



# Stevensville Town Council Meeting Agenda for THURSDAY, DECEMBER 10, 2020 7:00 PM

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Telephone Login Information: Dial (253) 215-8782  
Meeting ID: 820 3755 1470  
Passcode: 231582  
Press \*9 to raise your hand

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. September](#) 10, 2020 Meeting Minutes
  - b. November 12, 2020 Meeting Minutes
  - [c. November](#) 20, 2020 Meeting Minutes
  - [d. November](#) 30, 2020 Meeting Minutes
5. Approval of Bi-Weekly Claims
  - a. Claims 16292-16426
6. Administrative Reports
  - a. Airport
  - [b. Building](#) Department
  - c. Finance
  - d. Fire Department
  - [e. Parks](#) & Recreation
  - [f. Police](#) Department
  - [g. Public](#) Works
7. Guests
8. Correspondence
9. Public Hearings
10. Unfinished Business
11. New Business
  - [a. Discussion/Decision:](#) Consent to the Mayor's Appointment of Tim Smead as Airport Manager
  - [b. Discussion/Decision:](#) Consent to the Mayor's Appointment of John Ellington as Interim Police Chief
  - [c. Discussion/Decision:](#) Consent to the Mayor's Appointment of Bobby Sonsteng as Interim Public Works Director
  - [d. Discussion/Decision:](#) Authorization of purchase for auxiliary snowplow
  - [e. Discussion/Decision:](#) Authorization of purchase for SPD body armor/ballistic shields

- [f. Discussion/Decision:](#) Suspension Council Rules to cancel the December 24, 2020 Town Council meeting in observance of Christmas Eve and authorizing claims to be paid out of cycle
  - [g. Discussion/Decision:](#) To nominate and elect a Councilmember to serve as Council President in accordance with Town Council Rules Part XII
  - [h. Discussion/Decision:](#) Appointment of Councilperson to serve on Planning & Zoning Board in accordance with Stevensville municipal Code §2-313
  - [i. Discussion/Decision:](#) Appointment of Councilperson to serve on TIFID/TEDD Board in accordance with Stevensville Municipal Code §2-330
  - [j. Discussion/Decision:](#) Appointment of Councilperson to serve on Park Board
  - [k. Discussion/Decision:](#) Appointment of Councilperson to serve on the Airport Board in accordance with Stevensville Municipal Code §3-33
  - [l. Discussion/Decision:](#) Appointment of Councilperson to serve on the Climate Action Ad. Board
12. Executive Report
  13. Town Council Comments
  14. Board Reports
  15. Adjournment

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

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

It is essential that we treat each other with respect.

We expect that participants will:

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

We further expect that participants will refrain from disrespectful displays:

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

## **Guidelines for Public Comment**

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

During any council meeting you have two opportunities to comment:

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

Comment made outside of these times may not be allowed.

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

**Thank you for observing these guidelines.**

**File Attachments for Item:**

- a. September 10, 2020 Meeting Minutes

**Stevensville Town Council Meeting Minutes**  
**for THURSDAY, SEPTEMBER 10, 2020 7:00 PM**

1. Call to Order and Roll Call

Mayor Dewey called the meeting to order Councilmembers Devlin, Michalson, and Vick were all present. (Councilmember Holcomb was excused absence)

2. Pledge of Allegiance

3. Public Comments

None.

4. Approval of Minutes

Mayor Dewey: Ms. Berthoud would you please provide the council and update on where we are at.

Ms. Berthoud: Sure, can I am currently in mid-June and have located meeting notes and am going through the audio not much in July and will cross my fingers to get that completed. I will keep you posted if that is going to change.

Mayor Dewey: thanks, Jenelle, I apologize I know that I promised you those. Jenelle is in a new position so getting used to the meetings format and locating meetings in the meantime the meeting audio is on our web site and is available you can re-watch those if you want to.

5. Approval of Bi-Weekly Claims

Mayor Dewey: we have approval of Bi-Weekly Claims, Robert you have the claim sheet for us.

Robert: there are actually 3 sets of claims for you, the first, one is for what we do every month have to pay it at the end of the month #16191 \$308.00 (audio was unclear, unable to understand) that is how it works. The second claim is a contractor claim for Knife River we had to hold back 1% of that money (audio was unclear, unable to understand) the regular claims claim #16119-16226 for \$19, 858.42.

Mayor Dewey; do we have a motion to approve the bi-weekly claims?

Councilmember Michalson: I make a motion to approve the bi-weekly claims.

Councilmember Vick: I 2<sup>nd</sup>.

Mayor Dewey: it has been moved by Mr. Michalson and 2<sup>nd</sup> by Mr. Vick to approve the bi-weekly claims. Questions?

Councilmember Michalson: yes, Robert #16192 Optical Systems \$1673.17.

Robert: that is for the guy that comes to calibrate at the airport.

Councilmember Michalson: I see that the travel expenses are \$750.00.

Robert: yes, he comes and does this in the area and does all the airports in the area.

Councilmember Michalson: okay, thank you.

Councilmember Vick: I just wanted to say that for about a year now but did we ever get that Verizon (audio was unclear, unable to understand) with some others.

Robert: yeah. (audio was unclear, unable to understand) for two months the airport had data and they get a cut rate.

Mayor Dewey: any other questions about the claims? Any public comment? Then I will call for the vote.

Councilmember Devlin: aye.

Councilmember Michalson: aye.

Councilmember Vick: aye.

## 6. Administrative Reports

### a. Airport

Robert: gave the airport report. Had a meeting on Tuesday. We talked about putting out an RFP for the building we had an update on the construction project. We were approved for funding. Hopes are that we get at least the south apron done would like to get both done. Big discussion was about the forest service and their lease. We also talked about temporary pads for helicopters. Have Knife River put the millings in the spot and then the forest service laying cement on top of those piles for landing pads. We also talked about bringing in Jet-A fuel. (audio was unclear, unable to understand) talked about doing a hanger inspection. According to FAA rules there has to be aviation functions going on in the hangers. We talked about parking. Talked about training for the snow plow at the airport.

Councilmember Michalson: airport manager?

Robert: I have one person and they are out of town half of the time. No one else has applied or put in an application.

Mayor Dewey: any further questions?

### b. Building Department

Mayor Dewey: building department report is in your packet. Just as an update, Mr. Netzley (audio was unclear, unable to understand) however that is needs to be someone that is certified. You will see his contract come forth at the next meeting. Having Tim have so many certifications it is rare to find that. So that will be addressed at your next meeting. In the meantime, he will continue to do the inspections so we will not see anything different in that.

c. Finance

Robert: the AFR was done by the state. Building code enforcement is one of the things that came up. Before they left, we talked about this and with the department of labor and finally found the right person. We are going through the procedures. We are looking at a local auditor to do this 1500-3000 bucks so just hope that they can come back and do it for that. We want them to do it quickly to get that off of our finding. (audio was unclear, unable to understand) so really make sure that everything is being charged due to our ordinance. (audio was unclear, unable to understand) fined last year. That is all that I got.

Mayor Dewey: any questions? Our auditor has learned something from us and this will be addressed in the full audit report.

d. Fire Department

Chief Motley: I am pretty sure that your stats are in your packet. Chief Motley read his report to the council. Fire Fly fund raiser. You can have a recreational fire in your back yard, you can also burn starting October 1<sup>st</sup> you can burn lawn debris. Reminded of the 9-11 Memorial, came and participate.

Mayor Dewey: any questions for Chief?

e. Parks & Recreation

Bobby: a few updates read from his park and recreation report in the packet. New park signs for when the park is open and closed. Still sanitizing three times per day. Working with the American Legion with Veterans Park for the memorial service. Having programs and teamed up with the library. Update on the pool, kiddie pool is the problem, reached out to HDR on that.

Councilmember Vick: did we ever figure out the irrigation on the bike path?

Bobby: 3<sup>rd</sup> grade and the garden club will be working on that. The irrigation does work just working through it.

Councilmember Vick: what about on the corners?

Bobby: the ones on Main? They have drains and I spoke to public works and they don't know where that connecting piece is but they all have their own drains. I would need someone a little bit more knowledgeable on irrigation systems to look at it.

f. Police Department

Chief Marble: referred to the report in the packet. Working with the police clerk starting should be doing training. We are in the new space and working through that. I would like to add an open house at the end of the month. We have had a lot of vehicle issues, alternator out in the truck, check engine light on the charger. (audio was unclear, unable to understand) as far as the stats go, Chief read the stats from his report. Is there any questions?

Councilmember Devlin: is this a new report?

Chief Marble: yes.

Councilmember Devlin: I like that break down thank you.

Councilmember Michalson: is there any way to get the percentage of crimes solved?

Chief Marble: sure, understand that those are calls for service. When an incident is created it is going to be a different number. This can be mis leading. (audio was unclear, unable to understand)

Councilmember Vick: I was just going to make a comment that there is one similarity to all three-vehicle breaking down.

g. Public Works

Mayor Dewey: George is off tonight; report is in your packet. So, if you have any questions just get that to us.

7. Guests

None.

8. Correspondence

None.

9. Public Hearings

None.

10. Unfinished Business

a. Discussion/Decision: Late fees on utility bills, non-payment service suspensions during COVID-19 pandemic emergency

Mayor Dewey: introduced item a under unfinished business. Stevensville went into a state of emergency due to the COVID-19 pandemic we discussed some time ago you suspended late fees and no shut offs. In June we extended the program into September 1<sup>st</sup> it is back tonight to see if you want to extend that or not. You can refer to the packet the accounts or balances in March the total balance that we carried was \$30,836.00 (audio was unclear, unable to understand) we ran that report again in June and determined that the balances were \$34,538.00, current balances were at (audio was unclear, unable to understand) then we ran the report again I ran these right after we did the billing. (audio was unclear, unable to understand) we are seeing past due balances trickle up a bit and we don't want to see that number get out of control, Laura has done a great job reducing those balances (audio was unclear, unable to understand) so that is good news, we do have systems ready to go if you decide to reinstate late fees. We do want to give people an opportunity through the state of Montana to file claims through the pandemic, but it does allow us to go forward and get up to speed. I would imagine that we are seeing it trickle up due to the watering season. Your water usage naturally goes up we would like to go into winter with those balances down so that we don't go into spring next year and we have people with high balances.



Councilmember Vick: what is the approval process for the claiming?

Mayor Dewey: we have to provide them a way to notify us that they have certain criteria, many communities have already developed the form that we can utilize it so they fill out a form and they say "hey I am laid off or whatever the case is, I can't pay my bill" so they submit that paperwork and then they are exempt from shut off.

