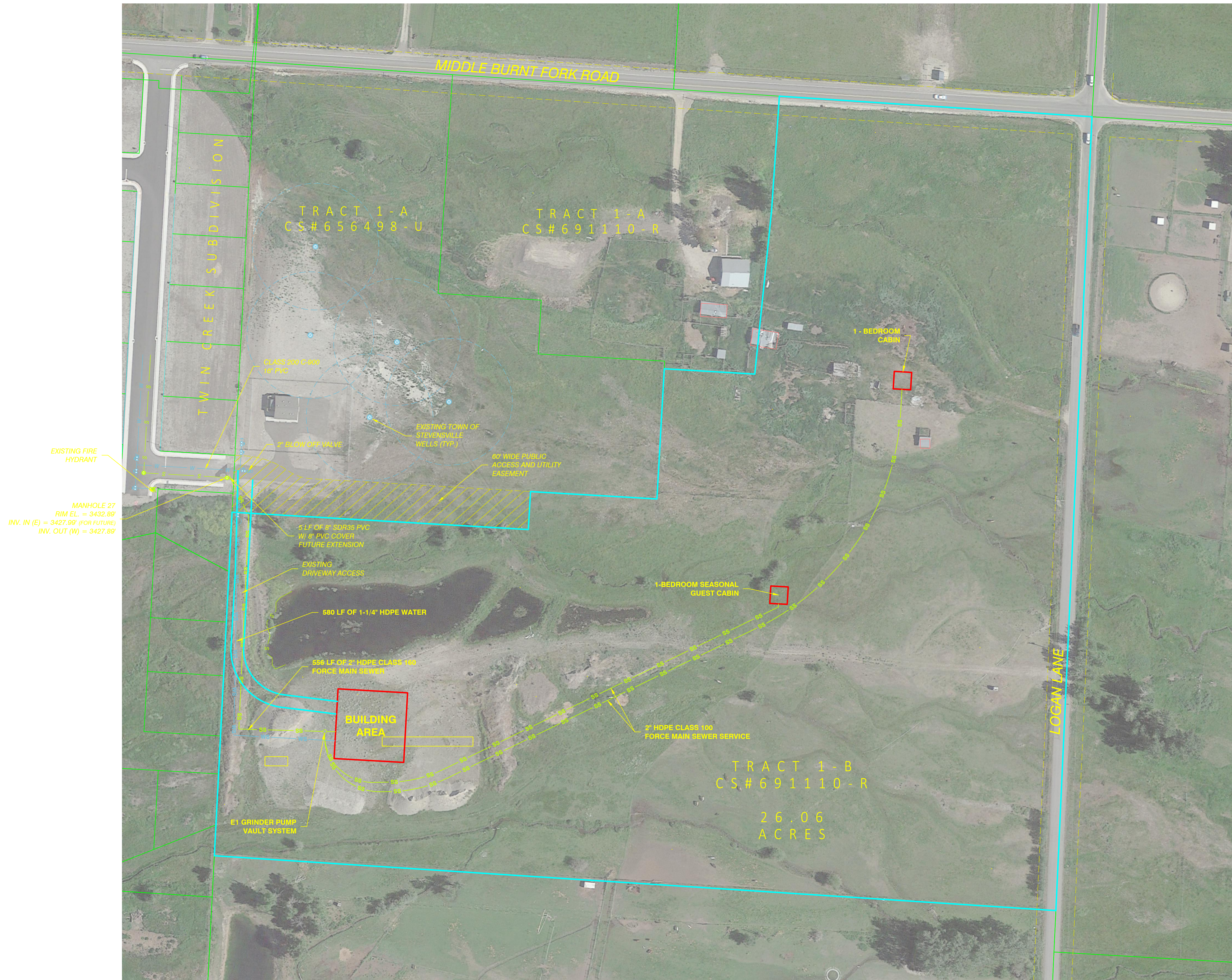
Sincerely,

Jesse W. Reeves  
PO Box 13  
Stevensville, MT 59870

Cc: Mayor Steve Gibson  
Stevensville Town Council Members  
Public Works Director Steve Kruse  
Ravalli County Sanitarian



F:\2020\8887-20 Jesse Reeves\Drafting & GIS\Reeves - Survey Drawings\887-20



PROJECT #	2019 - MISC.
DRAWN BY	JREEVES
CHECKED BY	
DATE	
SCALE	
PROJECT	

**JESSE REEVES**  
**TRACT 1-B CS#691110 R**  
 SEC. 35, T9N, R20W  
 STEVENSVILLE, MT

**Professional Consultants Inc.**  
 Engineers, Surveyors, Planners, Mapmakers  
 315 RUSSELL ST., PO BOX 1750  
 HAMILTON, MONTANA 59801  
 PHONE: 406-728-0776  
 FAX: 406-728-0776

DEC. 2019  
 SITE  
 LAYOUT  
**1**





Ravalli County Environmental Health  
215 South 4<sup>th</sup> Street – Suite D  
Hamilton, MT 59840  
(406) 375-6565  
FAX (406) 375-6566

June 2, 2022

OG-23-06-02-01

*Sent via USPS and email*

REEVES JESSE W  
PO BOX 13  
STEVENSVILLE, MT 59870

RE: The Property at the corner of Middle Burnt Fork and Logan Lane; Parcel # 287530;  
Geocode # 1764-35-1-01-26-0000; CS #691110-R Tract 1-B; 26.06 AC

Dear Mr. Reeves,

The Ravalli County Environmental Health Department (Department) has received a complaint of an occupied dwelling without a permitted wastewater system at the Property the corner of Middle Burnt Fork and Logan Lane, Stevensville Montana. This letter serves to further explain the rules and regulations regarding unpermitted dwellings, and a summary for compliance with wastewater regulations.

In my communication in May of 2023 with the Town Attorney of Stevensville it was found that the Property has an addressed sewer connection at 315 Silver Sone Lane. It was stated that “the approved connection it would be for the number of structures disclosed at the time of the approval. In this case, that would be one residence.” When asked specifically if further dwelling connection would be allowed it was stated, that the town would have to grant permission and connection fees would be required.

During my phone conversation with you on June 1, 2023, it was stated that the trailer at 315 Silver Stone Lane is connected to the City of Stevensville sewer and the connection was designed by PCI. Also stated during that phone conversation, the other two dwellings on the Property do not currently have connection to the City of Stevensville’s sewer. You stated that the connection could possibly be allowed and that the original connection of the trailer was larger than what was required so it might allow further connection. The current “lookout” structure is not occupied and is under construction. The current sanitation of the 1-bedroom, occupied dwelling on the property is an incinerating toilet and the grey water is piped out onto the ground. During this conversation you were given a verbal cease and desist of occupancy of the cabin dwelling. Also, construction of the “lookout” cabin is required to cease.

**Property Information:**

There is no permitted septic system on the Property granted by Ravalli County Environmental Health. A site evaluation was done on the property in March of 2020 and ground water monitoring was required for proposed drainfiled. There was ground water monitoring conducted on the Property in 2020, depth to ground water was found to be prohibitively high. Montana Cadastral shows two dwellings, both single family, one



bedrooms built on the Property in 2022. Cadastral also shows that Jesse Reeves, maintains ownership of a 2-bedroom trailer home on the Property.

