



**Stevensville Town Council Meeting
Agenda for
THURSDAY, JANUARY 25, 2024
6:30 PM
206 Buck Street, Town Hall**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
 - [a.](#) Town Council Meeting Minutes 01/11/2024
 - [b.](#) Special Town Council Meeting Minutes 01/18/2024
5. Approval of Bi-Weekly Claims
 - [a.](#) Claims #18780-#18798
6. New Business
 - [a.](#) Discussion: Finance Report, Budget vs. Actual & Cash Report
 - [b.](#) Discussion/Decision: Consent to the Mayor's Appointment of Dustin Wood to the Airport Board
 - [c.](#) Discussion/Decision: Approval to Close Town Hall for Partial or Full Day for the Purpose of Utility Billing Training
 - [d.](#) Discussion/Decision: Approval to Move Forward with the Process for an Emergency Facilities & Land Use Agreement Between the USDA Forest Service and the Town of Stevensville Airport
 - [e.](#) Discussion/Decision: Rescind Resolution No.458a, A Resolution Amending the Membership of the ADHOC Climate Action Advisory Board
 - [f.](#) Discussion/Decision: To Nominate and Elect a Councilmember to Serve as Council President in Accordance with Town Council Rules Part XII
 - [g.](#) Discussion/Decision: Appointment of Councilperson to Serve on Planning & Zoning Board in Accordance with Stevensville Municipal Code §2-313
 - [h.](#) Discussion/Decision: Appointment of Councilperson to serve on TIFID/TEDD Board in Accordance with Stevensville Municipal Code §2-330
 - [i.](#) Discussion/Decision: Appointment of Councilperson to Serve on Park Board
 - [j.](#) Discussion/Decision: Appointment of Councilperson to Serve on the Airport Board in Accordance with Stevensville Municipal Code §3-33
7. Board Reports
8. Town Council Comments
9. Executive Report
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. Town Council Meeting Minutes 01/11/2024

Stevensville Town Council Meeting Minutes

for THURSDAY, JANUARY 11, 2024, 6:30 PM 206 Buck Street, Town Hall

1. Call to Order and Roll Call

Mayor Michalson called the meeting to order, Councilmembers Barker, Brown and Smith were all present.

2. Pledge of Allegiance

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

NONE

4. Approval of Minutes

a. Special Town Council Meeting Minutes 11/29/23

Mayor Michalson: introduced approval of minutes for 11/29/2023.

Councilmember Barker: make a motion to approve special town council meeting minutes for 11/29/2023.

Councilmember Brown: 2nd.

Mayor Michalson: motion and a 2nd. Discussion? Public comments? Seeing none, Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

b. Town Council Meeting Minutes 12/14/2023

Mayor Michalson: introduced approval of minutes for 12/14/2023.

Councilmember Barker: make a motion to approve town council meeting minutes for 12/14/2023.

Councilmember Smith: 2nd

Mayor Michalson: motion and a 2nd discussion?

Councilmember Smith: one minor page 18, council president. Showing three to zero should have been 2-0 with one abstention.

Mayor Michalson: further discussion? Public comment? Seeing none, Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

5. Approval of Bi-Weekly Claims

a. Claims #18732, #18741-#18762 (These Claims were Paid out of Cycle due to the Christmas Holiday)

Mayor Michalson: introduced bi-weekly claims #18732, #18741-#18762.

Councilmember Barker: make a motion to approve claims #18732, #18741-#18762. These Claims were Paid out of Cycle due to the Christmas Holiday

Councilmember Smith: 2nd.

Mayor Michalson: motion and a 2nd. Discussion? None, any discussion from the public? Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

b. Claims #18732, #18763-#18778

Mayor Michalson: claims #18732, #18763-#18778

Councilmember Smith: make a motion to accept #18732, #18763-#18778

Councilmember Barker: 2nd

Councilmember Barker: question, we just approved claim #18732 and it is back.

Gina Crowe, Finance Officer: I am waiting the money from the state.

Councilmember Barker: so are you saying we should take this one out.

Gina Crowe: no, we should approve, I am waiting for the state it is a pass through.

Mayor Michalson: motion and a 2nd. Discussion from the council.

Councilmember Brown: Godaddy? Are we getting closer to going to the .gov.

Jenelle Berthoud, Town Clerk: .gov has closed down since October 2023 and will reopen for acceptance in January 2024, waiting for the email. Never thought it would take this long.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0.

6. Administrative Reports

a. Airport

Will Rowe: Report is in the packet. Will gave a brief breakdown of the airport December report. Working on redoing these old lease applications since 2013. As we are going through this, we have finding issues. Going to try to work through this and make it a little more fluid. Worked with two aids from Testers office on airport infrastructure bill, \$144,000.00. Now we will work with the FAA on what we can use the money for. AWOS system has been a problem for years, did not work in 2008 and doesn't work now. It is a \$3606.00 fix; it is the radio. Nothing that we budgeted for this year, but I will work with Bob to see what we can do.

b. Building Department

In the packet.

c. Finance

NONE

d. Fire Department

Chief Motley: Report provided to the council at tonight's meeting. Chief Motley gave a breakdown of the December report. Year ended pretty much on par. Already at call 34 for the new year. New members coming on.

e. Police Department

In the packet.

f. Public Works

Stephen Lassiter: report in the packet. Backorder of water meters are available, will need to check the budget to make sure that we have it. That is going to keep us going longer than I thought.