Councilmember Vick: I make a motion to reinstate late fees and shut offs.

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

Mayor Dewey: it has been moved by Mr. Vick and 2<sup>nd</sup> by Ms. Devlin to reinstate late fees and shut offs. Council discussion? Mr. Michalson.

Councilmember Michalson: does it hurt the town if you extend it a bit longer because of COVID. If we reinstate it now (audio was unclear, unable to understand) will it set the town back.

Mayor Dewey: I guess it is up to the council on how much liability they want to take on balances I am willing to let that (audio was unclear, unable to understand) the administration's request is to be allowed to restart. This is coming down the pipe. If you want to set a date to say now that we are going to notify everyone on their October 1<sup>st</sup> bill, they all know that it is going to show up and I would entertain that. We will do whatever the council's direction is we just want enough notice (audio was unclear, unable to understand) that they have time to plan with the charges and such our hope is perhaps but nothing is for sure, our hope is that we can touch base with some of these folks this fall (audio was unclear, unable to understand) we can't count on it, understand that this is coming and work to get your balance down.

Councilmember Vick: how about we resume late fees at 60 days and shut off notices at 120 days (audio was unclear, unable to understand).

Councilmember Devlin: when unemployment rolls out that \$400 dollars a week until the end of the year that is additional money, that is for this. There are other programs that will help people financially (audio was unclear, unable to understand) used to keep you going, right? We have been doing this for quite a while we already have some past due 30, 60, 90 and 120 days. So, what would you propose to do with those three classes?

Mayor Dewey: we would more than likely, we can delay shut offs for as long as you want later than policy. (audio was unclear, unable to understand) We can facilitate that, our system won't let us do that you can only get a late fee at this date. I am not sure (audio was unclear, unable to understand) if it is easy to change.

Councilmember Devlin: how long are you thinking?

Councilmember Michalson: we are doing 60 days?

Councilmember Devlin: I don't know in the beginning we said what if we hold on to (audio was unclear, unable to understand).

Councilmember Michalson: we started in March and Brandon said that every three months we would bring this back.

Mayor Dewey: I think that is how it looked. Every three months so we haven't been working necessary to transfer fees and shut offs, so their April bill there was no late fee, May no late fee, June with no late fee so I guess there has been 6 bills with no late fees.

Councilmember Devlin: (audio was unclear, unable to understand)

Councilmember Michalson: (audio was unclear, unable to understand)

Mayor Dewey: we won't see a late fee show up.

Councilmember Vick: a normal year about what is the percentage of the people that pay online.

Mayor Dewey: I don't know that off the top of my head and I don't know how consistent that is, you would think it would be consistent depending what is going on, Laura has actually brought collections down considerably from where they have been. So that is good, so I don't know the percentage of the people that are paying their bills on line, we are making some process that will make it easier to pay their bill on line were you can actually go in and see your water bill on the website we are trying to do that to minimize the interruption of a water payment so we can make this easiest as possible and having recurring bill charges. The only other consideration that I would offer is that when a late fees do get reinstated, we suspended it right? But that late fee is attached to their balance so whatever their balance is for example January they have nine months of non-payment and then that late fee is going to be a lot larger if we billed them in October (audio was unclear, unable to understand) that is one thing to consider is it is a percentage of the past due (audio was unclear, unable to understand).

Councilmember Devlin: if we do this like a bank so they did a six-month deferral like on loans business loans mortgages things like that, they tacked it on to the end of the loan. I am not really sure of the nine month, (audio was unclear, unable to understand) especially going into winter when people's incomes are little bit harder or lower, they tend to be in the winter. In January (audio was unclear, unable to understand) I don't know if that is there.

Mayor Dewey: I guess from my situation and the conversations and the observations in the office, (audio was unclear, unable to understand) we do worry about our aging population in Stevensville especially around water rates those folks aren't having as much of a problem when paying their bills, it is the working class that we see with these challenges. There are a number of people that we keep in touch and that is positive (audio was unclear, unable to understand) considering from our experience that they are very religious on paying at the beginning of the month that is kind of how we know where we are (audio was unclear, unable to understand) those folks are still coming in.

Councilmember Vick: do we have a round about number on how much of this is residential vs commercial?

Mayor Dewey: I guess I can break it down this way for you, I can't necessarily speak to what is residential and commercial but I, we could, when did she run that report? I can tell you that a handful of past dues are at 120 are either are long overdue foreclosures where we are waiting for the banks in fact one of our 120's came in paid in full today which will knock that down 600-700 dollars considerably so that is a bulk of those 30, 60, 90's a lot of our 30 day people that is

why we gave them the extra month it just happens that the 15 day turn around and then they pay their bill the day before we run the next bill, that is why you will see that come down our 60, 90's I think we are (audio was unclear, unable to understand) early on in June Laura and I printed the list of each account and wanted to make sure that we reached out to the people that may find themselves in trouble and we didn't see any business' and that is partly because of the stimulus money small business loans and places that were helping those business'. I would venture to say that a bulk of those are residential if not all.

Councilmember Devlin: I think we need to be very careful in providing to help people in getting them into a really bad position I am (audio was unclear, unable to understand) we are enabling them kicking the can down the road when you are faced with it and can't pay for it now how are you going to pay for it then, (audio was unclear, unable to understand) and then they are looking at shut off of water in the winter we are creating kind of a big issue that we can nurture so to speak.

Mayor Dewey: we are still required by the governors directive to provide this, so no matter what those people that claim an exemption, the town can do an affective job asking for an exemption they have that opportunity, some of the folks that have a higher balance and don't want to (audio was unclear, unable to understand) for those people and the people that are current that have a chunk due (audio was unclear, unable to understand) we do have a regular business with these folks (audio was unclear, unable to understand). At lease in the last year we haven't shut anyone off for non-payment. We haven't shut any one off, usually we put a notice on their door and give them three days, three business days to pay for whatever reason our bill (audio was unclear, unable to understand) that is why we are trying to make it easier to pay online receiving their bill on a post card in the mail is seems kind of archaic. (audio was unclear, unable to understand). Mr. Michalson?

Councilmember Michalson: the help program, any more money in that?

Robert: I think we have three more years on that.

Mayor Dewey: we are not really seeing that population or as many enrolments in that program. So, the motion on the floor is to reinstate the water and sewer late fees. With that I will call for public comment. (no public comment) Any further discussion from the council? Mr. Michalson?

Councilmember Michalson: when will they show up?

Mayor Dewey: they would show up on the October bill so we would have roughly 3 weeks so we are at a place where we can let them know where they are at with their current balances.

Councilmember Devlin: did they receive something saying that they were not being charged late fees?

Mayor Dewey: I think that it was on the bottom of a water bill the (audio was unclear, unable to understand).

Councilmember Devlin: so, no one has ever come in to ask about it, or the late fee.

Mayor Dewey: Would you? (laughing in the background)

Councilmember Devlin: that is my point. That is my point exactly.

Councilmember Vick: I think too that if we reinstate this tonight that we have to find a way to let people know about this for third party.

Mayor Dewey: I see, we don't have problems with property owners/landlords.

Councilmember Vick: I mean as far as those people that are still being charged by their rental company and if they are being affected by this pandemic and they are eligible for an exemption they would need to apply.

Mayor Dewey: the water is always in the landlord's name so if we, I suspect that if the renter is having a difficult time paying the bill that is between the renter and the landlord because the renter is paying the landlord for the water. If you want a budget bill amount every month (audio was unclear, unable to understand) we hate for them to come in and say, (audio was unclear, unable to understand) we should say, if you rent you build water amount into your bill, it is a night mare for us. Last call for comment or council discussion.

Councilmember Vick: I make a motion to reinstate late fees until December 1<sup>st</sup>.

Mayor Dewey: Mr. Vick has made a motion to reinstate the late fees on December 1<sup>st</sup>.

Councilmember Vick: that is correct.

(audio was unclear, unable to understand)

Councilmember Devlin: so, you would want the late fee to show up on the December 1<sup>st</sup> bill. So, they have until November to pay their late bill.

Councilmember Vick: I amend my motion to collect late fees starting December 1<sup>st</sup>.

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

Mayor Dewey: It has been moved by Mr. Vick and 2<sup>nd</sup> by Mr. Michalson. Council discussion? Public comment?

Chief Motley: help me understand your thought Mr. Vick. We giving more time to prepare to pay the late fee in possibly the most stressful time of year for some folks (audio was unclear, unable to understand) now we are going to give them more time. Does that really make sense?

Mayor Dewey: the amendment is to reinstate late fees on December 1<sup>st</sup>. Call for the vote, MS. Berthoud.

Councilmember Devlin: no

Councilmember Michalson: aye.

Councilmember Vick: aye.

Mayor Dewey: the motion passes, to reinstate late fees and non-collection suspensions on December 1<sup>st</sup>. Council discussion. Public comment?

Councilmember Devlin: what is your thinking of December 1<sup>st</sup>?

Councilmember Vick: I was thinking two months out, but also Mr. Motley does bring up a good point that a lot of our work force here is Stevensville does get laid off.

Councilmember Devlin: yeah, winter.

Councilmember Vick: it is kind of a catch twenty-two, right now these folks have a high bill, if they are going to be charged a late fee if we reinstate it on October 1<sup>st</sup> and an even higher late fee on December 1<sup>st</sup>. So, if we wait until after the holidays, they will have a high bill.

Councilmember Devlin: they will have an even higher bill. I would be interested in October 1<sup>st</sup> November 1<sup>st</sup> at the latest.

Councilmember Vick: I rescind my motion.

Mayor Dewey: Mr. Michalson consent to his rescind of the motion?

Councilmember Michalson: yes, I do.

Mayor Dewey: the motion has been squashed. We will go back to reinstate the fees and shut offs.

Councilmember Devlin: I would like to make a motion to reinstate late fees and shut offs starting October 1<sup>st</sup>.

Mayor Dewey: you are entertaining the motion to reinstate late fees and shut offs on October 1<sup>st</sup>.

Councilmember Vick: I will 2<sup>nd</sup> that.

Mayor Dewey: the motion is to start October 1<sup>st</sup>. Council comment on the amendment? Public comment on the amendment? Mr. Motley?

Mr. Motley: (audio was unclear, unable to understand) gave comment on the motion. I think this is a good idea.

Mr. Tadwick: gave a comment on the motion. People have more money right now then they ever have. They are making more now then ever, there is no reason that they can't pay their bill. Also having a hard time hearing on the live feed.