***Per Ravalli County Subsurface Wastewater Treatment and Disposal Regulations:***

***Section 1.2:***

*“All Occupied Buildings, including Dwellings and Residences, must have an approved means of Wastewater treatment in accordance with these regulations regardless of whether they currently have a Piped Water System.”*

***Section 1.8:***

*“Occupied Building” means any structure with any one or more of the following: sleeping area, plumbing, a Piped Water System, a kitchen, or laundry facilities. Recreational vehicles, motor homes, travel trailers, and tents are Occupied Buildings when they are used for living purposes, or for overnight use and are not “Camping” under these regulations.*

***ARM Title 17, Chapter 36, subchapter 914(6):***

*If a department-approved public collection and treatment system is readily available within a distance of 200 feet of the property line for connection to a new source or wastewater, or a replacement for a failed system, and the or managing entity of the public collection and treatment system approves the connection, wastewater must be discharged to the public system.*

Based on definitions provided above from the Ravalli County Subsurface Wastewater Treatment and Disposal Regulations and Subdivision/on-site Subsurface Wastewater Treatment ARMS, the unpermitted dwelling must be vacated until an approved means of Wastewater treatment can be permitted and installed.

Please have the following accomplished, this matter maybe presented to the Ravalli County Board of Health for a review, and may be subject to fines.

- 1. IMMEDIATE: cease illegal disposal of grey water of the cabin structure. Proof that trailer was disconnected from wastewater systems must be provided to RCEH immediately. Wastewater of (black or grey water) must not be permitted to leave the dwelling.**
- 2. Construction of the “lookout” dwelling will cease.**
- 3. By June 28<sup>th</sup>, 2023 the cabin structure must be vacated and all usage of that dwelling ceased.**
- 4. Neither structure may be occupied until Ravalli County is provided with documentation that City of Stevensville connection has been constructed and that it is allowed by the City of Stevensville.**

Please contact me upon receipt of this letter with evidence of compliance. (406) 375-6571 or [karnold@rc.mt.gov](mailto:karnold@rc.mt.gov).

Sincerely,

Kelly Arnold, RS  
Ravalli County Environmental Health

CC: Ravalli County Board of Health  
Ravalli County Attorney's Office  
Ravalli County Planning Department  
City of Stevensville



**Stevensville Town Council Meeting**  
**Agenda for**  
**THURSDAY, MARCH 12, 2020**  
**7:00 PM**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
  - a. February 27, 2020 Council Meeting
5. Approval of Bi-Weekly Claims
  - a. Claims #15796, 15812-15846
6. Administrative Reports
  - a. Airport Manager
  - b. Building Department
  - c. Finance
  - d. Fire Department
  - e. Police Department
  - f. Public Works Department
7. Guests
8. Correspondence
9. Public Hearings
  - a. Annexation of a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B
10. Unfinished Business
  - a. Discussion/Decision: Easement Contract with Jesse Reeves for future well field infrastructure
  - b. Discussion/Decision: Resolution No. 470, annexing a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B
  - c. Discussion: Review of special audit from May 2019 through July 2019
11. New Business
  - a. Discussion/Decision: Resolution No. 471, A Resolution Suspending Councilmember Robert Michalson for Unbecoming Conduct
  - b. Discussion/Decision: Agreement with First Call Computer Solutions for managed IT services
  - c. Discussion/Decision: Land Use Agreement for the Stevensville Airport with the U.S. Forest Service
  - d. Discussion/Decision: Resolution 458a, A Resolution amending the membership of the ad hoc Climate Action Advisory Board
  - e. Discussion/Decision: Mayor's Appointment of Patrick Shourd to the Park Board
12. Executive Report
13. Town Council Comments
14. Board Reports
15. Adjournment

**Stevensville Town Council Meeting**  
**Minutes for**  
**THURSDAY, MARCH 12, 2020**  
**7:00 PM**

Mayor Dewey read the Guidelines for Public Comment, reminding the audience that everyone's voices will be heard but to please refrain from disrespectful comments.

1. Call to Order and Roll Call

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

2. Pledge of Allegiance

Councilmember Vick made a Motion to suspend council rules and bring up Agenda item, 11. (a.) to the top of the Agenda.

a. Discussion/Decision: Resolution No. 471, A Resolution Suspending Councilmember Robert Michalson for Unbecoming Conduct

The Motion was then Seconded by Ms. Holcomb. Mayor Dewey called for Council Discussion, then Public Comment before calling for the vote; 4-0. Motion passes to move that item to the top of the Agenda.

Councilmember Vick made a Motion to withdraw Resolution 471 from the record. The motion was then seconded by Councilmember Holcomb. Councilmember Vick apologized to the people he represents and fellow Councilmembers, as this was not handled correctly as adults; This situation should have been handled at the lowest level as possible. A week ago, he did feel that Mr. Michalson had "wronged" him; He will give him the benefit of the doubt; Mr. Vick believed that what he had highlighted in the packet is what he was to signing to, not what was in the entire purchasing policy. He would like to make a secondary Motion to discuss how grievances from council members and staff members should be handled against council members, within the policy, as currently our policy is vague. He would like to see this topic discussed at the COW meeting scheduled 3/19/2020. The secondary Motion was Seconded by Councilmember Holcomb.

Mayor Dewey called for Council discussion on the secondary Motion, then Public Comment on deferring the conversation to the COW meeting?

Joe Moore, 514 Central. This type of behavior, described in the resolution was brought up at January's meeting, when the appointment of Council President was brought up. We have ongoing litigations for the same type of problems.

Councilmember Devlin, agreed having a discussion on the resolution. She was at a point of giving another council member the benefit of the doubt, after hearing what staff and other departments heads had to say. But after receiving text messages, herself from Councilmember Michalson, she has a hard time deferring the conversation when an elected official is to

represent the town. It is the duty of Council to make sure staff and department heads do not have to work in a hostile work environment. She was willing to give the benefit of the doubt until today.

Councilmember Michalson asked Ms. Devlin if she was aware of the roles and duties of a council member. Councilmember Michalson stated that there is a grievance process in the personnel policy. He stated making phone calls and emails to the Finance Officer. Mayor Dewey stated this is not the time to defend one self.

Mayor Dewey made it aware to Council there is a Motion on the floor as to whether or not Council wants to undertake a conversation regarding grievances against the Council, within the Council, from staff at a COW meeting next week, March 19<sup>th</sup>.

Mayor Dewey called for the vote on the secondary Motion; Deferring the conversation to the COW meeting, scheduled for March 19, 2020. Mayor Dewey called for the Vote: Councilmember Holcomb "I," Vick "I," Devlin "No," Michalson "I." Motion passes 3-1.

The primary motion on the floor: Withdraw Resolution 471 from the Record. Mayor Dewey called for Council discussion, then Public Comment.

Raymond Smith, 326 Valley View. Regarding the resolution, this is a false and inflammatory resolution put forward tonight. This resolution should have never made it this far. The Mayor stating, he consoled with the attorney over this, which is a lie. Mr. Smith stated this is illegal on so many levels, going to the paper and causing hostility. It is time for Council member Vick and Devlin, and Mayor Dewey should resign. Mr. Smith spoke about the Town's grievance policy. He stated, again that they need to resign due to the hassle and embarrassment.

Steve Gibson. Wants to applaud Mr. Vick for withdrawing this resolution. He supports withdrawing the resolution and there are statues that need to be followed.

Joe Moore, 514 Central. Spoke about the history being prudent to this resolution.

Lewis Barnett, 319 College Street. He will be speaking about the grievances at the COW meeting.

Jim Crews, 316 9<sup>th</sup> Street. Supports withdrawing the resolution, mistakes have been made along the way and this is an illegal resolution, not following the Code of Conduct, Personnel Policy or state law.

Councilmember Michalson stated the Code of Conduct has not been implemented or enforced because it has not been signed by council, therefore, enforcing the Code of Conduct is irrelevant.

Mayor Dewey explained that Mr. Michalson was on Council when the Code of Conduct was adopted. That was a year ago; Just because a piece of paper was not signed does not mean

that you were not aware or that it cannot be enforced. When a Resolution is adopting a policy, that policy should be adhered to.

Councilmember Holcomb spoke about the Code of Conduct, that there is no policy on requesting information and she had no knowledge of this until the agenda came out.