7. Unfinished Business

a. Discussion/Decision: Approval of MR Asphalt as the Lowest Bidder for the Spring Street Project Schedules 1`-3

Mayor Michalson: introduced unfinished business Approval of MR Asphalt as the Lowest Bidder for the Spring Street Project Schedules 1`-3.

Councilmember Brown: I move that we approve MR Asphalt as the Lowest Bidder for the Spring Street Project Schedules 1`-3.

Councilmember Barker: 2nd.

Mayor Michalson: motion and a 2nd. Council discussion?

Councilmember Baker: this is everything that was presented that night?

Mayor Michalson: that is correct, gave it over to them and they gave approved. Traffic control on Spring Street, that is a lot of money.

Councilmember Barker: there are two ends of it, school.

Mayor Michalson: school is out then in June. Public comments? Seeing none, Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

b. Discussion/Decision: Approval of Spring Street Project Schedules 1-3 as First Priority for HB355

Mayor Michalson: introduced unfinished business approval of Spring Street Project Schedules 1-3 as First Priority for HB355. So, what happened is after that meeting, we got together, and Gina came up with the idea to use these streets as the first priority, best use of our money. everything has been turned in to the state.

Councilmember Barker: are we going to put Railroad Street off.

Mayor Michalson: it will get done, just one at a time.

Councilmember Barker: make a motion to approve Spring Street Project Schedules 1-3 as First Priority for HB355.

Councilmember Brown: 2nd.

Mayor Michalson: motion and a 2nd. Discussion from the council? Public comment? Seeing none, Jenelle take the vote.

Councilmember Barker: aye

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

8. New Business

a. Discussion/Decision: Consent to the Mayor's Appointment of Levi Weiss as the Assistant Fire Chief

Mayor Michalson: introduced new business a. Consent to the Mayor's Appointment of Levi Weiss as the Assistant Fire Chief.

Councilmember Barker: make a motion to the mayor's appointment of Levi Weiss as the assistant fire chief.

Councilmember Smith: 2nd

Mayor Michalson: motion and a 2nd. Council discussion? Public comment?

Chief Motley: Levi is going to be both the towns and the district assistant fire chief. Fill both roles. I think that it is going to be a great move for the town.

Mayor Michalson: any more discussion, seeing none Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0.

b. Discussion/Decision: Consent to the Mayor's Appointment of Craig Thomas to the Airport Board

Mayor Michalson: introduced new business item b. Consent to the Mayor's Appointment of Craig Thomas to the Airport Board.

Councilmember Barker: make a motion for the consent of the Mayor's Appointment of Craig Thomas to the Airport Board.

Councilmember Brown: 2nd.

Mayor Michalson: motion and a 2nd. Council discussion? Public comment on the appointment of Craig Thomas. Seeing none, Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

c. Discussion/Decision: Consent to the Mayor's Appointment of John Stratton to the Airport Board

Mayor Michalson: introduced new business item c. Consent to the Mayor's Appointment of John Stratton to the Airport Board.

Councilmember Barker: make a motion to the Consent to the Mayor's Appointment of John Stratton to the Airport Board.

Councilmember Smith: 2nd.

Mayor Michalson: motion and a 2nd. Council discussion? Public comment? Seeing none, Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

d. Discussion/Decision: Stevensville Airport Lease for Block 6 Lot 6

Mayor Michalson: introduced new business item d.

Councilmember Brown: I would like to table this item; I do not remember that the airport board approved this lease. So, I would like to have the council table this until it goes to the airport board.

Councilmember Barker: 2nd

Mayor Michalson: motion and a 2nd to bring it back to the airport board for approval. Discussion from the public.

Will Rowe: part of that was my fought for not getting that put on their correctly, that also ties back into the resolution coming forth, it makes it hard to keep coming back.

Mayor Michalson: no more discussion from the public? Further discussion from the council. Seeing none, Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0 to take it back to the airport board.

e. Discussion/Decision: Stevensville Airport Land Lease Transfer and Hanger Transfer for Block 2 Lot 10

Mayor Michalson: introduced new business item e. Stevensville Airport Land Lease Transfer and Hanger Transfer for Block 2 Lot 10.

Will Rowe: it is the Museum of Mountain Flying hanger that is currently up their and they have decided to sell the hanger and they have a buyer. The buyer reached out to me, and the bank needs to see a signed lease before he can get the money, this one was in front of the board.

Councilmember Barker: I will make a motion to approve the Stevensville Airport Land Lease Transfer and Hanger Transfer for Block 2 Lot 10.

Councilmember Brown: 2nd

Mayor Michalson: motion and a 2nd.

Councilmember Brown: Will please check into the fees on that lease. They were receiving a discount.

Will Rowe: they were receiving a discount. It was a “dark smoke-filled room handshake” between them and the previous airport manager that should not have happened. They were a little upset but that is what it is, you pay to play. This is a new lease, not a transfer. The number of years start over.

Mayor Michalson: anything further? Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

f. Discussion/Decision: Approval of Matthew Wilkinson as the new Public Works Assistant

Mayor Michalson: introduced new business item f. Approval of Matthew Wilkinson as the new Public Works Assistant. Matthew works at the local hardware store and his dad works for public works. Gina and I and Stephen interviewed him, and we think that he would be a good fit for the town of Stevensville. I would like to point out that it is an \$18.00 hour starting out and after he gets is CDL he will get his \$1.00 hour raise.