Mayor Dewey: any further comment on the amendment? I will have Ms. Berthoud call for the vote.

Councilmember Devlin: aye.

Councilmember Michalson: aye.

Councilmember Vick: aye.

Mayor Dewey: the motion passes.

b. Discussion/Decision: Resolution No. 387E, amending Town Council Rules

Mayor Dewey: introduced unfinished business (b.)

Councilmember Vick: last meeting when I mentioned about tabling this, I completely forgot that Ms. Holcomb was not going to be here and because this effects the entire cancel rules, I ask that we table this.

Mayor Dewey: is there a 2<sup>nd</sup>?

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

Mayor Dewey: it has been moved by Mr. Vick and 2<sup>nd</sup> by Ms. Devlin to table item 10. (a) until Ms. Holcomb returns. Council comment? Public comment? I will call vote.

Councilmember Devlin: aye.

Councilmember Michalson: aye.

Councilmember Vick: aye.

Mayor Dewey: all right moving along then.

## 11. New Business

a. Discussion/Decision: Painting of Yellowjackets on sidewalks by the Stevensville Booster Club (Fran Schmitz)

Mayor Dewey: introduced new business item 11 (a).

Fran Schmitz: came to the podium to introduce the painting of the Yellowjackets on sidewalks by the booster club. The letter is in the packet, but for those that do not have it I will go ahead and read it. Fran read her letter. We don't have a date and we had hoped to do it this summer but it has not happened. We had hoped to have our athletes help. There is no cost to the town or the business' booster club will purchase the stencil and the paint.

Mayor Dewey: any questions?

Councilmember Vick: what color are you going to use?

Fran Schmitz: we are going to use a black and Vegas gold. We would like to get permission to extend this permission into next summer not knowing how long this will take.

Councilmember Vick: I will make a motion to approve item (a) and I would say that they never have to ask for approval again to replace those stencils on the sidewalks again.

Councilmember Michalson: I 2<sup>nd</sup> it.

Mayor Dewey: it has been moved by Mr. Vick and 2<sup>nd</sup> by Mr. Michalson to approve the pointing of Stevensville Yellowjackets on the sidewalks along with extended maintenance. Any further council discussion on the item? Public comment?

Councilmember Vick: I guess I do have one more question, does that work for you to not have to come back?

Fran Schmitz: yes, that does, we just wanted to make sure about this. I think at one point when they were painted, they were just for booster members, this time that will not be the case.

Mayor Dewey: any further comment? With that I will call for the vote, Ms. Berthoud.

Councilmember Devlin: aye.

Councilmember Michalson: aye.

Councilmember Vick: aye.

Mayor Dewey: motion passes.

#### b. Discussion/Decision: Upgrade of phone systems for all facilities

Mayor Dewey: introduced new business item (b). We will give some background when we get into the numbers of it. The reason that we are bring this forward to council this evening is obviously there is a need to replace our aging phone infrastructure within the town and now is a good opportunity to do so. This is something that we saw back in the budget process that we anticipated we would have to make an expenditure on and so we built that knowing that we would see some savings with upgrading our phone system so there is savings built into our budget and we realized for an upgrade so that is where you will see neutral expenditures to the budget and won't have to amend the budget because of how we allocated this into our phone budget. So, in terms of background the last time that the towns phone system was upgraded at town hall was roughly around 2012-2013 the following year the phone company stopped manufacturing the phone system and with that finding technicians to service the phone system became challenging. Typically, we would get a technician to service that when we needed to add an extension, when that technician was not available from the company, they would send out another company and that would become pricy. The technician that we have now is not trained in this phone system and when he does come it is very expensive, we just had him out and it was very expensive, over \$1000.00 to install some equipment. So needless to say, our current phone system at town hall is not necessarily fitting the needs of the organization. On top of that now with our, we have now expanded our facilities where the police department is off sight, public works is operated off sight and parks off sight in the spring. We are growing outside of town hall because of space which is okay but has caused some connectivity issues for as well. In so what we have done we have worked with our IT provided to address this phone system issue that we are having within the organization, they have worked up a proposal for us to an IP phone system redundant to the internet phone system we would still retain a hard line for our fax and it would work as a back up line if we have connectivity fail. So we have some redundancy moving to internet phones, but an advantage of having internet phones is that we

can talk between facilities we can speak to the chief in his office as if he was in the same building. Another advantage, when we do have people telecommunicate from home, work from home, this phone system gives them the ability to take the phone home and hook up to the internet just as if they were answering the phone from their desk. We are dealing with the cell phone transfers or calling from private numbers (audio was unclear, unable to understand) people working from home. Last advantage that I will highlight on the phone system is that First Call can provide assistance to us, we can right this into our contract. If Chief Motley is having problems with his phone, he doesn't have to call Robert you call First Call and work through what needs to be done. One other thing that we can highlight is it gives us the ability to downsize the number of cell phones that we provide. Robert showed the savings on our spectrum bill and the Verizon monthly bill it would be cheaper and more efficient. For example, public works all have cell phones, their own cell phone line what they are doing is forwarding their work phone to their personal phone line because they don't want to carry two cell phones where we give them a town cell phone line we require them to answer the calls in the middle of the night this will allow us to get rid of the public works cellphones that are sitting in drawers and that we are paying a monthly charge for instead we can give them a much cheaper stipend for monthly use of their personal cell phone, they can download the app. Looking at just under a \$15,000.00 purchase, it transfers our monthly cost of phones to just under \$400.00 so obviously there is a subscription with this issue, modern technology. (audio was unclear, unable to understand) \$400.00 per month. You can see the monthly cost there. (audio was unclear, unable to understand) there is another savings, called Microsoft teams, it is also an app. When you get Microsoft teams it is built into this system, we are currently paying a monthly fee for this. Going through this program we wouldn't be paying that subscription cost yearly (audio was unclear, unable to understand) another high is that the CARES Act has encouraged organizations to make these changes and we will be submitting this for reimbursement. At the very least the first-time service fees, best case scenario we can see a significant savings to our phone system with no cost to our current budget. CARES would cover that worst-case scenario would be that we would fund that, that is an opportunity that we are excited for. Essentially, we are looking for your blessing when you see the \$15,000.00 check come across the table you are not shocked.

Councilmember Vick; how much will this save the tax payer over what we currently have?

Mayor Dewey: the savings that we have currently calculated is \$363.00. In terms of capital I don't recall what we payed for the current phone system, on a monthly basis saving \$363.00 subscriptions of Microsoft office (audio was unclear, unable to understand).

Robert: our current \$400.00 bucks, the savings of not paying go daddy, Microsoft in two years we have paid most of them ahead. We will get some credit back from that. If we don't go with a new system, we will still have to pay for a system for the police department and maintenance of \$1000.00 each time.

Mayor Dewey: we are at a stage where it is cheaper to replace it then it is to fix it. Unfortunately (audio was unclear, unable to understand)

Councilmember Michalson: so, this would there be a contract behind this (audio was unclear, unable to understand)?



Mayor Dewey: this will be covered under our current IT contract. This is one of those things where we have asked them to go above and beyond, there are some costs associated with that start up fees, but the on-going support, but not the subscription, but the on-going support will be there. Telephone, Microsoft office, your computer, going through IT.

Councilmember Michalson: I guess I just have a problem with this one time cost you talk about the CARES act and if it doesn't come through is this already budget for?

Robert: I am pretty confident that this will go through, this is one of the things that (audio was unclear, unable to understand) go through.

Councilmember Michalson: can you tell me which ones will go away besides Go Daddy?

Robert: Go Daddy will go away, currently we are paying Spectrum \$481.00 a month for our phone service and internet there will be a \$200.00 plus savings a month there. Verizon we are paying \$449.72 we can save about \$233.00 the police department will maintain their phones. 7 of the employees that use their own phones will be given a \$10.00 stipend a month with a savings of a few dollars a month. (audio was unclear, unable to understand) go daddy is a pretty substantial amount a month, we pay for an email account every month almost a wash but if we were to pay for the police department (audio was unclear, unable to understand).

Councilmember Michalson: thank you.

Councilmember Devlin: I have a question. So, if this is part of our contact with First Call, what happens if we don't use First Call anymore?

Mayor Dewey: we would still own the system. I would imagine that would be a requirement of another IT company.

Councilmember Devlin: do we know if there are other IT companies that are capable of this?

Mayor Dewey: the phone system is Microsoft we could call Microsoft directly.

Councilmember Vick: I have experience with working with Teams both on the chat based and phone system it is one of those things if we changed IT vendors there would not be an issue with migrating this system over, all the settings would stay the same.

Mayor Dewey: any further questions from council? I guess a couple of ways we can approach this. First and foremost the intent behind this agenda item was to give you a heads up. If you would like to give us formally your blessing, we would like that to be on record (audio was unclear, unable to understand) a sense to proceed and get the equipment ordered.

Councilmember Vick: I will make the motion to upgrade the phone system.

Councilmember Michalson: I will 2<sup>nd</sup>.

Mayor Dewey: it has been moved by Mr. Vick and 2<sup>nd</sup> by Mr. Michalson to upgrade the phone systems. Any further council discussion, public comment. I will call for the vote, Ms. Berthoud.

Councilmember Devlin: aye.

Councilmember Michalson: aye.

Councilmember Vick: aye.

Mayor Dewey: the motion passes unanimously, thank you very much.

c. Discussion/Decision: Resolution No. 481, Requesting Distribution of Bridge and Road Safety and Accountability Program Funds for the Town of Stevensville, Montana Fiscal Year 2020-2021

Mayor Dewey: introduced new item (c). This is an annual process that you under take by resolution. Just a reminder this is from a gas tax increase from a couple of years ago. We have been accumulating BARRSA funds are ready to spend a bit of that on the 3<sup>rd</sup> Street improvements. We just finalized some things with George last week. Mr. Michalson?

Councilmember Michalson: I make a motion to approve Resolutions 481 Requesting Distribution of Bridge and Road Safety and Accountability Program Funds for the Town of Stevensville, Montana Fiscal Year 2020-2021.

Councilmember Vick: I will 2<sup>nd</sup> that.

Mayor Dewey: it has been moved by Mr. Michalson and 2<sup>nd</sup> by Mr. Vick. Further discussion, public comment? I will call for the vote, Ms. Berthoud.

Councilmember Devlin: aye.

Councilmember Michalson: aye.