Councilmember Devlin asked Mayor Dewey and Town Attorney if there is a policy set in place for a grievance from an employee to Council member. It was explained that a grievance is filed to someone in a supervisory position. An employee can file a grievance against a department head, they can file a grievance against the Mayor but they cannot file a grievance against a council member because a grievance, grieves a decision in regards to the policy. If a supervisor makes a decision to enforce a policy, and the employee does not like the decision, they can grieve that decision. When it comes to behavior of an elected official, who is not a supervisor, those two legislative branches do not have a process for grievances between the two; That said, we rely on complaints. For example, Employee sends an email, explaining "Councilmember X" did "Y," the only way they have to relay the message is to go to their supervisor, which ends in the Mayor's office. The Mayor's office has no disciplinary role with council.

Mayor Dewey called for the Vote on the withdraw of Resolution 471, starting with Councilmember Vick, "I," Holcomb "I," Devlin "No," and Michalson "I." Motion passes 3-1.

We will reconvene for the COW meeting on 3/19 and bring this item to the agenda.

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

Raymond Smith, 326 Valley View. The reason we are here tonight is because the Mayor has failed to do his due diligence.

Carolyn Mickens, 211 Buck St. Spoke about Resolution No. 455, the vacate of alley of Block 17.

Jim Kalkofen, 287 Birch St. Praised the work being done on the walking path between the town and the highway, including the repaired benches. Spoke about future development near the current Creekside housing development and any future developments.

4. Approval of Minutes

a. February 27, 2020 Council Meeting

Councilmember Michalson made a motion to approve the minutes; Seconded by Ms. Devlin. Mayor Dewey called for the vote and the motion passes, 3-0-1, Councilmember Holcomb Abstained from voting because she did not attend the meeting.

5. Approval of Bi-Weekly Claims



a. Claims #15796, 15812-15846

Councilmember Michalson made a Motion to suspend council rules and move claim #15796 below to New Business "b." The motion was then Seconded by Councilmember Devlin. Mayor Dewey called for the vote and the motion passes, 4-0.

With that claim exception, leaves #15812-15847 to be approved by council this evening. Councilmember Devlin made the Motion to approve Claims #15812-15847; The Motion Seconded by Ms. Holcomb.

Clarification for Ms. Holcomb on #15812: Yearly, sewer system permit  
Clarification for Mr. Vick on #15822: Phone records request from Verizon  
Mr. Michalson asked for clarification from the Mayor, on Verizon's request, which is still in litigation. MMIA requested further phone records through attorneys, which cost the Town \$30 for that request.

Councilmember Holcomb brought the discussion of shopping locally. It was reassured that Town Hall does shop locally unless a major price difference drives purchases elsewhere.

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

6. Administrative Reports

a. Airport Manager

Ms. Coleman-Assad presented the Airport Monthly Activity Report, including attending a conference which focused on students getting involved in aeronautics. Craig Thomas gave thanks to those supporting the new projects at the airport.

b. Building Department

The Building Department Monthly Report is provided in the packet.

c. Finance

Finance Officer, Mr. Underwood provided the Budget verse Actual for the year. This included the percentage of the budgets for the year.

d. Fire Department

The Fire Department's Monthly Report is included in the packet. This includes 52 calls for the month of February, totally 96 so far for the year.

e. Police Department

Chief Marble presented the Police Department Activity Report. Calls for Service in February were 75, totaling 153 so far for the year. Chief introduced Officer Ellington.

f. Public Works Department

Mr. Thomas presented the Public Works Activity Report, with 11,901,000 gallons of water produced and 5,000,000 gallons of water treated in the month of February.

7. Guests

8. Correspondence

9. Public Hearings

- a. Annexation of a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B

Council considered action on November 7 & 19, 2020 on a right of first refusal for a 26.06-acre parcel of land adjacent to the Town's existing well field. Although the administration supported exercising the Town's right of first refusal and acquiring the property, Council decided to relinquish the right of first refusal to the buyer, Jesse Reeves.

The Town's attorney is working to complete the contract, which will allow for annexation while securing an easement.

Mayor Dewey called for Public Comment.

John Kellogg, on behalf of Jesse Reeves. The proposed annexation and C-2 zoning was explained, with an included map to help council and citizens understand Mr. Reeves' plans of housing development for his family. C-2 was originally intended to be a buffer between the commercial downtown and the residential zoning. C-2 is appropriate for what he intends to do with the property, building his family a home and his construction business. The annexation territory is currently within the service area of the Town of Stevensville. With annexation, the Town would be able to protect its rights of the well field. Currently all the water rights are currently in the water-rights attorney's hands.

Jim Crews, 316 9<sup>th</sup> St. Encourages not to pass this land incorporation as C-2 zoning because C-2 zoning is meant to be a buffer between commercial and residential districts; Has a problem putting a commercial property next to a well field. Also concerned about the water rights, and the water rights attorney not being present.

Vicki Motley, 318 9<sup>th</sup> St. It is in the best interest of the Town to annex the property in, to protect the well fields, which protects the water.

With no further Public Comment, the Public Hearing portion was closed.

10. Unfinished Business

- a. Discussion/Decision: Easement Contract with Jesse Reeves for future well field infrastructure

Councilmember Vick made a motion to table item "a;" Ms. Devlin seconded that motion.

John Kellogg inquired about a timeframe, as Mr. Reeves is on hold until council makes that decision. No timeframe was known at this time.

Mr. Vick does not feel comfortable moving forward on annexation without a contract from the attorney, with those terms of easement.

Mayor Dewey clarified that the intent of the contact was to grant annexation with an exchange of an easement to the property; What that contract looks like right now is unknown. We have not negotiated what that easement looks like right now. The attorney is going to have to spend time on this uncommon issue, while the Town will try to be sensitive to Mr. Reeves' timeline.



Mr. Michalson does not want to move forward without something in writing.

Mayor Dewey called for Public Comment on tabling this agenda item.

Steve Gibson. Agrees that this is not the time to move forward, supporting the motion of tabling.

With no more comments, Mayor Dewey called for the vote; motion passes unanimously, 4-0.

Jim Crews, 316 9<sup>th</sup> St. Stated that if Council decides to table an agenda item, they need to establish a date in which the agenda item will be further discussed.

This was agreed on, Mr. Vick's timeline's intent was when the contract was completed.

- b. Discussion/Decision: Resolution No. 470, annexing a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B

Councilmember Holcomb made a motion to table the item, along with item Unfinished Item "a," until the contract was completed. Ms. Devlin seconded that motion.

Jim Crews, 316 9<sup>th</sup> St. When you table something, and also state, when a contract comes forward, that leaves an open-ended date. If you table it with a date or even 15-30 days, that gives a timeline for the person writing the contract.

Councilmember Vick made a secondary Motion to his original motion to table this agenda item until April 9, 2020 meeting. The secondary motion was seconded by Council member Holcomb. Mayor Dewey called for Council discussion, then Public Comment.

Jesse Reeves, Asked the Council to please consider this in a timely manner as his family has time-sensitive life-plans, as far as selling and building their new home. Sonner an agreement could be reached, the better. Looking back to the protecting the water rights, its for fish and wildlife.

Mayor Dewey took the vote on the motion to bring forward a contract before council on April 9<sup>th</sup> meeting. The Motion passed unanimously, 4-0.

Mayor Dewey explained the original Motion. Council member Holcomb made the Motion to table Resolution No. 470 until April 9<sup>th</sup> meeting. The Motion was seconded by councilmember Devlin. With no more council discussion and no further Public Comment, Mayor Dewey called for the vote and the Motion passes, 4-0.

- c. Discussion: Review of special audit from May 2019 through July 2019

Mayor Dewey requested the Finance Office, Mr. Underwood give a briefing on this. Mr. Underwood explained that Ms. Cote is finished with the first two months, and has provided a status on those two months, provided in the packet. So far, everything has been done up to an auditing standard, for those two months. Council would like an overview when it is done.