Councilmember Barker: make a motion to approve Matthew Wilkinson as the new Public Works Assistant.

Councilmember Smith: 2nd.

Mayor Michalson: motion and a 2nd. Discussion

Councilmember Brown: did you say that his dad also works for the town? Do we have a nepotism problem here?

Mayor Michalson: that did come up in the interview. He did not feel that there were going to be any issues.

Councilmember Barker: it has gone through HR and Gina knows everything.

Gina Crowe: yes.

Stephen Lassiter: he would not be working directly for Jeff.

Mayor Michalson: any other comments from the council? Public comments? Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0.

g. Discussion/Decision: Approve Contract/Offer Between the Town of Stevensville and Parks Supervisor/Public Works Assistant Position

Mayor Michalson: introduce new business item g. Approve Contract/Offer Between the Town of Stevensville and Parks Supervisor/Public Works Assistant Position. This was on my desk on the first day that I started. This was not brought in front of the council. No employee can hold two job titles. If you were to accept that you would have to rework that also. Received an email from our town attorney, Greg Overstreet, and he said that we were to not approve this there could be a liability issue. Not knowing what that liability issue would be I went looking into our personnel manual and under page 4 section 3 authority for personal action. (Mayor Michalson read from the personnel policy page 4 section 3.) this job was recreated and did not come before the council and the town has the right to create this position and you also have the right to take away this position. You have the right to abolish a job or reduce force so I do not understand what the real liability would be and also the \$4.50 was not in the budget, but Mayor Gibson will probably get up and talk about this, Park Supervisor was in the budget and so was Cody's job. When Steve Kruse resigned and Mr. Lassiter took his position, I think what they did we will combined these two positions and pay Mr. Anderson more to do this and he would be covering both of these jobs.

Councilmember Barker: make a motion to approve the contract /Offer Between the Town of Stevensville and Parks Supervisor/Public Works Assistant Position.

Councilmember Smith: 2nd.

Mayor Michalson: motion and a 2nd. Discussion from the council.

Councilmember Barker: we approved the budget we approved our wages and to give somebody a \$4.50 per hour raise I feel is very wrong. We are fighting to keep our police officer let alone giving the other town employees something else. I do not feel that it was right not being brought to the council. It was drawn up as a contract and as you said contracts have to be brought in front of the council and it was not until tonight a lot of failure on both parts.

Councilmember Smith: I would like to know as the parks supervisor who would he be supervising.

Mayor Michalson: off the top of my head I could say, please go ahead.

Stephen Lassiter: seasonal workers, lifeguards at the pool. I hear what you are saying on the money part. It was not a contract it was an offer letter and we all got one. When I took Kruse's and Cody took mine, we each took that for less money. So, the money, even though it was not the same people, we took the jobs for less. So, we are saving the town a little bit. Regardless of how he got here or done properly. I ask that you realize that Cody is a valued employee. He is an asset to this town, and I do not think that he should bare any burden for what happened that he did not have any control over and think about that when you take your vote.

Councilmember Barker: I appreciate your input on it we are not giving anyone else an opportunity to fill that parks position by combining it. I understand that you say we are saving money but to give someone else an opportunity to get that position.

Stephen Lassiter: it was advertised in house.

Mayor Michalson: yes, it was advertised in house.

Stephen Lassiter: I will say he has really stepped up since he has had this. He has become more of a leader. Taking time, training others on what he does. I have seen a change in him, and he has really stepped up.

Councilmember Barker: I think that it has caused a lot of contention when we are trying to keep our police officers and then someone comes in and says I just got a \$4.50 raise. It make is tough

Stephen Lassiter: I know, this \$4.50 raise, yes, he is making more money, but he is making a salary for that position. It is not that he is doing the same thing. I disagree with the term raise.

Councilmember Barker: does he have certification that he is going to have to obtain.

Stephen Lassiter: yes, pool operator as well as he is still working on his wastewater. He has a lot of studying to do, he is taking it seriously.

Councilmember Smith: with the certifications and all like the other gentleman that we hired, are their raises like the CDL.

Stephen Lassiter: he has his CDL already.

Councilmember Smith: are there other certificates that have a raise with it.

Stephen Lassiter: I will have to look at his offer letter there maybe after he gets his wastewater. There should be.

Mayor Michalson: if you were to approve this you would have to come back unless you have a new job title, he cannot have two job titles and one employee cannot hold that.

Councilmember Brown: if it gets approved can we go back and recreate the job description. I would like to see it done and I am sure there is grey area here and how each individual reads it. The personnel policy and other parts of the town and the state, but I felt that we should have created the job first and then offered and made a decision. if we can go backwards and recreate it.

Mayor Michalson: I believe as the council you can go back and start over with a new job title, description and wage.

Councilmember Brown: I guess another thing to look at do we have to do a budget amendment to do this.

Gina Crowe: I can get that for you. I think we really need to think about what we are doing and make sure that we are good stewards of the town money.