Councilmember Vick: aye.

d. Discussion/Decision: Council Rules. (Council Member Michalson)

Mayor Dewey: introduced new business item (d). Mr. Michalson you have the floor.

Councilmember Michalson: yes, our council rules has a section in it which says whenever a town council has sufficient advanced notice of a future vacancy of an elected office town council can attempt to fill the vacancy in advance of the actual vacancy in order to prevent an elected official occurring (audio was unclear, unable to understand). I didn't like how that looked so I sent an email to Dan Clark (audio was unclear, unable to understand) Mr. Michalson read from the email that Dan Clark sent to him. With that (audio was unclear, unable to understand).

Mayor Dewey: I had an opportunity to discuss this with the town attorney in terms of, there are differences in the town rules what council rules is referring to is for a future vacancy where an elected official says I am going to be gone in 30 days or 60 days, giving you a heads up a curtesy, hey I am going to be leaving. The vacancy applies in Montana code when that seat becomes vacated, meaning when that person gives 30 days and on the 31<sup>st</sup> day so what council rules allows you to do is to pick a successor of a future vacancy. So that there is no laps. (audio was unclear, unable to understand) we have multiple conversations with the council whether or not (audio was unclear, unable to understand) so they are not in conflict with each other, that was

Scotts main thing (audio was unclear, unable to understand) they are not in conflict of each other. Mr. Michalson?

Councilmember Michalson: I think what Mr. Clark was saying a councilmember can't sit and vote on its predecessor. (audio was unclear, unable to understand)

Mayor Dewey: (audio was unclear, unable to understand) I think the way your question was posed a vacancy had already existed. If Ms. Devlin resigned effective immediately, tomorrow she would not be able to pick her predecessor. If she resigned tonight and said she was going to be done in two days and we were able to fill her vacancy before the two days expired, she would be able to participate. Ms. Devlin?

Councilmember Devlin: my question is he suggested to you (Mr. Michalson) that he have the city attorney review the policy did you do that; did you talk to him about your question.

Councilmember Michalson: I did not Jaime.

Councilmember Devlin: okay.

Councilmember Michalson: But Dan did say I suggested that you have your city attorney review your policy. I CC'd Scott on it.

Councilmember Vick: I make a motion to get a written opinion from Scott.

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

Mayor Dewey: it has been moved by Mr. Vick and 2<sup>nd</sup> by Ms. Devlin to table this council rules until a written opinion from our city attorney. Council discussion?

Councilmember Devlin: I don't see where he (Scott) was CC'd on this.

Councilmember Michalson: what's that?

Councilmember Devlin: I don't see where Scott was CC'd on this.

Mayor Dewey: non the less there is not a CC but now he will get it. Public comment? Hearing none I will call for the vote, Ms. Berthoud.

Councilmember Devlin: aye.

Councilmember Michalson: aye.

Councilmember Vick: aye.

Mayor Dewey: that concludes our business portion of tonight agenda.

## 12. Executive Report

Mayor Dewey: I return to the office August 31<sup>st</sup>. non the less it feels good to get back. (audio was unclear, unable to understand) just as the chief of police stated the police department is moved and we will look at an open house. (audio was unclear, unable to understand) some of

those costs through CARES will be covered. Montana League of City and Towns conference highlights. Mayor discussed the funds provided by the state will go away at the end of the year so they are reminding towns to submit for reimbursement. The town is looking into a document feature through our current system to have a lot of our documents available on line to the public, instead of records requests (audio was unclear, unable to understand) it would have a copy of our ordinances, building permits, things that are not usually available on line. The state has set aside funds to help towns get this accomplished. It will give us some level of confidence that it will get covered. (audio was unclear, unable to understand). I appreciate council's cooperation (audio was unclear, unable to understand) I am very pleased on us working together I know there are some kinks that need to be worked on with virtual meetings. (audio was unclear, unable to understand). Any questions from council?

### 13. Town Council Comments

Councilmember Vick: I guess I just want to say that I am glad that we are back to in person meetings, not as many masked faces. Last week during the planning and zoning board meeting I was not able to get into the public comment section. (audio was unclear, unable to understand) with going back to the microphone recording and the camera over there doing the recording. We need to get that fixed so that the public can hear the meetings (audio was unclear, unable to understand).

Mayor Dewey: Mr. Michalson?

Councilmember Michalson: I just want to say that I have a board application here from Steve Gibson and I would like to know (audio was unclear, unable to understand) confirmed. (audio was unclear, unable to understand).

Mayor Dewey: Ms. Devlin?

Councilmember Devlin: I would just like to know if there is a way on our web site, the CARES money, how much we got and where it is going to, I get quite a bit of questions about it and to be honest it is not my area of expertise. I don't know how to answer those questions and talking to you about it, it makes sense but then I need to go and relay that back there needs to be a (audio was unclear, unable to understand) if you are telling me you keep a running post of that to keep everyone posted (audio was unclear, unable to understand) that spread sheet I don't know.

Robert: I think I can answer that when we get the police wages back, I just go in and JV the wages back in for the police department. It can't get spent on something else (audio was unclear, unable to understand)

Councilmember Devlin: but then where does it go there are a bunch of questions and I don't know I am not comfortable answering these questions.

Robert: Right now, in the budget we have about \$80,000 budgeted to come back from CARES, we already budgeted for that.

Mayor Dewey: we didn't anticipate (audio was unclear, unable to understand) we are working on getting this out to the public.

Councilmember Devlin: thank you.

14. Board Reports

Mayor Dewey: are there any board reports?

Councilmember Michalson: Planning and Zoning Board has set a meeting at the high school on October 10 at 6:30 p.m. I got a letter from Dr. Moore. Mr. Michalson read the letter into record. Michalson stated that he spoke with Dr. Moore and we can seat 70 people.

Mayor Dewey: any further board reports?

15. Adjournment

Mayor Dewey: thank you for your cooperation.

APPROVE:

ATTEST:

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Brandon E. Dewey, Mayor

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Jenelle S. Berthoud, Town Clerk

**File Attachments for Item:**

b. November 12, 2020 Meeting Minutes

Stevensville Town Council Meeting Minutes

Thursday, November 12, 2020, 7:00 pm

Virtual Meeting

1. Call to Order and Roll Call

Mayor Dewey called the meeting to order, Councilmember's Devlin and Vick were both present.

2. Pledge of Allegiance

3. Public Comments

4. Approval of Minutes

5. Approval of Bi-Weekly Claims

6. Administrative Reports

a. Airport

There is not an airport report tonight.

b. Building Department

c. Finance

d. Fire Department

Chief Motley gave his report that was provided in the packet. new command rig is completed and looks good. Overhead lights in the truck bays have not started yet but spoke with the electrician, hoping for Thanksgiving time. Overhead door will come along. Watch when you are burning your wood stoves and fireplaces. New member on the roster in December, not new to town but new to the roster in town. Questions?

e. Parks & Recreation

Bobby: gave his report that was provided in the packet. Over all Bobby has heard a lot of good feed back from the community with the scare crow festival.

f. Police Department

Chief Marble: gave his report that was provided in the packet.

g. Public Works

Report provided in the packet.

7. Guests

No guests.

8. Correspondence

No correspondence. Mayor Dewey: there is no public correspondence, but you did receive

## 9. Public Hearings

## 10. Unfinished Business

### a. Discussion/Decision: Conduct of Councilmember Michalson

Councilmember Vick: I guess I am going to make a final statement on this as I stated several weeks ago, I did forgive Mr. Michalson. However, the conduct towards the citizens of the town and the employees of the town is defiantly uncalled for and I if he did not resign, I think that it would have been in the best interest of the council to seek some sort of punishment.

Councilmember Devlin: I think having it on the agenda, I appreciate you having it on there Mayor Dewey. Our staff people, victims' staff that were victims, victims of our community, victims of our council, victims Mayor Dewey. Everybody needs some closer with this with the understanding that this kind of behavior has been accepted in Stevensville and in our government for decades. It is not allowed anymore it is not okay to treat other people this way and I would personally like apologize for those that were treated negatively. In this instance this behavior went on for so long and that we were not able to reach a decision as a council on your behalf but I think with resignation that happened I think we are able to put this to rest with a very bold statement that it won't be tolerated moving forward from anybody it doesn't matter we all deserve to be treated with dignity and respect so you know on behalf I do apologize for everyone that receiving backlash from this but we have a great opportunity to move forward and put that behind us and I just hope that we do so.

Mayor Dewey: To rap this up I appreciate the sentiments shared by both Mr. Vick and Ms. Devlin as the executive of the organization I look forward to the opportunity to turn the page on this and move into an aura were this type of behavior is not exhibited by council members and if it is we will swiftly address it and resolve the issue as it has festered in a way for far too long, with that is there anything further from the council on that subject? Okay I will consider the matter closed and you will not see it again.

### b. Discussion/Decision: Review of policies relevant to conduct of Councilmembers

Mayor Dewey: introduced unfinished business (b) policy review. If you decide that you want to continue with policy review and if you are not prepared to go into policy review tonight, I suggest that we throw this on a future agenda when more time can be devoted to the subject. Ms. Devlin?

Councilmember Devlin: I think it would be in the best interest not to review policy when there is just two of us serving on the council at this time. I think we need some influence some ears and input from a full council instead of Mr. Vick and I's opinions and thoughts and making a policy change.

Councilmember Vick: that is about the same think that I was going to say. I was thinking the second meeting in January.

Councilmember Devlin: I think we can personally bring it back as an agenda item.

Councilmember Vick: I think it is best to wait until we have a full council set in.

Mayor Dewey: We will let that rest until the council is back up.

## 11. New Business



a. Discussion/Decision: Suspension Council Rules to cancel the November 26, 2020 Town Council meeting in observance of Thanksgiving and authorizing claims to be paid out of cycle

Mayor Dewey: introduced new business (a) Mr. Vick?

Councilmember Vick: wasn't this included in my motion last year for the day off after thanksgiving?

Mayor Dewey: as we recalled in the office your motion was the day after thanksgiving but not necessarily canceling that meeting and paying the claims.

Councilmember Vick: would there be any Montana or federal code preventing us for allowing us to pay claims out of cycle through perpetuity?

Mayor Dewey: not necessarily I guess the reason that we bring this up in the meeting prior you know the first meeting in the month is to give you the opportunity to say you want to pay claims out of cycle or change that forth Thursday meeting. You have the opportunity to do so, I think that it is going to depend from council to council in any given year.

Councilmember Vick: I will make a motion.