(10-minute recess)

11. New Business

b. Discussion/Decision: Agreement with First Call Computer Solutions for managed IT services

Jessica Stenberg, Virtual Chief Information Officer from First Call Solutions, provided an overview of what services First Call currently provides for the Town. This includes a 3 yr. contract, with a 12 month "dating period," and this can be cancelled at any time within that 12-month period by either party. Currently, the Town now has a firewall to protect the resources and information in which it currently houses. It also protects the network traffic with programs which it uses, such as Black Mountain. She did state that most of the computers running, currently are still running on Windows 7, not the updated Windows10, and Windows 7 will no longer be supported by Microsoft.

Councilmember Michalson made a motion to reject First Call Computer Solutions contract. The motion was seconded by Council member Holcomb.

Councilmember Holcomb did ask about the \$4,200 claim, back in the January, and it was approved. I was told it was for 2 months of service, for a monthly charge. She stated, shame on Council for not asking any more questions.

Mr. Michalson does not agree with the contract because he has done his due-diligence by not agreeing to IT services.

Attorney, Mr. Owens clarified that IT services were included in the FY20 Budget, which Council did approve.

Conversation continued between Council and Mayor Dewey about IT services.

Councilmember Vick was not pleased with a contract signed without Council approval, although he is aware of the need for IT services. Ms. Devlin asked for the attorney's opinion on the issue. Right now, there is non-binding agreement with the Town, with either party, able to discontinue services. This is a comprehensive issue and trying to find a route to move forward would be the best alternative.

MMIA agrees with the attorney, the Council established the Purchasing Policy. This purchase was in the FY20 Budget and follows the Purchasing Policy.

First Call's representative went into detail about the insecurities and potential violations prior to First Call's onboarding.

Mr. Michalson has a problem going from \$373/yr to a 3/yr contract, which makes him mad to have problems such as leaking water but Council is being told they need IT services.

Mayor Dewey brought the discussion back to referencing the Agenda item, as to whether Council rejects the contract, then asked Council if they have anything else, before opening the floor for Public Comment.

Councilmember Vick agrees that IT services are needed but would like the Town to accept bids. Knowing who was on Council when the Budget was passed, he feels it would have been accepted but the route which was taken was not the right way.

Raymond Smith, 326 Valley View. Based on merit, he understands IT, part of the issue we chose Go Daddy based on the recommendation from the Mayor at the time. The Town took that recommendation then, now this service is being recommended.

Jim Crews, 316 9<sup>th</sup> St. Every citizen should be able to see the contract, and wondering if Council has seen that 8-page document before now. Wondering if the town attorney has reviewed the document, and aware of Montana Code. If everything isn't done proper, it's not legal. He does not see that the attorney's opinion is written, making it a part of the record.

Patrick Shourd, 507 Central Ave. After hearing the attorney's opinion, it's Council's job to protect the Town. We just televised on Facebook that our whole system is vulnerable.

Steve Gibson, This is a pretty large line item, and there was no conversation at the time of the budget. On the Council at the time of the Budget, if this would have gone before Council at that time, it probably would have gone through. He is concerned about the difference between purchases following the Purchase Policy, and purchases approved by Council being a Contract.

Stacie Barker, 104 Winslett Ave. She has a problem with a dept head not knowing the IT was not in their budget. There is a lot of money coming out of that department which can be used other ways. As a tax payer, she has a problem paying for a contract the Council did not approve.

Raymond Smith, 326 Valley View. Previously, before the break, we were discussing a contract, now we are at this point, a sign contract was signed prior to anything. Again, we are looking at a contract for the first time, based on false information which was provided at the last meeting. Now we are discussing something which the attorney hasn't got quite all the information.

Jim Crews, 316 9<sup>th</sup> St. When he was Mayor, the Council cannot assign powers to an officer of the town that isn't allowed by the state legislator. The Town Council cannot assign duties to the Mayor to sign a contract, only the state legislator can do that.

Raymond Smith, 326 Valley View. Wondering, with the contract, if there was a fee associated with cancelling it.

-It was clarified, no there is not a fee for cancelling within the first 12-month window.

Lew Barnett, 419 Wallace. Everyone needs tech these days but the communication problem between the council and the Mayor; If this was discussed at the Budget Hearings, all of this could have gone away.

Finance Officer, Reminded everyone that there are two different actions being discussed, one is cancelling the current IT provider and the other is the town's need for IT services.

Raymond Smith, 326 Valley View. He agrees with Mr. Underwood for the need for IT services, although he disagrees with the process which was taken. There should be bids. If First Call is the only bidder, fine, and if there are multiple bidders, great. He thinks Council should cancel the contract and be open for bids.

Councilmember Vick asked his fellow councilmembers if any of them would have an issue with tabling this issue and putting out an RFP. Ms. Devlin, assured we would still be covered. First Call assured, the town can stay covered for however long you want and as long as you are within the 12-month period.

Mayor Dewey explained why he chose First Call as the vendor.

The Public Works Director explained that the IT services are needed for the water plant.

Ms. Devlin wondered why, when the budget was going around, with this in the budget, why Council is wondering about it now, and didn't ask questions then.

Ms. Holcomb stated that the reason she voted "No" on the budget was because it changed too many times. She does not remember seeing it in the budget.

Steve Gibson. It may have been in the budget but it was not discussed in the budget process. This needs to be done right.

Craig Thomas. There is a process and there is a need. Regardless of how the process goes, there is a need.

Without further Public Comment, Mayor Dewey called for the Vote, starting with Councilmember Michalson; He continued discussion that there is a lot we can do with that money in a 3-year period. Councilmember Holcomb, this is not how you run a town. People voted us to this table, we can't just fix mistakes.

The motion on the table is to reject the contract; Councilmember Holcomb "I," Vick "I," Devlin No," Michalson "I." Motion passes 3-1.

Next item is Approval of Claim #17956, totaling \$2100.00.

Councilmember Michalson made the motion to reject Claim #17956. Motion dies from Lack of Second.

Councilmember Vick, referenced back to what the attorney advised; Approving the claim does not free anyone from responsibility for that bill. A service was received, we should pay for it. With that, he feels First Call Solutions should be paid.

Councilmember Vick made a Motion to approve Claim # 15796. The Motion was Seconded by Councilmember Devlin. Mayor Dewey called for the Vote and Motion Passes: 4-0.

- d. Discussion/Decision: Land Use Agreement for the Stevensville Airport with the U.S. Forest Service

Councilmember Holcomb made the Motion to Approve the Land Use Agreement for the Stevensville Airport with the U.S. Forest Service. That Motion was then Seconded by Ms. Devlin. Mayor Dewey called for Council Discussion, then Public Comment before calling for the Vote. Motion Passes: 4-0.

- e. Discussion/Decision: Resolution 458a, A Resolution amending the membership of the ad hoc Climate Action Advisory Board

Mr. Vick would like the membership to be broadened, to any citizen in town.

Councilmember Vick made the Motion to Approve Resolution 458a, A Resolution amending the membership of the ad hoc Climate Action Advisory Board. That Motion was then Seconded by Ms. Holcomb. Mayor Dewey called for Council Discussion, then Public Comment before calling for the Vote. Motion Passes: 4-0.

- f. Discussion/Decision: Mayor's Appointment of Patrick Shourd to the Park Board



Councilmember Vick made the Motion to Approve the Appointment of Patrick Shourd to the Park Board. The Motion was then Seconded by Ms. Devlin. Mayor Dewey called for Council Discussion, then Public Comment before calling for the Vote. Motion Passes: 4-0.

Councilmember Vick wanted it on the record that his desire is to fully follow the RFP process for IT Services.