PUBLIC COMMENT

Steve Gibson: 1517 Creekside Drive. I do not see this as a contract. We draw up an offer letter for every employee. You get benefits, it is a town employee. If this was a contract, there would not be any benefits. It was opened in house, and anyone could have applied. Getting a raise, it was a compensation. The job description went to Mr. Lassiter, and this saved the town money. to do what he did when he was Parks Supervisor. To make the job description be what they really do. When he was Parks Supervisor, he did a lot of these things that were not in the job description, they were not spelled out. Anyone could have applied for this job, and it was not different from when Mr. Kruse left, we posted in-house. Steve Lassiter and Cody applied for that, and Steve Lassiter got it. We went over this last year with Mr. Overstreet about does this need to go to the council, he reviewed it and said that it did not have to come forward. If the town attorney would have said that this was a problem I would have stopped. Personally, when I was mayor, I listened to the licensed legal advice of the town attorney. A lot of people have opinions about statues, this is illegal, or this is illegal, I rely on the town attorney. In regards to salaries being approved, yes, they are all in the budget. The employees that we hired, public works, chief of police, parks supervisor were in the budget and all of them have been hired at less then the previous salary. He did get more money, got more responsibilities. In his offer letter, Councilmember Brown you asked that question, water and wastewater certification certain amount of time. We did consult with the attorney and there were some questions about does this have to go to the council, and it did not. If you wish in the future and want to approve every position that is up to you, I personally do not feel that there was anything done wrong. Out of all of these combinations the job that was approved tonight is making less than what Cody was making. Same thing, as I have always said is I did what was best for Stevensville not just a hand full of people. As in the personnel policy, I think that it is a good job to have your employees apply for a job in-house. And yes, it was a promotion, it was not a separate raise, yes, he got more money. with that I can take questions and if not, that is fine. This contract is confusing to me, it goes in the personnel file. If it was a contract there would be other language, no different.

Mayor Michalson: you are stating that the parks supervisor position before was not a department head?

Steve Gibson: I am saying that it is not a department head, he works for him. Bobby was a department head and we changed all of that, he is not a department head, Mr. Overstreet and I changed all of that.

Mayor Michalson: and you still do not think according the MCA salaries, (quoted this code).

Steve Gibson: the salaries were already in the budget; we did not know that Mr. Kruse was leaving.

Mayor Michalson: you said that you discussed this in August and the offer is signed November 27th. You said that you discussed this in August.

Steve Gibson: Steve Kruse left November 17th. The budget was passed before that. We talked to the attorney about this, and the salaries went down. Went down \$4.00. Chief of police makes less then Mac Sosa did.

Councilmember Smith: Did you say regarding liability, that you had an email from the attorney?

Mayor Michalson: yes.

Councilmember Smith: because it is a contract it is a liability?

Mayor Michalson. Yes, the attorney said that it was a contract in the email. And that there was a chance for liability. Identifying risk was his job.

Greg Overstreet: I am unable to describe what my legal advice was in a public setting. You guys can talk about but so that everybody knows I cannot, so I am being silent.

Mayor Michalson: any other comments from the council? Public.

Councilmember Brown: I could use a little bit more information on this item.

Mayor Michalson: do you want to table this item?

Councilmember Barker: I would like to withdraw my motion for the approval of the contract/offer between the town of Stevensville and the parks supervisor/ public works position.

Councilmember Brown: 2nd.

Mayor Michalson: motion and a 2nd to withdraw your motion. Jenelle, would you take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: motion passes 3-0

Councilmember Barker: I would like to table this contract/offer between the town of Stevensville and the parks supervisor/ public works position. Until we get more information can we have this ready by the next council meeting?

Mayor Michalson: you are going to have to reword and change the title.

Councilmember Brown: I think that we have to nail down the job description so that it is not confusing to public works. Maybe at the next council meeting we can get the job diction for this. Opinion from MMIA on this, it this is a job offer or a contract

Councilmember Barker: I think that we need more definition of what we have here, we have rules that we have to follow, and I think that it needs to be done properly.

Mayor Michalson: motion and a 2nd.

Councilmember Smith: what is the motion?

Jenelle Berthoud: motion is to table.

Mayor Michalson: motion to table, bring it back, have it cleared through MMIA, reviewed by Greg our town attorney and make sure that we have the money for that.

Councilmember Brown: and move our agenda items around to do this before because this would be unfinished business. I would like to clean this up a bit. Or whatever the council decides.

Mayor Michalson: any public comment on tabling this?

PUBLIC COMMENT

Steve Gibson: I am going to say one more thing, this is not a contract per say it is the same thing that you do for every position.

Mayor Michalson: I will say in my eight years of local government I have not seen a contract or offer made up this way come forth.

Steve Gibson: I did not put any words in there that said contract.

Mayor Michalson: I am not saying you did I have never seen in my eight years it done this was where there was an offer made to an employee that was never brought to the council. Any more comments from the public or council.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: motion passes 3-0.

h. Discussion/Decision: Schedule a C.O.W. Meeting Date and Time to Review Job Descriptions

Mayor Michalson: introduced new business item h. Schedule a C.O.W. Meeting Date and Time to Review Job Descriptions. At my first staff meeting I asked the employees to review and make changes, my example that I bring up every time is Jenelle has been doing fingerprinting forever and it is a good revenue for the town, and she was doing that when she was a police clerk and carried that over to the clerk now, if she wants to add that to her job description then she needs to do that. If public works would like to add or take away, most of these job descriptions have not been updated since 2018.

Councilmember Barker: make a motion to schedule a C.O.W. meeting date and time review for job descriptions.

Councilmember Smith: 2nd.

Mayor Michalson: motion and a 2nd.

(Council discussion took place on availability for each other's schedules.)

Councilmember Barker: how much time to do you need for a notice?

Jenelle Berthoud: 72 hours is fine.

Mayor Michalson: we have not done one for a long time, it may take more than one meeting.

(Council discussion took place on availability for each other's schedules.)