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

Mayor Dewey: moved by Mr. Vick and 2<sup>nd</sup> by Ms. Devlin. Any further council comments on the matter. I don't see any public comment, Ms. Berthoud anything on your end. With that, Ms. Berthoud would you please call for the vote.

Councilmember Devlin: aye.

Councilmember Vick: aye.

b. Discussion/Decision: Extension of Final Plat Filing Deadline for Phase 2 of the Twin Creeks Subdivision

Mayor Dewey: introduced new business (b) extension of final plat filing Twin Creeks Subdivision. New owners of the property now asking for a deadline extension

Ron Ewart: PCI, spoke about the next phase of Twin Creeks, Phase 2.

Councilmember Vick: I am going to make a motion to extend it to one year and one day, because the 15<sup>th</sup> is a Sunday.

Mayor Dewey: Mr. Vick has made a motion to extend it by one year and a day.

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

Mayor Dewey: any further questions? Giving it a second for public comment to come in. Hearing no public comment coming in I will call for the vote. Ms. Berthoud?

Councilmember Devlin: aye.

Councilmember Vick: aye.

Mayor Dewey: great thank you, Ms. Berthoud will schedule for you to come in and sign paperwork.

c. Discussion/Decision: Placement of a "No Outlet" sign on Peterson Place

Mayor Dewey: introduced the new business item(c) Ms. Holcomb is requesting from the last council meeting to place this on the agenda.

Councilmember Devlin: I make a motion.

Councilmember Vick: I 2<sup>nd</sup>.

Mayor Dewey: it has been moved by Ms. Devlin and 2<sup>nd</sup> by Mr. Vick. Council discussion, public comment. I will call for the vote, Ms. Berthoud.

Councilmember Devlin: aye.

Councilmember Vick: aye.

Mayor Dewey: okay.

d. Discussion/Decision: Town Council Vacancies in Ward 1 and Ward 2

Mayor Dewey: When do you want to meet to review the applications? You have until December 5<sup>th</sup> to appoint the new positions.

Mayor Dewey: introduced new business item (d) the postings have taken place and we post the open positions for 10 days. State statue gives the council 30 days to replace the vacancy you have December 5<sup>th</sup> to fill the vacancy. Ms. Berthoud and I are at your disposal for the calendar.

Councilmember Devlin: could we meet to review the applications on the 20<sup>th</sup>? And possibly do interviews on the 30<sup>th</sup>.

Councilmember Vick: that will work for me as well.

Mayor Dewey: the scheduling wise of the meeting we will work around your availability. If you want to meet in the afternoon or the evening just let us know. Zoom meeting or in person, please let us know.

Councilmember Devlin: I am available after 6:00 that day. (the 20<sup>th</sup>)

Councilmember Vick: and I am available anytime that day.

Mayor Dewey: okay, Ms. Devlin is that 6:00 or later or 6:00 p.m.

Councilmember Devlin: there is two of us not hard to social distance.

Councilmember Vick: not at all.

Mayor Dewey: we will check on the availability of space for you on the 20<sup>th</sup> at 6:00 p.m. from there then so you want to explore dates, do you want us to look at the 30<sup>th</sup> or a different time.

Councilmember Devlin: I am available from 5:00 on.

Councilmember Vick: my schedule at work is not out yet but if we schedule for that time, I will make it work.

Mayor Dewey: we will schedule for the 30<sup>th</sup> on the calendar the time will be determined on how many people you proceed with and how long that will take. In the past appointments we have had to have 2 nights of interviews to get through it. If there are conflicts with those dates the town clerk and I will have contact with you. Are there any further questions from council?

Councilmember Devlin: would it be possible to have the review of applications at town hall?

Mayor Dewey: anything is possible, so if the council wants to adopt a format or proceed with a format where the council itself meets in person and attendance to the meetings in through virtual. That can be facilitated, the challenge with the council chambers is that unfortunately can't accommodate numbers of the public in that room. Given the space that we have available for social distancing. Yes, the council chambers is available as long as the council is okay with the public attending that meeting virtually.

Councilmember Devlin: I think given the circumstances we find ourselves in with the two vacancies, at the same time we are right in the middle of the holidays and in a 30-day time frame I would bet that the people of our town would give us a little grace as we go through this process and try and meet those deadlines, it certainly is Mr. Vick and my doing. Mr. Vick what is your thought on that?

Councilmember Vick: I think that the public would be more forgiving on that, I don't foresee the entire town sitting in while we go through applications, but I would like public participation and what not but if it makes it easier for us to facilitate this where the public joins virtually, I am fine with that.

Mayor Dewey: what I am hearing is our first option is to hold a public meeting at the library room and our second option is to hold a hybrid virtual and in person meeting and our third option is an all-virtual meeting. That concludes the business portion of the town council portion of the meeting.

## 12. Executive Report

Mayor Dewey: Myself and some staff members have attended some webinars today and yesterday a workshop provided by the department of commerce here in Montana. The webinar is attended by communities through out Montana and then when we break out into groups, we are with other towns our size. Stevensville is doing well in terms of the economy and the pandemic.

In terms of Corona virus, we are continuing to monitor that situation very carefully. We had a staff meeting today, social distancing of course about their rolls and their expectations. We do have some potential exposure within the organization. Reinforcing social distancing and wearing masks and reinforcing the philosophy of taking care of each other so we can take care of our community. I have reached out to the public health department via email in Ravalli County with one last plea to see if we can't get any case data for Stevensville to aid in our decision making. If you recall in our previous conversations about public health specifically in Ravalli County and in Stevensville, I had expressed some frustration that public health wasn't cooperating in that regard you know they were giving us the same information as the general public. And I will continue to reach out. I hope to hear back.

Police Chief mentioned briefly about the phone system, tomorrow they will be setting up the phones and getting them squared away in the office then come back next week to switch over.

We are working on some snow response material; we are a little late on that this year. We are going to get some information out to the public. Just a reminder to not deposit your snow into the streets. I think that covers everything in my executive report.

### 13. Town Council Comments

Councilmember Devlin: We will still be having a country Christmas, decorated vehicles, parade of trees, decorate trees or windows, prizes for first and second places for trees windows and yards. Hope that the town will continue to do the coloring contest for flip the switch.

Mayor Dewey: yes, we can get the flip the switch coloring contest going.

Councilmember Vick: try to do some recruiting here, about the same time last year I put together the climate change board. Everyone is eligible to apply for the board, please fill out an application.

Mayor Dewey: Mr. Vick brought up a good reminder about boards. Mark your calendars for the 5<sup>th</sup> Friday in January, the 29<sup>th</sup>. It has been about a year since we workshopped with council members. Ms. Berthoud and I will be setting aside a couple few hours to meet with the boards in January. We really want to get the boards up to speed on their roles and responsibilities. We are going to go over virtual meetings with the boards.

### 14. Board Reports

No board reports.

Councilmember Vick: no fire department banquet, they have decided to give the fire fighters money to go out for their own supper. Being a member of the town council I declined that invitation.

### 15. Adjournment

APPROVE:

ATTEST:

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Brandon E. Dewey, Mayor

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Jenelle S. Berthoud, Town Clerk

**File Attachments for Item:**

c. November 20, 2020 Meeting Minutes

# Stevensville Special Town Council Meeting Minutes

FRIDAY, NOVEMBER 20, 2020 6:00 PM

1. Call to Order and Roll Call

Mayor Dewey called the meeting to order. Councilmembers Devlin and Vick were present.

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

There was no public comment.

3. Unfinished Business

a. Discussion/Decision: Town Council Vacancies in Ward 1 and Ward 2 (Review of Applications)

Mayor Dewey introduced unfinished business item (a). Councilmembers were provided the applications of the four candidates via email.

Councilmembers Devlin and Vick agreed to hold a special town council meeting on November 30, 2020 at 7:00 p.m. virtually via Zoom. Questions will be compiled from previous town council interviews and from current Councilmembers Devlin and Vick.

4. New Business

There was no new business.

5. Adjournment

APPROVE:

ATTEST:

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Brandon E. Dewey, Mayor

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

**File Attachments for Item:**

d. November 30, 2020 Meeting Minutes

# Stevensville Special Town Council Meeting Minutes

**MONDAY, NOVEMBER 30, 2020 7:00 PM**

1. Call to Order and Roll Call

Mayor Dewey called the special town council meeting to order. Councilmembers Devlin and Vick were present for the meeting.

2. Public Comments

Public comments that came in today, 11/30/2020, were forwarded to the councilmembers via email and will be provided in the final meeting minutes.

3. Correspondence

Mayor Dewey introduced the correspondence to the meeting. These two public comments were included in the agenda packet.

- a. Public Comment, Sue Devlin
- b. Public Comment, Sharon Gee

4. Unfinished Business

a. Town Council Vacancies in Ward 1 and Ward 2 (Interview 4 candidates)

Mayor Dewey introduced the procedure. Councilmembers Devlin and Vick chose to interview the candidates alphabetically. When the candidates are not being interviewed, they will be placed in the “waiting room” via Zoom.

Councilmembers Devlin and Vick interviewed Sydney Allen first.

Councilmembers Devlin and Vick interviewed Paul Ludington second.

Councilmember Devlin and Vick interviewed Patrick Shourd third.

Councilmember Devlin and Vick interviewed Wallace Smith fourth.

5. New Business

Mayor Dewey introduced new business item (a) and (b) and the meeting went into recess at 9:07 p.m. returning at 9:15 p.m. with nominations from the councilmembers.

a. Nomination and appointment of a councilmember to fill the Ward 1 vacancy

Councilmember Devlin: I would like to make a motion to nominate Paul Ludington.

Councilmember Vick: I will 2<sup>nd</sup> that motion.

Mayor Dewey: it has been moved by Ms. Devlin and 2<sup>nd</sup> by Mr. Vick. No further comment from the council and no public comment. I will call for the vote. Ms. Berthoud

Councilmember Devlin: aye.

Councilmember Vick: aye.



Mayor Dewey: the motion passes unanimously. The clerk's office will be in touch with you.

b. Nomination and appointment of a councilmember to fill the Ward 2 vacancy

Councilmember Devlin: I make a motion to appoint Mr. Shourd to Ward 2.

Councilmember Vick: I 2<sup>nd</sup>.

Mayor Dewey: Ms. Devlin made the motion and Mr. Vick 2<sup>nd</sup>.

Councilmember Vick: No, no I did not 2<sup>nd</sup>.

Mayor Dewey: I am sorry I did not hear that, without a second the motion fails.

Councilmember Vick: I going to speak to this really quick.

Councilmember Vick: Make a motion to nominate.