12. Executive Report

Mayor Dewey asked for Council's input/direction if the Town were to be affected by COVID-19. The administration has mitigated those risks with increased disinfecting. He advised that we will follow any measures the state requires but with the unknown, he would like to know how Council would like business to continue if a Council meeting is unable to happen on a normal schedule. Ms. Holcomb is OK with the Finance Office paying the bills if the claims are regularly emailed out to Council. Mr. Michalson suggested a special meeting or an emergency meeting. Mr. Vick suggested an audio meeting; Mayor Dewey assured that we do have the capabilities to do so if needed. Discussion continued about measures in place as far as employees and public safety.

13. Town Council Comments

Mr. Vick asked, given this, at most it takes 45 days for an RFP, would Council be will to allow 50 days, 20 days for RFP, and 30 days to bids? Council agreed to have this placed on the next Council Agenda.

Mr. Michalson is deeply saddened that he came in the beginning of the year, attempted to get along w/ the Mayor but as soon as he started doing his job, next thing he knows, he has 2 Council members against him and the attorney, not willing to speak over the phone, the newspaper reporting about him; He is shocked & addressed the attorney, that he should be ashamed of himself.

Mayor Dewey requested that he refrain from attacking an individual.

14. Board Reports

15. Adjournment

Mayor Dewey adjourned the meeting at 10:20pm.



**Stevensville Town Council Meeting  
Agenda for  
THURSDAY, JUNE 04, 2020  
5:00 PM**

**LOCATION: North Valley Public Library, 208 Main Street  
CAPACITY IS LIMITED DUE TO SOCIAL DISTANCING REQUIREMENTS  
MEETINGS WILL CONTINUE TO BE LIVESTREAMED**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
  - a. March 12, 2020
  - b. March 20, 2020
5. Approval of Bi-Weekly Claims
  - a. Ratification of Claims #15819-15859
  - b. Ratification of Claims #15824-15909
6. Administrative Reports
7. Guests
8. Correspondence
  - a. Letter from publishers of the Bitterroot Star
  - b. Open Letter to Council from Employees
9. Public Hearings
  - a. Phillips Street Right-of-Way Vacate
10. Unfinished Business
  - a. Discussion/Decision: Easement Contract with Jesse Reeves for future well field infrastructure
  - b. Discussion/Decision: Resolution No. 470, annexing a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B
  - c. Discussion/Decision: Inter-local Agreement and a building lease agreement between the Town of Stevensville and the Stevensville Rural Fire District
11. New Business
  - a. Discussion/Decision: Resolution No. 472, A Resolution Vacating the 80-foot Right-of-Way known as Phillips Street, Authorizing a Utility Easement
  - b. Discussion/Decision: Resolution No. 473, A Resolution Establishing a 60-foot Right-of-Way known as Phillips Street
  - c. Discussion/Decision: Contract Award for Managed IT Services to First Call Computer Solutions
  - d. Discussion/Decision: Services Agreement between the Town of Stevensville and First Call Computer Solutions for Managed IT Services
  - e. Discussion/Decision: Contract Award for the 2020 Water System Preliminary Engineering Report to HDR Engineering
  - f. Discussion/Decision: Resolution No. 474, Establishing the maximum number of Police Officers of the Stevensville Police Department

**Stevensville Special Town Council Meeting**  
**Minutes for**  
**THURSDAY, JUNE 04, 2020**  
**5:00 PM**

1. Call to Order and Roll Call

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

2. Pledge of Allegiance

3. Public Comments

Patrick Should, 507 Central Ave. The recall efforts during a pandemic are reckless, with complete disregard to us all.

Raymond Smith, 326 Valley View. Certain Councilmembers have accused an elected official of forgery, and made personal comments and opinions about a certain council member. There is a bias that has been shown against Mr. Michalson, for him to do what the citizens have voted him in for, to expose the unethical and unlawful actions of the Mayor. Mr. Smith continues, with no one has answered his letter in more than 2 months.

Victoria Hall, suggested maybe having a time limit due to public comment taking up valuable business time. Thanked the town for the flowers on Main St.

Leslie Tadvick, 509 Mission St. Ms. Tadvick read off Mayor Dewey's campaign bullet points and his model of the town; Town Hall staff work for "us" and not Mr. Dewey and all staff tonight should resign and it's not fair to citizens that "we" pay your salaries while you put together a hate letter against the Council members and the "Dirty Dozen," as she is one of those members and very proud of it. Mr. Owens works for the town; With this recall, all 4 employees should resign as this is the wishes of the Town of Stevensville.

Jim Tadvick, 509 Mission St. Would like the variance request from Mr. Laursen to be brought back to the table to be approved. Also wondered if a customer was refunded back a customer reconnection fee.

Leanna Rodabaugh, 204 Ravalli St. Stated she was the one whom submitted the Recall Petition against Mayor Dewey. It is not necessary to read the Letter from Town Hall Employees because it is pointing out a particular group of people, as the Mayor "is not man enough," as certain correspondence is read over others'. The attorney's opinion is just an opinion, disregarding the attorney's opinion, Ms. Rodabaugh continued, reading a letter from Mr. Bell. The town attorney is hired to fix these problems, not to advise the Mayor on a recall.

4. Approval of Minutes

- a. March 12, 2020
- b. March 20, 2020

Councilmember Vick made a motion to approve minutes from March 12, 2020 and March 20, 2020. The motion was then seconded by councilmember Devlin.

(Citizen stood up, spoke out loud about how the Governor is wrong; Mayor Dewey advised that Public Comment is over.)

Mayor Dewey called for the vote, with the motion passing unanimously, 4-0.

Councilmember

5. Approval of Bi-Weekly Claims

Ratification of Claims #15819-15859

Ratification of Claims #15824-15909

These were claims paid out of cycle with the Covid-19 pandemic. Councilmember Vick made a motion to approve minutes from March 12, 2020 and March 20, 2020. The motion was then seconded by Councilmember Holcomb.

Ms. Holcomb questioned why the town is still paying for a \$2100 fee for IT services when the Council voted to cancel it. First Call is providing a month-to-month services, which was budgeted for. She inquired about a claim in the amount of \$3000 for MMIA. Mayor Dewey explained that was a claim related to the sewer dept.

Mayor Dewey called for Public Comment, then the Vote; Devlin "I," Vick "I," Holcomb "No," and Michalson "I." Motion Passes, 3-1.

6. Administrative Reports

Administrative Reports will be covered at next week's meeting.

7. Guests

8. Correspondence

Town Clerk, Monica Hoffman read correspondences:

- Letter from publishers of the Bitterroot Star, 5/4/2020
- Open Letter to Council from Employees, 5/18/2020
- Letter addressed to Council from 16 citizens, 6/2/2020
- Letter addressed to Council and Mayor from Kalkofens, 6/2/2020

Councilmember Michalson made a motion to suspend council rules and move items New Business, 11. a & b, to following item 9 of the Public Hearing. The motion was then seconded by Ms. Holcomb. Mayor Dewey called for public comment on the motion, then called for the vote. Motion passes unanimously, 4-0.

9. Public Hearings

Phillips Street Right-of-Way Vacate

Public Comment:

Jeff Motley, Fire Chief. He spoke to the engineers of the project and the Mayor about the fire hydrant located at Park & Phillips, which can be left there but there needs to be a new hydrant at the end of the new proposed street.



Town Clerk, Read a letter from David Hubble. The letter addressed his dissatisfaction with the school's money and construction. The school should just leave things alone.

Vicki Motley, Teacher at the school district. She spoke about the students' safety, as they currently need to cross the street to enter the playground.

Public Hearing was then closed.

- a. Discussion/Decision: Resolution No. 472, A Resolution Vacating the 80-foot Right-of-Way known as Phillips Street, Authorizing a Utility Easement

Councilmember Michalson made a motion to approve Resolution No. 472, A Resolution Vacating the 80-foot Right-of-Way known as Phillips Street, Authorizing a Utility Easement. The motion was then seconded by Mr. Vick.