Jenelle Berthoud: no airport meeting, or board meetings. are you thinking of proposing something in the late afternoon?

Councilmember Barker: 18th at 3:00 pm?

Jenelle Berthoud: January 18, 3:00 pm COW meeting.

Councilmember Barker: make a motion to schedule a COW meeting on January 18th at 3:00 pm to review job descriptions. And that would include some of the departments.

Mayor Michalson: do we have any comments from the public on this?

Chief Motley: it makes it hard to attend at that time.

Mayor Michalson: the public does not usually weigh in it is between the council and the staff; they can come and attend they really don't discuss.

Vicky Motley: if he has to take time off of work, he loses salary. I am just saying.

Councilmember Barker: then let me rephrase that then, make everybody happy. Is 6:00 pm okay. Withdrawing my motion that I just placed and reschedule the COW meeting for January 18, 2024, 6:00 pm. is that better? Are you okay with that?

Councilmember Brown: 2nd.

Mayor Michalson: motion and a 2nd. Public comment? Council discussion? Jenelle, would you please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

9. Board Reports

NONE

10. Town Council Comments

NONE

11. Executive Report

Mayor Michalson: water meters we have ongoing issues with our meters having zero reading, we had a meeting with public works. we are missing meter readings. We have contacted Harmony and they have suggested to change the routes so we can get a better idea and we are losing money on this; we are at 180-150 unread meters per month, and this has been going on for a long time. We cant continue and this is a high priority of mine. I had a meeting with the school superintendent regarding our SRO office and Cassi that is at academy. I discussed with him that I told him that we are actively searching for a new police chief and there is one from New York City. I will say that a good thing when Gina put all of our CD's into the 4% account and we have the money to change our police department retirement to 20 years. And we are drawing that up now and should be on the February meeting. We think that we have found some money to give our police officers a raise, we have two police officers that have put their applications in Hamilton no fault of theirs and they need to feed their family, we know that this is a revolving door. We give them everything, send them to the academy, they come back and in 6 months they are out of here. It happens in all small towns. We are trying to see if we can keep our officers. When I spoke with the superintendent, he talked about how popular Cassi is. She is only 4-5 years removed from high school, but she has already gained that trust with the students. And that is big as we all know. Trevor was up there the other day taking her place and they like him. They are bringing Mac's expertise into the community. Gina and I and Stephen had a meeting with HDR to discuss the break down of the Mission Street water main project. We tabled that and sent it back to have it rebid because the bids need to be opened in front of the council. We had a meeting with Eli, and we will put it out for rebids, and it will only by Mission Street. Will advertise on the 22nd and then they are due on February 22 and then opened at that meeting. Send it out to HDR to review and bring it back to the March meeting and then Jenelle had a good idea that we should have a special meeting to award so that we can get this project going. My old council seat still has not been filled, it is kind of sad, it is open until the 16th. Do I have a motion to adjourn?

Councilmember Brown: I move that we adjourn.

Councilmember Barker: 2nd.

Mayor Michalson: we have a motion and a 2nd to adjourn, all in favor.

“AYE”

12. Adjournment

APPROVE:

ATTEST:

Bob Michalson, Mayor

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

b. Special Town Council Meeting Minutes 01/18/2024

Stevensville Special Town Council Meeting Minutes

for THURSDAY, JANUARY 18, 2024, 6:00 PM

206 Buck Street, Town Hall

CONDENSED MINUTES

1. Call to Order and Roll Call

Mayor Michalson called the meeting to order. Councilmembers Barker, Brown and Smith were all present.

2. Pledge of Allegiance

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

NONE

4. Unfinished Business

a. Discussion/Decision: Rescheduling of the C.O.W. Meeting

Mayor Michalson: introduced unfinished business item a. Rescheduling of the C.O.W. Meeting. As you all know we should have been doing this tonight, but this takes a higher relevance.

(Councilmember discussion about schedules and conflicting meetings)

Councilmember Smith: make a motion to schedule the COW meeting for the 30th at 6:00 pm

Councilmember Barker: 2nd.

Mayor Michalson: motion and a 2nd. Any further discussion? Public comment? Seeing none, Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

5. New Business

a. Discussion/Decision: Appointment of Ward 2 Vacant Seat as per, Town Council Rules Part XIV Section 3

Mayor Michalson: introduced new business item a. Two good candidates. The candidates will be asked the same questions

Councilmember Barker: make a motion to approve appointment of Ward 2 vacant seat as per town council rules part XIV section 3.

Councilmember Smith: 2nd.

Mayor Michalson: motion and a 2nd. Discussion? Public comment?

APPLICANT NUMBER ONE, JOHN ANDERSON

Councilmember Barker: Question number one. What do you believe is the role of the town council in our community.

John Anderson: the town council is to give direction to the employees and make sure that the budget is on the up and up. I think that has been sadly abused in the past, but it is coming back.

Councilmember Brown: Question number two. If appointed to the council what would be the first thing that you would do after being sworn in.

John Anderson: more about the procedures for one. Not that familiar with the protocol. Have attended a lot of meeting over the past and would pick it up quickly.

Councilmember Barker: Question number three. What is your opinion on the importance of public engagement in the decision-making process.

John Anderson: very important and think that it has been lacking in the past. Haven't participated a lot in the past, but it has stuck with me, and I like it.

Councilmember Brown: Question number four. Are you familiar with the Montana Municipal Official Handbook and if not, are you willing to attend training seminars.