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

Mayor Dewey: it has been moved by Mr. Vick and 2<sup>nd</sup> by Ms. Devlin, any further comment from council? I don't see any comment on the phone. I will call for the vote. Ms. Berthoud

Councilmember Devlin: aye.

Councilmember Vick: aye.

Mayor Dewey: the motion passes. The clerk's office will be in touch with you.

c. Stevensville Airport Land Lease Lot 6 Block 3

Mayor Dewey introduced new business item (c) Stevensville Airport Land Lease. It is time sensitive so we are getting this wrapped up for the individuals financing.

Councilmember Vick: I will make the motion.

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

Mayor Dewey: it has been moved by Mr. Vick and 2<sup>nd</sup> by Ms. Devlin, any further comment from the council? I don't see any comment from the public. I will call for the vote, Ms. Berthoud.

Councilmember Devlin: aye.

Councilmember Vick: aye.

6. Adjournment

APPROVE:

ATTEST:

\_\_\_\_\_

\_\_\_\_\_

Brandon E. Dewey, Mayor

Jenelle S. Berthoud, Town Clerk

**File Attachments for Item:**

a. Claims 16292-16426

\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
16292		1757 Municipal Emergency Services	*** Claim from another period (11/20) ****	4,050.00			1000 420460	212	101000
	11/25/20	20 custom matex hose	4,050.00*						
16394	E 1698 Spectrum	*** Claim from another period (11/20) ****	*** Claim from another period (11/20) ****	9.99			1000 410550	356	101000
	2671 11/21/20	Self Install TV basic TownHall	9.99						
16395		230 Verizon Wireless	*** Claim from another period (11/20) ****	381.48			1000 410200	340	101000
	9867286576	11/18/20 Cell Phone - Mayor	46.65				1000 420100	340	101000
	9867286576	11/18/20 Cell Phone - PD	139.95				2394 420531	340	101000
	9867286576	11/18/20 Cell Phone - BD	57.56				5210 430510	340	101000
	9867286576	11/18/20 Cell Phone - H20	59.04				5310 430610	340	101000
	9867286576	11/18/20 Cell Phone - Sewer	59.05				5610 430300	340	101000
	9867286576	11/18/20 Cell Phone - Airport	19.23						
16396		710 Fast Initial Response Systems &	*** Claim from another period (11/20) ****	205.05			5210 430510	220	101000
	448800193	11/30/20 H20 1st aid replenish	68.35				1000 430200	220	101000
	448800193	11/30/20 Shop 1st aid replenish	68.35*				5310 430610	220	101000
	448800193	11/30/20 Sewer 1st aid replenish	68.35						
16397		710 Fast Initial Response Systems &	*** Claim from another period (11/20) ****	170.34			1000 410550	230	101000
	448800196	11/30/20 TH 1st aid replenish	170.34*						
16398		710 Fast Initial Response Systems &	*** Claim from another period (11/20) ****	133.00			1000 460445	230	101000
	448800194	11/30/20 Pool 1st aid replenish	133.00*						
16400		1711 Office Solutions & Service	*** Claim from another period (11/20) ****	14.14			1000 410550	320	101000
	INV89472	11/30/20 Copies, Color & BW	14.14*						
16401		1716 Quadient Leaseing USA, Inc	*** Claim from another period (11/20) ****	134.10			1000 410360	311	101000
	N8596625	11/23/20 C-Postage Mach Lease	6.69				1000 410550	311	101000
	N8596625	11/23/20 Admin-Postage Mach Lease	20.12				1000 420100	311	101000
	N8596625	11/23/20 PD-Postage Mach Lease	13.41				1000 420410	311	101000
	N8596625	11/23/20 FD-Postage Mach Lease	6.71				5210 430510	311	101000
	N8596625	11/23/20 W-Postage Mach Lease	40.23*				5310 430610	311	101000
	N8596625	11/23/20 WW-Postage Mach Lease	40.23				5610 430300	311	101000
	N8596625	11/23/20 A-Postage Mach Lease	6.71						
16402		1667 Owens Law Firm, PLLC	*** Claim from another period (11/20) ****	1,235.40			1000 411100	350	101000
	3054 12/01/20	Town Legal Services	562.00				1000 410364	350	101000
	3054 12/01/20	Prosecuting Atty Services	673.40						

\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
16403	1625	12/02/20 RTUEXT coolant 503 car	1650 D.I.A.R Do It All Repair	108.96			1000	420100	420100	231		101000
	1625	12/02/20 Inspect car 09 dodge/supplies		83.00			1000	420100	420100	231		101000
16404		1146 Motorola Solutions, Inc.		375.00			1000	410364	420100	350		101000
		Nova Software - Monthly Subscriptions		75.00			1000	420100	420100	330		101000
	8230298860	12/01/20 Nova Subscription		300.00			1000	420100	420100	330		101000
	8230298860	12/01/20 Nova Subscription	*** Claim from another period (11/20) ***									
16405		85 CENTURYLINK		49.90			5210	430530	430530	340		101000
	Nov 2020	11/22/20 MBF Reservoir #9934 Nov 20		49.90								
		*** Claim from another period (11/20) ***										
16406		85 CENTURYLINK		127.31			5310	430640	430640	340		101000
	Nov 20	11/22/20 WWTP Internet #0185		68.99			5210	430540	430540	340		101000
	Nov 20	11/22/20 H2O Plant Phone #7132		45.32			5210	430540	430540	556		101000
	Nov 20	11/22/20 Finance Charge		13.00*								
16407		159 Ravalli County Clerk and		5.00			5610	430300	430300	350		101000
	Block 6	Lot 3										
	120420	12/04/20 Record land lease -Tim Mead		5.00								
16408		1698 Spectrum		538.49			1000	420100	420100	340		101000
	531.87	Control Account X421					1000	420410	420410	340		101000
	Dec 20	12/03/20 PD phone/internet		89.97			1000	410360	410360	340		101000
	Dec 20	12/03/20 Court phone/internet		24.49*			1000	410550	410550	340		101000
	Dec 20	12/03/20 Admin phone/internetq		24.50*			2940	410550	410550	340		101000
	Dec 20	12/03/20 Econ Development phone		24.50*			5210	430510	430510	340		101000
	Dec 20	12/03/20 H2O dept phone/internet		73.49			5310	430610	430610	340		101000
	Dec 20	12/03/20 Sewer dept phone/internet		73.48			2394	420531	420531	340		101000
	Dec 20	12/03/20 BD phone/internet		12.25			1000	460445	460445	340		101000
	Dec 20	12/03/20 Pool phone		39.99			5210	430510	430510	340		101000
	Dec 20	12/03/20 Water office phone/internet		78.47			5310	430610	430610	340		101000
	Dec 20	12/03/20 Sewer office phone/internet		78.48			1000	410550	410550	556		101000
	Dec 20	12/03/20 Interest Charge	*** Claim from another period (10/20) ***	6.62*								
16409		8 RAVALLI ELECTRIC CO-OP		106.82			5610	430300	430300	340		101000
	Oct 20	11/25/20 Airport Utilities - Lights 2/3		71.76			5610	430300	430300	340		101000
	Oct 20	11/25/20 Airport Utilities - Water Pump		35.06								

\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
16410	13611	1761 SUREPLUS PROPERTY 11/18/20 Dodge Charger 2016	5,000.00 5,000.00*	****		1000 420100	940	101000
16411	2010	1754 Construct Montana, LLC 12/05/20 42 Hours November Inspection	2,000.00 2,000.00*	****		2394 420531	350	101000
16412		228 Norco, Inc. Annual Community Connection Fee	10.50	****				
	30794250	11/30/20 Cylinder Rental Streets	3.50*			1000 430200	220	101000
	30794250	11/30/20 Cylinder Rental Water	3.50			5210 430510	220	101000
	30794250	11/30/20 Cylinder Rental Sewer	3.50			5310 430610	220	101000
16413		16 MONTANA ENVIRONMENTAL LAB LLC	965.80	****				
	2011842	11/04/20 Water testing	48.00*			5210 430510	350	101000
	2011619	11/04/20 Sewer testing	171.20			5310 430610	350	101000
	2011850	11/11/20 Sewer testing	397.20			5310 430610	350	101000
	2012086	11/17/20 Sewer testing	178.20			5310 430610	350	101000
	2012325	11/24/20 Sewer testing	171.20			5310 430610	350	101000
16414		23 VALLEY DRUG AND VARIETY	32.76	****				
	112420	11/24/20 Laminating Parks	17.00			1000 460430	220	101000
	111620	11/16/20 3 ring binders Sewer	7.47			5310 430610	210	101000
	112320	11/23/20 3 pack of tape W	2.77			5210 430510	210	101000
	112320	11/23/20 3 pack of tape S	2.76			5310 430610	210	101000
	112320	11/23/20 3 pack of tape TH	2.76			1000 410550	210	101000
16415	6655	1762 Doyle & Associates, P.C. 11/30/20 FY19 Bldg Enforcement program	2,500.00 2,500.00*	****		2394 420531	350	101000
16416	76759	1763 Parts Unlimited 12/02/20 Tailgate new PW truck	400.00 400.00			1000 430100	232	101000
16417	M853096	690 Core & Main LP 12/03/20 Harmony upgrade & software	10,884.65 10,787.00			5210 430550	220	101000
	N400102	12/03/20 MM GPS Reciever	97.65			5210 430550	220	101000
16418	91336	1271 Sweet Pea Sewer & Septic 11/10/20 LCP Porta Potty Service	35.00 35.00	****		1000 460430	350	101000