Mayor Dewey called for Public Comment, Mayor Dewey called for the vote, with the motion passing unanimously, 4-0.

- b. Discussion/Decision: Resolution No. 473, A Resolution Establishing a 60-foot Right-of-Way known as Phillips Street

Councilmember Vick made a motion to approve Discussion/Decision: Resolution No. 473, A Resolution Establishing a 60-foot Right-of-Way known as Phillips Street

The motion was then seconded by Ms. Devlin.

Mayor Dewey called for Public Comment, then called for the vote, with the motion passing unanimously, 4-0.

#### 10. Unfinished Business

- a. Discussion/Decision: Easement Contract with Jesse Reeves for future well field infrastructure  
This item carries over from a meeting in November and March. The administration believes, with Council waving the right of first refusal, with good faith that Mr. Reeves will be doing the right thing with the land, honoring an easement for the Town. The attorney believes that no contract would hold in court. The administration recommends proceeding without a contract.

Mr. Michalson stated that he wished some sort of contract come forward. It was clarified that a contract would not hold weight. Mr. Owens stated that he would be willing to put a contract but without knowing where future wells would be, that unknown would not hold weight years later.

Councilmember Vick made a motion to reject the idea of having a contract prior to annexation. The motion was then seconded by Ms. Devlin.

Mayor Dewey called for Public Comment.

Steve Gibson. This has gotten so large, including wetlands, water rights, C-2 zone and annexation. The Reeves stated that they wanted to build a house to move their kids closer to town and hook up to sewer and water, with an easement to water rights.

John Kellog, PCI. Spoke on behalf of the Reeves family. A lot of issues have been addressed through this process. The city attorney has been in contact with the Reeves.

Stacie Barker, 104 Winslet. The location can be a concern for large commercial trucks going through that housing area.

Raymond Smith, 326 Valley View. With an annexation, we have to provide services, when we are already tapped out for services and fighting for our own water rights. There are wetland issues and the town having to maintain the streets, when we, again are tapped out.

Mayor Dewey called for the Vote; Holcomb "No," Devlin "I," Michalson "No," and Vick "I," 2-2, Mayor votes "I" and the motion passes, 3-2.

b. Discussion/Decision: Resolution No. 470, annexing a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B

The proposed zoning of the property is C-2. Mr. Reeves would like to connect to city municipal water and sewer and in exchange for annexation will provide for annexation will provide an easement for future well field infrastructure. This would be the time to discuss the C-2 zoning.

Councilmember Vick made a motion to put into place interim restrictions on the C-2 zoning the land as a single-family use and only a construction company. The motion was then seconded by Mr. Michalson.

Ms. Holcomb asked if Council received a letter from Planning and Zoning Board with their recommendation. Ms. Devlin asked Mr. Reeves the size of the construction company. Mr. Reeves replied with a small, custom, residential company.

Mayor Dewey called for Public Comment

Steve Gibson, asked for clarification on what the motion was. He would like the Reeves to build their home and hook up to water and sewer. This was never about annexation but easement. We have issues with wetlands and water rights.

John Kellog, PCI. The idea of applying for C-2 zoning was not done lightly, while also looking for the needs of the Reeves. The Reeves are aware of the water rights.

Leanna Rodabaugh, wondering what this will cost the town, not understanding what value it brings to the town.

Mayor Dewey replied to that concern, clarifying that the Reeves are responsible for connecting to the main line, and the value is property taxes.

Mayor Dewey called for the Vote; Holcomb "No," Devlin "No," Michalson "No," and Vick "I." Motion fails 3-1.

The motion on the floor: Approve annexation, with an interim C-2 zone, no restrictions.  
Mayor Dewey called for Public Comment.

Jeff Motley, Fire Chief. He understands everyone's worry but with it being left in the county, the city does not have any say, with it being annexed, there are now codes and regulations for the property owners to follow and control.

Steve Gibson, What the prior speaker said, the county takes care of the roads, it's opposite and would hope everyone listens to George.

John Kellogg, if someone were to want to subdivide, those extra hook ups would be the responsibility of that owner. C-2 is designed to be a buffer therefore this is a zone that does not produce a lot of noise. The folks at Twin Creeks needs to be aware of that. The residential uses of C-2, these are less intensive as you would think of commercial, set up to be less abrasive than the commercial side of it.

Vicki Motley, 318 9<sup>th</sup> St. Spoke about the maintenance of Logan and Middle Burnt Fork, why is the city responsible for the maintenance of that road toward that property. There is an axis on Middle Burnt Fork and Logan Road.

Mayor Dewey called for the vote, Mr. Vick "I," Michalson "No," Holcomb "No," Devlin "No."  
Motion Fails 3-1.

Mayor Dewey asked for clarification from Council on how they choose to proceed. Council would like more information and any questions are requested to be sent to the administration by Monday, and this agenda item will be on the Agenda for the next Council Meeting.

- c. Inter-local Agreement and a building lease agreement between the Town of Stevensville and the Stevensville Rural Fire District

Councilmember Michalson made a motion to reject the consideration of the item. This item was decided on by a previous Council with a 3-0 vote at a meeting in July. Ms. Holcomb seconded the motion.

Mr. Michalson objects to this and would like to see it move forward, the way it should have been done back in July.

Mr. Owens clarified that he did do a legal review. It was clarified by Ms. Holcomb that the lease was already approved. The minutes transcribed states, upon legal review. A "written" legal review was not provided, based on Mr. Owens' suggestion of separating the lease and inter-local agreement into two different entities.

Just for clarification, the motion right now is to object the agenda item. Mayor Dewey called for the vote, Mr. Vick "No," Michalson "I," Holcomb "I," Devlin "No." Mayor Dewey votes "No,"  
Motion Fails 3-1.

Mr. Owens and Fire Chief, Jeff Motley spoke about the separation between the two documents, the leasing rural fire department leasing back certain amount of square footage of the building.

Councilmember Vick made a motion to accept the interlocal agreement, with the attorney's legal review provided. The motion was then seconded by Ms. Devlin. Mayor Dewey called for Public Comment, then called for the vote, with the motion passes unanimously, 4-0.

Councilmember Holcomb made a motion to accept the lease agreement between the Town of Stevensville and the Stevensville Rural Fire Dept, with the attorney's legal review provided. The motion was then seconded by Ms. Devlin. Conversation between Fire Chief, Interlocal Fire Board, Council, Attorney and Mayor Dewey continued; The 2000 Interlocal had \$5,000/YR

Mayor Dewey called for Public Comment, then called for the vote. The motion passes unanimously, 4-0.

11. New Business

c. Discussion/Decision: Contract Award for Managed IT Services to First Call Computer Solutions

Councilmember Holcomb asked if the bids were opened without Council. Mayor Dewey clarified, the bid was emailed and only one proposal was received. Mr. Michalson would like to have more advertisements, than one week in the Bitterroot Star; We would also like to see the bids opened in front of Council. Mr. Michalson would like to see the RFP's to be advertised in 3 different papers, for 2 weeks.

Discussion continued about past costs and the current cost, with managed IT Services.

Mr. Michalson read MCA Code on bids, and contracts are being approved. The HDR contract, later on the agenda tonight was advertised right but not opened in front of Council. Mayor Dewey corrected him and the section he read out of Municipal Code, those bids which exceed \$80,000 that's when that code is referred to; HDR tonight is not a bid, that is a proposal, there is no dollar amount with that, so how does that fit in with the administration not following the code? Mayor Dewey clarified the things we open in front of Council are in section 2-398. Mr. Michalson, disagreeing with the city attorney's opinion, it was then reminded that Mr. Owens, is the only one qualified to read and interpret the law.

Conversation among Council about another RFP took place.