John Anderson: sure. I am not familiar so I would be willing to do whatever it takes.

Councilmember Barker: Question number five. We get a lot of criticism how would you handle criticism for constituents and the media.

John Anderson: In previous jobs I took my share of criticism from employees and customers so I think that I can handle what comes down the pike. It is never easy; you kind have to roll with the punches and that is how I deal with it. As a group you support each other. To me teamwork is part of it, and it helps when you have to go up to someone.

Councilmember Brown: Question number six. Tell me one word that sums you up professionally or personally. And what do you stand for.

John Anderson: first of all, I am retired. I always stood for doing the right thing and be honest and reliable. To be fair to others as I want to be treated fairly, like I said, it has to be a team effort. I have always tried to live by them and not live beyond my means and that is pretty much the story of my life.

Councilmember Barker: question number seven. What unique skills, experiences or qualifications could you bring to the town council position.

John Anderson: I worked as a service manger. They gave me a shot and I was there five years later.

Councilmember Brown: question number eight. Tell me one professional or personal accomplishment that you are proud of and what steps did you take to make this happen and what did you learn.

John Anderson: probably was the time that I spent as a service manager and when I was hired, I was looking for a mechanics job and they said we need a service manager. We visited for about two hours, decided that we would work together, and he held up to his end of the bargain and I felt like I had. It was not easy for the first year, but we got through it and from then on it was a very positive and rewarding job meeting with customers. I stuck it out and it worked out. That was probably my shining moment in my career and the other was always having a job. I never did have to go to the unemployment office, and I fancied that and kept my head above water.

Councilmember Smith: Question number nine. On the application that you submitted for consideration the final question reads, Please refer to chapter 2 article 3 of the Stevensville Municipal Code for duties and responsibilities of a town council member, a councilmembers duty include attending regular meetings, public hearings, sitting on boards assisting the development of the town budget, implementing the budget, adopt resolutions and ordinances, policies for the town and assisting in resolving issues relevant to the town. Do you have the time to dedicate to these duties as required? Personally, I have noticed serving on this council is life altering even for a retiree such as ourselves and I have only served for 18 days and have already seen that. Mr. Anderson would you please elaborate on your yes answer and tell the council on any steps, if any you have taken for such a life changing time consuming and even time constraining service.

John Anderson: well as you spoke, I have been retired for 15 years sometimes life gets a little boring I have hobbies that keep me going, overtime I have noticed what is necessary. I like to think of myself as running a pretty tight ship. I have had some things in my life that were very challenging. I lost my first wife, made adjustments and here I am today, married almost 25 more years. I think if I need to put dedication into it, I can make adjustments pretty easily that would carry me on to what the challenge would be here, time wise and otherwise.

APPLICANT NUMBER TWO, ISAIAH NELSON

Councilmember Barker: Question number one. What do you believe is the role of the town council in our community.

Isaiah Nelson: from a little bit of the studying that I have done, I think that it is to listen and pay attention to the community and what is going on in the community. Brings those forward and help pick the best options for the community and keep it as awesome as I think that it is.

Councilmember Brown: Question number two. If appointed to the council what would be the first thing that you would do after being sworn in.

Isaiah Nelson: take a deep breath. I can't say that I know I haven't really had much experience and I wont lie there. I hopefully be quite and listen and learn on what is the smartest thing to do.

Councilmember Barker: question number three. What is your opinion on the importance of public engagement in the decision-making process.

Isaiah Nelson: I think that it is essential, and I think that it is one of the reasons that this country has gotten out of hand, sadly to say, is that people are not actually listened to. I think that it is essential to a community and to the country to hear what everyone has to say. Pick the best path for the community and the country as a whole.

Councilmember Brown: Question number four. Are you familiar with the Montana Municipal Official Handbook and if not, are you willing to attend training seminars.

Isaiah Nelson: I am going to attend training. I am not too good with legal jargon and am willing to learn.

Councilmember Barker: Question number five. We get a lot of criticism how you handle criticism for constituents and the media.

Isaiah Nelson: handle it? I would try to address it in a calm manner, I have learned slowly but surely to be calm and pay attention something that my parents tried to instill in me. Criticism is one thing; I would go forward and try to make that right and to be better in the future.

Councilmember Brown: Question number six. Tell me one word that sums you up professionally or personally. And what do you stand for.

Isaiah Nelson: I like to stand for truth. Dedication.

Councilmember Barker: question number seven. What unique skills, experiences or qualifications could you bring to the town council position.

Isaiah Nelson: like I said I don't have much experience in this field, I have always worked in public service, and it is where I have always ended up. I would say that I bring that level to it, and I have much to learn. Public service would be the biggest thing that I bring to it.

Councilmember Brown: question number eight. Tell me one professional or personal accomplishment that you are proud of and what steps did you take to make this happen and what did you learn.

Isaiah Nelson: I would have to say the biggest one would be fighting to overcome cerebral palsy. I was born with it, and I have been told since I was a kid that I will be in a wheelchair for years. I was taken to doctors and every couple of years you are going to be in a wheelchair. I had a lot of help from my parents and guidance, and I took that and ran with it, and I trained myself to focus on it on a daily basis and to keep it prevalent in my mind I am standing before you today not in a wheelchair. Still training.