\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
16419	70394	1696 First Call Computer Solutions, 7103 11/30/20 Phone System		2,969.06 2,969.06*			1000		410550	239		101000
		*** Claim from another period (11/20) ****										
16420	E	59 BITTER ROOT DISPOSAL		499.80			1000		410360	340		101000
	3583675	12/01/20 Court solid waste		5.00*			5210		430510	340		101000
	3583675	12/01/20 H20 Dept TH facility		29.99			5310		430610	340		101000
	3583675	12/01/20 Sewer Dept TH facility		29.99			1000		420100	340		101000
	3583675	12/01/20 PD solid waste		14.99			1000		411201	340		101000
	3583675	12/01/20 TH solid waste		14.99			2394		420531	340		101000
	3583675	12/01/20 BD solid waste		5.00			1000		430200	340		101000
	3583506	12/01/20 Street solid waste		149.94*			5310		430640	340		101000
	3583506	12/01/20 Sewer plant solid waste		49.98			1000		460430	340		101000
	3583506	12/01/20 Parks		199.92								
		*** Claim from another period (11/20) ****										
16421	November	1659 CHS Mountain West CO-Op		107.55			1000		430100	231		101000
		11/30/20 PW-Fuel		107.55								
		*** Claim from another period (11/20) ****										
16422	50% charged to District	1653 MCKESSON MEDICAL - SURGICAL		27.77			2230		420730	220		101000
		11/20/20 FD- Face shield		27.77*								
		*** Claim from another period (11/20) ****										
16423		34 STEVENSVILLE HARDWARE AND RENTAL		184.24			1000		430200	230		101000
	c456912	11/10/20 concrete streets		19.96*			1000		460430	230		101000
	c456914	11/10/20 Concrete flagpoles		14.97*			5310		430640	230		101000
	a486757	11/10/20 titanium bit blade sewer plan		16.98			1000		460430	230		101000
	a486746	11/10/20 Concrete flagpoles Father rav		29.94*			1000		460430	230		101000
	c456389	11/02/20 Concrete flagpoles veterans		29.94*			5310		430640	230		101000
	b455699	11/28/20 wet dry cartridge filter shop		34.98			5310		430640	230		101000
	a488434	11/28/20 light bulbs sewer plant		31.48			1000		410550	230		101000
	a485868	11/02/20 battery front door bell		5.99*								
		*** Claim from another period (11/20) ****										
16424	E	852 CENEX FLEETCARD		817.42			1000		410550	231		101000
	204710CL	11/30/20 Admin - Fuel		0.00			1000		420100	231		101000
	204710CL	11/30/20 PD - Fuel		328.50			1000		420460	231		101000
	204710CL	11/30/20 FD - Fuel		293.85			1000		430100	231		101000
	204710CL	11/30/20 PW - Fuel		195.07			2230		420730	231		101000
	204710CL	11/30/20 Amulance - Fuel		0.00			5610		430300	231		101000
	204710CL	11/30/20 Airport - Fuel		0.00			1000		410550	556		101000
	204710CL	11/30/20 Finance Charge		0.00*								

\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
16425	4836100	56 HAWKINS, INC. 11/23/20 chemicals-Aqua Hawk 7882	1,143.43 1,143.43			5310		430640	220		101000
		*** Claim from another period (11/20) ****									
16426	596872	29 STEVENSVILLE NAPA AUTO PARTS 11/25/20 Car Battery 09 dodge	251.58 136.79*			1000		420100	232		101000
	594366	11/09/20 Deicer police car	4.67*			1000		420100	232		101000
	595948	11/19/20 Gauge police car	5.82*			1000		420100	232		101000
	597101	11/28/20 Oil Change ram	37.20*			1000		430200	232		101000
	595157	11/14/20 2.5 def	23.92*			1000		430200	232		101000
	595940	11/19/20 FHP Powerrated belt	43.18*			1000		430200	232		101000
		<b># of Claims</b> 33	<b>Total:</b> 35,474.54								
		<b>Total Electronic Claims</b>	<b>1,434.03</b>								
		<b>Total Non-Electronic Claims</b>									<b>34040.51</b>

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	\$16,686.04
2230 AMBULANCE	
101000 Cash - Operating	\$27.77
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	\$4,574.81
2940 ECONOMIC DEVELOPMENT	
101000 Cash - Operating	\$24.50
5210 WATER	
101000 Cash - Operating	\$11,396.71
5310 SEWER	
101000 Cash - Operating	\$2,626.95
5610 AIRPORT	
101000 Cash - Operating	\$137.76
<b>Total:</b>	<b>\$35,474.54</b>



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

\_\_\_\_\_  
Council \_\_\_\_\_ Council

\_\_\_\_\_  
Council \_\_\_\_\_ Council

\_\_\_\_\_  
Mayor

Date Approved \_\_\_\_\_

**File Attachments for Item:**

b. Building Department

# **MONTHLY REPORT**

## **Building Department**

November 2020

<b><u>Permits Issued</u></b>	<b><u>Fees Collected</u></b>
<b><u>Building</u></b> (8 permits)	
1. NSFR .....	\$1,733.00
2. New Commercial Building .....	\$0
3. Renovation/Remodel .....	\$618.00
4. Demo .....	\$0
<b><u>Electrical</u></b> (8 permits)	
1. NSFR .....	\$400.00
2. New Commercial Building .....	\$0
3. Renovation/Remodel .....	\$445.29
4. Demo .....	\$0
<b><u>Mechanical</u></b> (3 permits)	
1. NSFR .....	\$327.50
2. New Commercial Building .....	\$0
3. Renovation/Remodel .....	\$0
4. Demo .....	\$0
<b><u>Plumbing</u></b> (4 permits)	
1. NSFR .....	\$0
2. New Commercial Building .....	\$0
3. Renovation/Remodel .....	\$148.00
4. Demo .....	\$0
<b>Total permits issued:23</b>	<b>Total fees collected: \$3,671.79</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 Tim Netzley, Building Official

**File Attachments for Item:**

e. Parks & Recreation



## December 10, 2020 Report to Council

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

#### Lewis and Clark Park:

- ◆ Debris Cleanup
- ◆ Bathrooms have been winterized/locked for winter and the portable bathroom has been winterized and put away.

#### Park Cleaning/Sanitizing/COVID-19:

- ◆ Spraying playgrounds at Lewis and Clark Park, Father Ravalli Park, and Lange Park benches and tables up to three times per day depending on weather.
- ◆ Trash clean up every morning.

#### River Park/River Park Trail:

- ◆ Debris cleanup and clearing debris off path.

#### Veteran's Park:

- ◆ Working with the American Legion Veterans and the Garden Club to complete renovations.
  - Underground electrical for lighting installed.
  - Concrete slab has been poured.
  - Planning to install new flag poles on 12/3/20.

#### Father Ravalli Park:

- ◆ New flagpole base has been poured. Planning to install new flag poles on 12/3/20.

#### Events:

- ◆ Turkey Trot 5K on Thanksgiving Morning
  - We had ten participants and gathered 71 pounds of goods that the Town donated to Pantry Partners.

#### Other:

- ◆ Assisting Public Works with park fall clean up and park snow removal.
- ◆ Working on a draft to propose a ParkRX program to medical providers around Stevensville. (This program utilizes outdoor recreation spaces for physical activity recommendations from medical providers. Trails will have difficulty

ratings, elevation change information, path type [paved, gravel, wood chip, natural, etc.] and other information to allow medical providers to recommend outdoor recreation that suites each patient).

- ◆ Master Parks Plan for the Town of Stevensville
  - Currently researching and starting a draft. Need to work with the Park Board and other organizations around Stevensville to evaluate community needs and wants to put together a Parks Master Plan that benefits all of our community members.

Sincerely,

Bobby Sonsteng  
Parks and Recreation Director

**File Attachments for Item:**

f. Police Department

**TOWN OF STEVENSVILLE  
POLICE DEPARTMENT ACTIVITY REPORT  
December 10<sup>th</sup>, 2020**

**MONTHLY REPORT:**

Transitional period within our Police Department with the recent departure of the Police Chief, James Marble. This past month, a fully equipped 2016 patrol vehicle was purchased thanks to the citizen donations. Proactive Policing and Community oriented policing is at our forefront and is being utilized accordingly. A new Patrol vehicle is scheduled for pick up on Dec 11<sup>th</sup>, 2020. We are in the process of hiring a Montana certified Officer, with a tentative start date of Jan 1<sup>st</sup>, 2021.

**PROACTIVE POLICING & CALLS FOR SERVICE:**

<b>PERSONNEL WORKLOAD</b>	<b>MONTH OF NOVEMBER</b>	<b>MONTH OF OCTOBER</b>	<b>YEAR TO DATE</b>
<b><i>PATROL</i></b>			
Calls for service	34	50	757
Traffic Citations	3	3	26
Traffic Warnings	15	31	147
Arrests	0	2	28
<b><i>INVESTIGATIONS</i></b>			
Robbery / Homicide	0	0	0
Assaults / Sex Crimes	1	1	13
Burglary / Theft	1	1	25
Fraud	4	0	12
Suspicious Incident	6	9	92
Disturbance/PFMA	2	4	44
<b><i>SPD AGENCY ASSISTS</i></b>			
Ravalli County S.O	3	9	80

SPD Agency Assists has been added to the above to educate / inform how many times SPD units have provided assistance to County or to other law enforcement agencies. Agency assistance can range from merely backing up Deputies on traffic stops to assisting them in Calls for Service and or per Mutual aid requests.



**File Attachments for Item:**

g. Public Works

**TOWN OF STEVENSVILLE  
PUBLIC WORKS ACTIVITY REPORT  
November 2020**

**UTILITIES REPORT**

*Water Production*

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	14,358,000	34,481,000

- 💧 Monthly and Yearly reports to the state
- 💧 Meter reading and install in new homes
- 💧 Well #5 off at this time, having Election cleaning
- 💧 Water meter needing circuit board replaced, on order
- 💧 Liquid Engineering cleaned reservoir and checked for leaks

*Waste Water Treatment*

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	5,776,000	6,000,000

- 💧 State Reports and EPA, weekly samples taken
- 💧 Cleaned dry beds of sludge

**PARKS**

- 💧 Pad prepared for pouring concrete at Veterans Park for flag poles

Jared Hansen was hired in November to work with our water and wastewater systems.

Glenn Bies is currently on medical leave.

George Thomas will be retiring December 31, 2020.

**File Attachments for Item:**

h. Fire Department Report



# STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

Activity Report – November 2020

## **Calls for the Month of November: 67**

Calls for Stevensville Town: 26

Calls for Stevensville Rural: 39

Mutual Aid: 2

Medical Response: 54

Fire Calls: 11

Motor Vehicle Crash: 2

Total Calls: 67

## **Calls for the Year to Date: 619**

Calls for Stevensville Town: 267

Calls for Stevensville Rural: 332

Mutual Aid: 20

Medical Response: 460

Fire Calls: 128

Motor Vehicle Crash: 31

Total Calls: 619

**File Attachments for Item:**

- a. Discussion/Decision: Consent to the Mayor's Appointment of Tim Smead as Airport Manager



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Brandon E. Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	12/10/2020
<b>Agenda Topic:</b>	Consent to the Mayors Appointment of Tim Smead as Airport Manager
<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>	12/10/2020
<b>Notes:</b>	

**Agenda Item:** New Business

Discussion/Decision: Consent of Mayor's appointment of Tim Smead as Airport Manager

**Other Council Meetings**

**Exhibits**

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

**Background:**

The Mayor is seeking the Council's consent to the appointment of Tim Smead following the resignation of Katie Coleman-Assad as the Town's Airport Manager. Interviews were held with the participation of two airport advisory board members.