Re-advertise RFP for Managed IT Services for 2 weeks in 3 different papers was agreed upon.

d. Discussion/Decision: Service Agreement between the Town of Stevensville and First Call Computer Solutions

e. Discussion/Decision: Contract Award for the 2020 Water System Preliminary Engineering Report to HDR Engineering

Councilmember Michalson made a motion to Contract Award for the 2020 Water System Preliminary Engineering Report to HDR Engineering The motion was then seconded by Mr. Vick.

The price is unknown at this time. HDR will draft a contract and come back to Council with this is how much it costs. The project will be funded by the water fund.

Mayor Dewey called for Public Comment, then called for the vote. The motion passes unanimously, 4-0.

- f. Discussion/Decision: Resolution No. 474, Establishing the maximum number of Police Officers of the Stevensville Police Department

Chief Marble spoke about the demographics of Stevensville and the need to increase the police force over time. The Town of Stevensville currently has 3 FTO's, while towns similar to our size have 6 FTO's. We need to have something set up for longevity for officers. He is not asking to fund 6 officers, he is asking Council to acknowledge the goals for the town, 6 FTO's as a goal.

Councilmember Vick made a motion to approve Resolution No. 474, Establishing the maximum number of Police Officers of the Stevensville Police Department  
The motion was then seconded by Ms. Vick.

Mayor Dewey called for Public Comment

Steve Gibson, not sure why this is coming forth to Council a month before the budget but there are also things involved such as vehicles.

Leanna Rodabaugh, what is the cost for police retirement?

Mayor Dewey called for the vote, Mr. Vick "I," Holcomb "I," Devlin "I," Michalson "No." Motion Passes 3-1.

- g. Discussion/Decision: Resolution No. 475, Determining the wages and compensation of Police Department Personnel of the Town of Stevensville and Establishing an Effective Date

Item will not be addressed this evening. It is requested that Council review Resolution No. 475, the wage and compensation scale and if anyone has any questions prior to the Budget Workshop on 6/18/2020, to please email us those and we would be happy to address questions, concerns of feedback.

- h. Discussion/Decision: Resolution No. 476, Approving Appointed and Elected Officials and Contract Public Officers into the Employee Benefits Program

Mr. Michalson questioned what a contracted employee would include; Mayor Dewey used the judge's position as a contracted employee.

Councilmember Holcomb made a motion to approve Resolution No. 476, Approving Appointed and Elected Officials and Contract Public Officers into the Employee Benefits Program.  
The motion was then seconded by Mr. Vick.

Mayor Dewey called for public comment before calling for the vote; Motion passes unanimously, 4-0.

- 12. Executive Report  
Mayor Dewey gave his Executive Report. Budget Workshops have been scheduled for the next month @ 7pm, held at the NVP Library.
- 13. Town Council Comments  
Councilmember gave comments.
- 14. Board Reports
- 15. Adjournment

**APPROVE:**

**ATTEST:**

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Brandon E. Dewey, Mayor

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Monica Hoffman, Town Clerk





**Stevensville Town Council Meeting  
Agenda for  
THURSDAY, JUNE 11, 2020  
7:00 PM**

**LOCATION: North Valley Public Library, 208 Main Street**

**CAPACITY IS LIMITED DUE TO SOCIAL DISTANCING REQUIREMENTS**

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

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
5. Approval of Bi-Weekly Claims
  - a. Claims #15988-16028 in the amount of \$37,939.03
6. Administrative Reports
  - a. Airport Manager's Report
  - b. Building Department Report
  - c. Finance Report
  - d. Fire Department Report
  - e. Parks & Recreation Report
  - f. Police Department Report
  - g. Public Works Report
7. Guests
8. Correspondence
9. Public Hearings
10. Unfinished Business
  - a. Discussion/Decision: Resolution No. 470, annexing a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B
11. New Business
  - a. Discussion/Decision: Fire Department Volunteer Roster
  - b. Discussion/Decision: Creating a permanent Parks & Recreation Director position and authorizing compensation
  - c. Discussion/Decision: Creating seasonal Park Attendant positions and authorizing compensation
12. Executive Report
13. Town Council Comments
14. Board Reports
15. Adjournment

September 7, 2023

The following minutes were transcribed by the current town clerk, Jenelle Berthoud from an audio recording attached to the June 11, 2020, Town Council Meeting on the town's website. There are no transcribed minutes to be found at town hall for this meeting in either written or typed form.

( Current town clerk transcribed the minutes in condensed form.)

10. Unfinished Business

a. Discussion/Decision: Resolution No. 470, annexing a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B

Mayor Dewey introduced unfinished business item a. Ms. Devlin was the only one that emailed me questions specifically on this item before you tonight and I have made a copy for each of you. I believe that Mr. Vick had some questions as well. Ms. Devlin had two questions on this item in order to move forward with annexation and what precautions would be put into effect to make sure that Stevensville's water would not become contaminated her other question was what steps will be used to protect the wetlands slash pound. Those questions were sent over to John Kellogg and Mr. Reeves for answering and I will go ahead and read their responses for the audience. Mayor Dewey read the answers from Mr. Kellogg and Mr. Reeves.

Mayor Dewey: with that there was still some hesitation from the council with zoning I think that we have narrowed it down to two options, we can annex the property. How would the council like to proceed?

Councilmember Michalson: Mayor Dewey the reason that I did not submit any questions is that my decision stands from last week. I reviewed the whole thing even into last year when we asked the town attorney to draw up a contract and that is not done. I think that a contract is important with annexation. I do not think that we should move forward. What precedence does it set if we annex one property owner in and then down the line someone else wants to hookup to water and sewer, that is what he wants to do is hookup. He can't drill a well, if he could drill a well, he would not be here talking to us. If he can't drill a well, what says that we can drill a well, we don't have the water rights. Giving annexation to one property owner so that he can get water and sewer sets a bad precedence down the road. I don't think that it is a good idea, we could look at an easement, which is what it started out as then it shifted to annexation.

Mayor Dewey: to clarify why this came as an annexation. You are correct that the easement had nothing to do with the annexation. However, it was the town's original intention to use his land as an easement, it is a requirement to be annexed in before you can have water and sewer. Now the easement is a separate issue, and a contract is no longer needed. I think to speak to your questions on what is to prevent the Reeves from doing activity that contaminates our water or



puts the pond in jeopardy, those answers are before you tonight. It is written that there are containment zones around our wells and those are on town property.

Councilmember Michalson: may I ask where you found that, about it has to be annexed?

Mayor Dewey: it has nothing to do with the easement. It is in our municipal code that if you want water and sewer you have to be annexed into the city. Under the utilities code. It is not uncommon; you want our services you pay our taxes.

Councilmember Vick: the only question I have is why six months ago did you recommend to annex it into a C-2?

Councilmember Michalson: that is correct.

Mayor Dewey: the administration recommends annexation, recommending zoning of C-2 from the recommendation of the zoning board.

(Further questions were discussed about zoning, water and sewer services)

Motion and a 2<sup>nd</sup>.

Councilmember Vick: made a motion to annex with a R-1.

Councilmember Devlin: 2<sup>nd</sup>.

Councilmember Michalson: I do not believe that we can allow a business into an R-1.

Mayor Dewey: I would believe that if the Reeves felt that their business would fit in an R-1 they would have asked for an R-1.

Public Comment:

Steve Gibson, Marylin Wolff, George Thomas, Jeff Standard gave public comment.

Mayor Dewey: gave further comment about annexation of this property.

Councilmember Michalson: gave further comment about not having anything in writing.

Councilmember Devlin: Mr. Owens said last week that a contract was not the best idea, that we really had nothing to put into a contract.

Mayor Dewey: gave comment about Mr. Owens discussion about a contract.

Public Comment:

Steve Gibson and James Marble gave public comment.

Councilmember Vick: I would like to retract my motion; I would like to make a motion to allow him to hookup to water and sewer while we continue research on annexation.