Councilmember Smith: Question number nine. On the application that you submitted for consideration the final question reads, Please refer to chapter 2 article 3 of the Stevensville Municipal Code for duties and responsibilities of a town council member, a councilmembers duty include attending regular meetings, public hearings, sitting on boards assisting the development of the town budget, implementing the budget, adopt resolutions and ordinances, policies for the town and assisting in resolving issues relevant to the town. Do you have the time to dedicate to these duties as required? Personally, I have noticed serving on this council is life altering even for a retiree such as ourselves and I have only served for 18 days and have already seen that. Would

you please elaborate on your yes answer and tell the council on any steps, if any, you have taken for such a life-changing, time-consuming and even time-consuming service.

Isaiah Nelson: Before I filled out the application, I thought about that. If it came about that I was asked to join the council, I work nights and I have always been used to that and it is normal for me. I have days and I believe that my time to could be fulling dedicated to it I have nothing holding me back from attending and I have nothing holding me back from emergency meetings.

Mayor Michalson: called for public comment.

PUBLIC COMMENT

Bill Lussenheide: I am here as a character witness for Isaiah Nelson. (Gave testimony for Isaiah Nelson as the next councilmember.)

Davis Mazode: 935 Gash Creek, have gotten to know Isaiah Nelson over recent months. Very honest, good character. (Gave testimony for Isaiah Nelson as the next councilmember.)

Kathy Smith: over the past year have gotten to know Isaiah. Very interested in being a part of this community. (Gave testimony for Isaiah Nelson as the next councilmember.)

Robert Peter: 176 Indian Prairie Loop, Isaiah wants to establish roots here in Stevensville. he is one of the most polite young men that I have met. (Gave testimony for Isaiah Nelson as the next councilmember.)

Vicky Motley: 318 9th Street. I have known John Anderson for many years. I have sat with him at many council meetings. He is very helpful, dedicated and I think that he would be a very good addition to our council. (Gave testimony for John Anderson as the next councilmember.)

Jeff Motley: 318 9th Street. I have also witnessed John at many council meetings. I do not know John very well, but I do know that he listens and processes. I think he would be a great addition to the council. (Gave testimony for John Anderson as the next councilmember.)

Mayor Michalson: any other public comment.

Councilmember Barker: I want to thank each of the candidates for applying. It takes a lot, and it does take a lot of time.

Councilmember Brown: thank both of you for coming out. The seat will be up again in 1 year and eleven months. There will be an election, Stacie's term, my term and the term that we elect tonight will be up. There are opportunities so keep that in mind however this turns out.

Councilmember Smith: thank you both, this is not going to be easy, and I have known Isaiah for quite awhile and I was listening to John's answers.

Councilmember Smith: I would move that we nominate and elect Isaiah Nelson to Ward 2.

Councilmember Brown: 2nd.

Mayor Michalson: motion and a 2nd. Discussion?

Councilmember Brown: this is an extremely difficult decision. I think that both people would serve in the position well. Going to be difficult.

Councilmember Barker: the questions were answered very well. Going to be a difficult decision don't think that if you are not that person that we do not chose that there isn't a chance for you because there is always a chance.

Mayor Michalson: anything from the public. Jenelle, would you take the vote.

Councilmember Barker: no

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: motion passes 2-1. Isaiah Nelson you are our new Ward 2 councilmember. I can swear you in tomorrow morning at 9:00 am.

6. Adjournment

APPROVE:

ATTEST:

Bob Michalson, Mayor

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

a. Claims #18780-#18798

01/23/24
15:02:25

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 1/24

Page: 1 of 5
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18780		201 Montana Rural Water Systems, CEU's for Glenn to keep up with his Water/WWT certification. Conference is in Great Falls on March 20-22 of 2024.	250.00					
		2024CONF 11/22/04 CEU for Glenn Bies Certifica	250.00*			1000 430100	380	101000
18781	C	858 MILLER LAW OFFICE, PLLC Professional Legal services for Water Right Matters	7,682.50					
		1333 01/15/24 Miller Law H2O Matters	7,682.50			5210 430530	352	101000
		*** Claim from another period (11/23) ****						
18782	C	1879 Torgerson's LLC Windshield Repair for Skid Steer	340.00					
		P08815 11/30/23 Windshield Repair	340.00			1000 430100	232	101000
18783	C	728 HDR ENGINEERING, INC. Preparing advertisement, project manual, bid form and plan exhibits. Budget review and general project management for the Spring Street Project including	9,446.08					
		discussion of HB355.						
		1200588433 01/12/24 Spring Street	9,446.08			2820 430200	950	101000
18784	C	728 HDR ENGINEERING, INC. ARPA Water Leak Project - Bid review and post bid administrative tasks.	2,641.81					
		1200586027 01/09/24 ARPA Water Repair Project	2,641.81			5230 430550	900	2 101000
18785		386 MONTANA RAIL LINK, INC. Rail Road Crossing fees. from 2/1/2024 to 1/31/2025.	125.00					
		470498 01/08/24 Fees for RR Crossing	100.00*			5210 430550	530	101000
		470543 01/08/24 Fees for RR Crossing	25.00*			5310 430630	530	101000
18786	E	85 CENTURYLINK Account # 499709556. Airport Phone. We do not receive bills for Nov and Dec. This payment is for 3 months.	210.11					
		11/15/23 Airport Phone	59.36			5610 430300	345	101000
		12/15/23 Airport Phone	75.36			5610 430300	345	101000
		01/15/24 Airport Phone	75.39			5610 430300	345	101000
18787		1979 Robert Michalson Mileage reimbursement for travel to meet with Sheriff Holten in Hamilton.	30.15					
		011824RM 01/18/24 Mileage Reimbursement	30.15*			1000 410200	370	101000