Tim is eager to fill the part-time staff position and brings a well-rounded background in aviation facility management to Stevensville.

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

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

**MOTION**

**I move to:** consent to the Mayor's appointment of Tim Smead as the Airport Manager.

**File Attachments for Item:**

b. Discussion/Decision: Consent to the Mayor's Appointment of John Ellington as Interim Police Chief





## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Brandon E. Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	12/10/2020
<b>Agenda Topic:</b>	Consent to the Mayors Appointment of John Ellington to 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>	12/10/2020
<b>Notes:</b>	

**Agenda Item: New Business**

Discussion/Decision: Consent of Mayor's appointment of John Ellington as Interim Police Chief

**Other Council Meetings**

**Exhibits**

*This agenda item provides Council with the ability to consent to the Mayor's appointment of an interim Chief of Police.*

**Background:**

The Mayor is seeking the Council's consent to the appointment of Corporal John Ellington following the resignation of James Marble as the Town's Chief of Police. The interim appointment will last until a permanent Police Chief is named. The Town is currently advertising for the position, applications will be accepted until the position is filled. Applications are due by December 31 for the first review.

Corporal Ellington was hired by the Stevensville Police Department in December of 2019 and was promoted to Corporal in July. Corporal Ellington has already begun working in the role since Mr. Marble's departure and has demonstrated a good understanding of the requirements of the job. An interim appointment is vital to continuity of operations and transition to new leadership for the Department.

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

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

**MOTION**

**I move to:** consent to the Mayor's appointment of John Ellington as Interim Police Chief.

**File Attachments for Item:**

c. Discussion/Decision: Consent to the Mayor's Appointment of Bobby Sonsteng as Interim Public Works Director



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Brandon E. Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	12/10/2020
<b>Agenda Topic:</b>	Consent to the Mayors Appointment of Bobby Sonstend as Interim Public Works Director
<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>	12/10/2020
<b>Notes:</b>	

**Agenda Item:** New Business

Discussion/Decision: Consent of Mayor's appointment of Bobby Sonsteng as Interim Public Works Director

**Other Council Meetings**

**Exhibits**

*This agenda item provides Council with the ability to consent to the Mayor's appointment of an interim Public Works Director.*

**Background:**

The Mayor is seeking the Council's consent to the appointment of Parks & Recreation Director Bobby Sonsteng following the retirement of George Thomas as the Town's Public Works Director. Mr. Thomas is scheduled to retire on December 31, 2020. The interim appointment of Mr. Sonsteng will last until a permanent Public Works Director is named. The Town will begin advertising for the position by Monday December 7, applications will be accepted until the position is filled. Applications will be due by December 31 for the first review.

An interim appointment is vital to continuity of operations and transition to new leadership for the Department. Mr. Sonsteng is already familiar with many of the operations that take place within the Public Works Department and demonstrates the skills needed to supervise the personnel in the department. As Director of Parks & Recreation, Mr. Sonsteng is familiar with the Town's administrative and financial functions, including collaboration with the Mayor and Finance Office in monitoring the budget and activity. Town staff already licensed by DEQ will ensure our water and wastewater systems maintain operations.

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

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

**MOTION**

**I move to:** consent to the Mayor's appointment of Bobby Sonsteng as Interim Public Works Director.

**File Attachments for Item:**

d. Discussion/Decision: Authorization of purchase for auxiliary snowplow



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Brandon E. Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	12/10/2020
<b>Agenda Topic:</b>	Discussion/Decision: Authorization of purchase for auxiliary snow plow
<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>	12/10/2020
<b>Notes:</b>	

**Agenda Item: New Business**

Discussion/Decision: Authorization of purchase for auxiliary snowplow

**Other Council Meetings**

**Exhibits**

*This agenda item provides Council with the ability to authorize the purchase of an auxiliary snowplow.*

**Background:**

The Town of Stevensville recently acquired a vehicle formerly used by the United States through a surplus program at no cost to the Town. They vehicle, a 2012 Chevrolet 3500 pick-up truck in in good condition with low miles on it.

The administration is proposing that the Town purchase a pick-up mounted plow for the vehicle to perform light duty plowing operations during snow events. This would allow the Town's main snowplow to cover larger jobs while other staff can address smaller jobs in areas such as the Town's parking lots, in front of the fire-station, and narrow streets. The cost of purchasing the plow and having it installed on the vehicle is quoted at \$6,400.00 and would be funded through the General Fund.

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

**Alternative(s):** do not authorize the purchase of an auxiliary snowplow.

**MOTION**

**I move to:** authorize the purchase of an auxiliary snowplow.



**File Attachments for Item:**

e. Discussion/Decision: Authorization of purchase for SPD body armor/ballistic shields



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Brandon E. Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	12/10/2020
<b>Agenda Topic:</b>	Discussion/Decision: Authorization of purchase for SPD body armor/ballistic shields
<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>	12/10/2020
<b>Notes:</b>	

**Agenda Item: New Business**

Discussion/Decision: Authorization of purchase for SPD body armor/ballistic shields

**Other Council Meetings**

**Exhibits**

*This agenda item provides Council with the ability to authorize the purchase of body armor and ballistic shields for the Police Department.*

**Background:**

Interim Chief of Police John Ellington is proposing that the Town purchase needed body armor and ballistic shields to enhance officer safety for certain types of law enforcement activities. The body armor upgrades the safety and capabilities of the officer's current protective vests.

The Police Department was fortunate enough to receive a \$2,000.00 donation to cover the cost of the equipment. Because the donation was not anticipated revenue, the administration is seeking the Council's approval for the purchase. The donor stipulated that the funds must be used for this type of equipment purchase.

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

**Alternative(s):** do not authorize the purchase & return the donation to the donor.

**MOTION**

**I move to:** authorize the purchase of of body armor and ballistic shields for the Police Department.

**File Attachments for Item:**

f. Discussion/Decision: Suspension Council Rules to cancel the December 24, 2020 Town Council meeting in observance of Christmas Eve and authorizing claims to be paid out of cycle



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Brandon E. Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	12/10/2020
<b>Agenda Topic:</b>	Discussion/Decision: Suspension Council Rules to cancel the December 24, 2020 Town Council meeting in observance of Christmas Eve and authorizing claims to be paid out of cycle
<b>Backup Documents Attached?</b>	No
<b>If no, why not?</b>	N/A
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	12/10/2020
<b>Notes:</b>	

**File Attachments for Item:**

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



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Brandon E. Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	12/10/2020
<b>Agenda Topic:</b>	Discussion/Decision: To nominate and elect a Councilmember to serve as Council President in accordance with Town Council Rules Part XII
<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>	12/10/2020
<b>Notes:</b>	

**Agenda Item: New Business**

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

**Other Council Meetings**

**Exhibits**

A. None

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

**Background:**

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

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

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

Due to the vacancy created by the resignation of Bob Michalson, the Town Council must nominate and appoint a new Town Council President.

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

**Alternative(s):** do not elect a Council President

**MOTION**

**I move to:** nominate \_\_\_\_\_ to serve as the Council's Council President

**I move to:** to elect \_\_\_\_\_ to serve as the Council's Council President



**File Attachments for Item:**

h. Discussion/Decision: Appointment of Councilperson to serve on Planning & Zoning Board in accordance with Stevensville municipal Code §2-313



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Brandon E. Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	12/10/2020
<b>Agenda Topic:</b>	Discussion/Decision: Appointment of Councilperson to serve on Planning & Zoning Board in accordance with Stevensville municipal Code §2-313
<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>	12/10/2020
<b>Notes:</b>	

**Agenda Item: New Business**

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

**Other Council Meetings**

**Exhibits**

A. None

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

**Background:**

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

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

**Alternative(s):** do not appoint a Councilmember to serve on the Planning & Zoning Board

**MOTION**

**I move to:** appoint Councilmember \_\_\_\_\_ to serve on the Town of Stevensville Planning & Zoning Board.

**File Attachments for Item:**

i. Discussion/Decision: Appointment of Councilperson to serve on TIFID/TEDD Board in accordance with Stevensville Municipal Code §2-330



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Brandon E. Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	12/10/2020
<b>Agenda Topic:</b>	Discussion/Decision: Appointment of Councilperson to serve on TIFID/TEDD Board in accordance with Stevensville Municipal Code §2-330
<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>	12/10/2020
<b>Notes:</b>	



**TOWN COUNCIL  
Council Communication**

**Regular Meeting  
December 10, 2020**

**Agenda Item: New Business**

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

**Other Council Meetings**

**Exhibits** A. None

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

**Background:**

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

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

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

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

**MOTION**

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

**File Attachments for Item:**

j. Discussion/Decision: Appointment of Councilperson to serve on Park Board



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Brandon E. Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	12/10/2020
<b>Agenda Topic:</b>	Discussion/Decision: Appointment of Councilperson to serve on Park Board
<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>	12/10/2020
<b>Notes:</b>	



**Agenda Item:** New Business

Discussion/Decision: Discussion/Decision: Appointment of Councilperson to serve on Park Board

**Other Council Meetings**

**Exhibits**

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

**Background:**

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

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

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

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

**MOTION**

**I move to:** appoint Councilmember \_\_\_\_\_ to serve on the Town of Stevensville Park Board

**File Attachments for Item:**

k. Discussion/Decision: Appointment of Councilperson to serve on the Airport Board in accordance with Stevensville Municipal Code §3-33



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Brandon E. Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	12/10/2020
<b>Agenda Topic:</b>	Discussion/Decision: Appointment of Councilperson to serve on the Airport Board in accordance with Stevensville Municipal Code §3-33
<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>	12/10/2020
<b>Notes:</b>	

**Agenda Item: New Business**

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

**Other Council Meetings**

**Exhibits**

A. None

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

**Background:**

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

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

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

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

**MOTION**

**I move to:** appoint Councilmember \_\_\_\_\_ to serve on the Town of Stevensville Airport Board

**File Attachments for Item:**

I. Discussion/Decision: Appointment of Councilperson to serve on the Climate Action Ad. Board



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Brandon E. Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	12/10/2020
<b>Agenda Topic:</b>	Discussion/Decision: Appointment of Councilperson to serve on the Climate Action Ad. Board
<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>	12/10/2020
<b>Notes:</b>	