Councilmember Holcomb: 2<sup>nd</sup>

Mayor Dewey: motion and a 2<sup>nd</sup> to allow hookups to water and sewer while we research annexation.

Councilmember Michalson: Mr. Vick you want to allow them to hookup to water and sewer with no annexation at this time is that correct?

Councilmember Vick: that is correct.

Vote:

All councilmembers voted "aye" passes 4-0.

**File Attachments for Item:**

g. Discussion/Decision-The Town of Stevensville's regular Town Council meetings to be moved from 6:00 pm to 7:00 pm.



## Stevensville Town Council Meeting

### Agenda Item Request

To be submitted **BEFORE Noon** on the **Wednesday** immediately preceding the **Thursday** agenda publishing deadline (8-days ahead of the meeting).

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Barker
<b>Second Person Submitting the Agenda Item:</b>	Michalson
<b>Submitter Title:</b>	Councilperson(s).
<b>Submitter Phone:</b>	381-6145
<b>Submitter Email:</b>	<a href="mailto:stacie@townofstevensville.com">stacie@townofstevensville.com</a>
<b>Requested Council Meeting Date for Item:</b>	9-14-23
<b>Agenda Topic:</b>	Discussion/Decision - The Town of Stevensville's regular Town Council meetings to be moved from 6:00 pm to 7:00 pm.
<b>Backup Documents Attached?</b>	YES
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Choose an item.
<b>If Approved, Meeting Date for Consideration:</b>	EnterDate
<b>Notes:</b>	The Stevensville Town Council wishes to have the regular Town Council Meetings that are held on the second and fourth Thursday of the month to be moved from the current 6:00 pm starting time to 7:00 pm per Town Council rules (Resolution 387e) Part III, Meetings, Section 1, Paragraph one.



# TOWN OF STEVENSVILLE TOWN COUNCIL RULES

## AS SET BY RESOLUTION NO. 387e

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### **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", except as otherwise provided by law.

#### **Section 3.**

A majority of those present and voting may suspend any of these rules or Robert's 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 members 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 Thursday of each month at 6:00 PM in the Council Chambers of Town Hall 206 Buck Street, Stevensville, Montana, 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 local newspaper; *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 Thursday prior to the regularly scheduled Council meeting. Minutes and Bi-weekly Claims can be added to the agenda packet by 5:00 pm on the Tuesday prior to the scheduled Town Council Meeting. Additionally, the Clerk shall provide copies of the notice, agenda, and supporting documents to each of the Council



members via email and posted on the Town Hall "notice board" and on 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 Thursday agenda publishing deadline to the Town Clerk. If the agenda item is associated with a public notice, three weeks prior to the proposed meeting time is needed for sufficient publication times in the local newspaper, *Bitterroot Star*.

- 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 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 and agenda packets.
- In addition to the Mayor, any one Council member may submit an item of business for consideration by the council, backup documentation



included when applicable.

- Any member of the public may submit an item for consideration by the Council, backup documentation included when applicable.
- The Mayor must approve all agenda items before they are added to the agenda.
- 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 within 30 days. Person or persons submitting the agenda item will be notified by the Town Clerk via email if their agenda item is being reviewed by the Town's attorney.
- 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.

## **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. Approval of Minutes
5. Approval of Claims
6. Administrative Reports
7. Guests
8. Correspondence
9. Public Hearings
10. Unfinished Business
11. New Business
12. Board Reports
13. Town Council Comments
14. Executive Report
15. 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.

### **Section 3.**

The Mayor and Town Clerk may omit an order of business if there is not an agenda item associated with the agenda packet for that scheduled Town Council meeting.

## **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 censured by a majority vote of the remaining members of the Town Council. "Censured" 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.

#### **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:

\*An agenda item can be presented to the Council as a Discussion/Decision item, a Discussion item or an Informational item.

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 will call on the Town Clerk to take the 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. The Town Clerk will read any submitted petitions and letters during the public comment section of the public hearing. This would include any letters that were also received by the Town Clerk via email, general delivery mail or delivered in person to Town Hall by 5:00 pm on the meeting date.

### **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.**

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 Council Member 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 Council Member'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 members.

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 Council Members 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 objections to request for absence.

After three (3) calendar days, the Town Clerk will notify the Town Council Member, requesting the absence, 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.

## RESOLUTION NO. 387e

### A RESOLUTION AMENDING TOWN COUNCIL RULES FOR THE TOWN OF STEVENSVILLE

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

**WHEREAS**, on March 23, 2017, the Town Council revised and adopted the Town Council Rules by Resolution No. 387a;

**WHEREAS**, on September 24, 2018, the Town Council revised and adopted the Town Council Rules by Resolution No. 387b;

**WHEREAS**, on November 8, 2018, the Town Council revised and adopted the Town Council Rules by Resolution No. 387c;

**WHEREAS**, on February 13, 2020, the Town Council revised and adopted the Town Council Rules by Resolution No. 387d;

**WHEREAS**, Part III, Meetings, Section 1, paragraph 1. Meeting time change from 7:00 pm to 6:00 pm this time change was adopted by the Town Council on October 27, 2022, Resolution No. 512. Addition of the Town Hall address, *206 Buck Street, Stevensville, Montana.*

**WHEREAS**, Part III, Meetings, Section 1, paragraph 3. Addition of the word's *local newspaper.*

**WHEREAS**, Part III, Meetings, Section 1, paragraph 4. Addition of Minutes and Bi-weekly Claims can be added to the agenda packet by 5:00 pm on the Tuesday prior to the scheduled Town Council Meeting. Addition of the word's *via email.* The removal of the word's *be made available to the Bitterroot Star.*

**WHEREAS**, Part IV, Agenda, Section 1, paragraph 1. Addition of the word's *If the agenda item is associated with a public notice, three weeks prior to the proposed meeting time is needed for sufficient publication times in the local newspaper, Bitterroot Star.*

**WHEREAS**, Part IV, Agenda, Section 1, paragraph 2, bullet points 1-4. Addition of the words *and agenda packets, backup documentation included when applicable, Person or persons submitting the agenda item will be notified by the Town Clerk via email if their agenda item is being reviewed by the Town's attorney.*

**WHEREAS**, Part V, Order of Business, Section 1. Changing the order of business moving *Board Reports* in front of Town Council Comments and *Executive Report* after Town Council Comments.

**WHEREAS**, Part V, Order of Business. New section added, *Section 3. The Mayor and Town Clerk may omit an order of business if there is not an agenda item associated with the agenda packet for that scheduled Town Council meeting.*

**WHEREAS**, Part VII, Presentation to the Council, Section 1. Addition of the words *An agenda item can be presented to the Council as a Discussion/Decision item, a Discussion item or an Informational item.*

**WHEREAS**, Part VIII, Voting, paragraph 2. Addition of the words *The Mayor will call on the Town Clerk to take the vote.*

**WHEREAS**, Part IX, Public Hearings, Section 3. Addition of the words *The Town Clerk will read any submitted petitions and letters during the public comment section of the public hearing. This would include any letters that were also received by the Town Clerk via email, general delivery mail or delivered in person to Town Hall by 5:00 pm on the meeting date.*

**WHEREAS**, Part XI, Ordinances and Resolutions, Section 3. *Removal of Section 3, It does not state MCA code that a Resolution is adopted or amended by a public hearing.*

**WHEREAS**, Part XIII, Absences of a Town Council Member for more than 10 days, paragraph 1, 2 and 3. Changing the word officer to read *Council Member or Member's* and to also change the word membership to read *members*.

**NOW THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Stevensville, hereby amends the Town Council Rules as revised, as attached to this resolution.

**PASSED AND ADOPTED** by the Town Council and Mayor of the Town of Stevensville the 23<sup>rd</sup> day of March 2023.

**APPROVE:**



Steve Gibson, Mayor

**ATTEST:**



Jenelle S. Berthoud, Town Clerk