01/23/24
15:02:25

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 1/24

Page: 2 of 5
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18788		228 Norco, Inc.	49.57					
		Cylinder Rental						
	39459203	12/18/23 Cylinder Rental	36.86			1000 430100	230	101000
	39506502	12/31/23 Cylinder Rental	12.71			1000 430100	230	101000
18789		1985 TIRE O RAMA	38.95					
		Repair backhoe tire order # 706-6327 inv # 706-5524						
	706-5524	01/10/24 Repair Backhoe Tire	38.95			1000 430200	230	101000
18790		107 HACH CO.	143.38					
		Chlorine reagent for drinking water						
	320802524	01/10/24 Chlorine reagent	143.38			5210 430540	222	101000
18791		1474 DJ's ELECTRIC	85.00					
		Install new motherboard in the PAPI						
	57470	01/17/24 Electric repair at Airport	85.00			5610 430300	360	101000
18792		1897 Denning, Downey & Associates	395.00					
		Software charges from BMS to Denning in order to access our system.						
	17066	01/03/24 Software Charges to DDAU	395.00*			1000 410530	350	101000
18793		108 BITTERROOT STAR	100.80					
		Council Vacancy advertisement						
	22536	01/03/24 Council Vacancy Advertisement	33.60			1000 410550	330	101000
	23003	01/03/24 Council Vacancy Advertisement	33.60			1000 410550	330	101000
	23003	01/03/24 Council Vacancy Advertisement	33.60			1000 410550	330	101000
		*** Claim from another period (12/23) ****						
18794		34 STEVENSVILLE HARDWARE AND RENTAL	92.71					
		Supplies for PW, Parks & batteries for the door locks						
	16113722	12/18/23 Contact tip for welder	9.89			1000 430100	230	101000
	16115008	12/26/23 Cutting blade for grinder	19.79			1000 430100	230	101000
	16114432	12/22/23 Work Gloves	26.09			1000 460410	226	101000
	16111605	12/07/23 Nut Driver for Niche Wall	5.66			1000 430900	220	101000
	16111695	12/07/23 Sawzall blade	15.29			1000 430100	220	101000
	16113634	12/18/23 Batteries	15.99*			1000 410550	230	101000
18795		213 MONTANA AIRPORT MANAGEMENT	50.00					
		General Aviation Annual Dues						
	2024-27	01/01/24 MT Airport Assoc Dues	50.00*			5610 430300	330	101000

01/23/24
15:02:25

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 1/24

Page: 3 of 5
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18796	C	1881 Civic Plus	2,082.50					
		Web open platform maintenance. Premium web open annual subscription.						
		288146 01/01/24 CIVIC Plus Annual Sub	104.11			1000 410360	210	101000
		288146 01/01/24 CIVIC Plus Annual Sub	229.08			1000 410550	210	101000
		288146 01/01/24 CIVIC Plus Annual Sub	145.78*			1000 420100	210	101000
		288146 01/01/24 CIVIC Plus Annual Sub	145.78*			1000 420410	210	101000
		288146 01/01/24 CIVIC Plus Annual Sub	676.81*			5210 430510	210	101000
		288146 01/01/24 CIVIC Plus Annual Sub	676.81*			5310 430610	210	101000
		288146 01/01/24 CIVIC Plus Annual Sub	104.13			5610 430300	210	101000
18797		23 VALLEY DRUG AND VARIETY	50.74					
		Cemetery map, supplies and shipping						
		651424 12/27/23 Cemetery Map	33.41			1000 430900	220	101000
		654175 01/10/24 Shipping	11.65			1000 420100	311	101000
		652134 12/30/23 FW supplies	5.68			1000 430100	210	101000
		*** Claim from another period (12/23) ****						
18798		77 THATCHER COMPANY OF MONTANA	3,403.21					
		Chlorine for Well House and Drum						
		350102416 12/12/23 Water Supplies	3,363.21			5210 430540	222	101000
		350102415 12/12/23 Water Supplies	40.00			5210 430540	222	101000
		# of Claims	19	Total:	27,217.51			
		Total Electronic Claims	22,403.00	Total Non-Electronic Claims	4814.51			

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	1,972.67
2820 GAS APPORTIONMENT TAX / BARSAA	
101000 Cash - Operating	9,446.08
5210 WATER	
101000 Cash - Operating	12,005.90
5230 ARPA WATER LEAK REPAIR	
101000 Cash - Operating	2,641.81
5310 SEWER	
101000 Cash - Operating	701.81
5610 AIRPORT	
101000 Cash - Operating	449.24
Total:	27,217.51

01/23/24
15:02:26

TOWN OF STEVENSVILLE
Claim Approval Signature Page
For the Accounting Period: 1 / 24

Page: 5 of 5
Report ID: AP100A

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

Stacie Barker, Councilmember

Isaiah Nelson, Councilmember

Cindy Brown, Councilmember

Wallace Smith, Councilmember

Bob Michalson, Mayor

Date Approved _____

File Attachments for Item:

a. Discussion: Finance Report, Budget vs. Actual & Cash Report



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	01/25/2024
Agenda Topic:	Discussion: Finance Report, Budget vs. Actual & Cash Report
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	01/25/2024
Notes:	

Statement of Expenditure - Budget vs. Actual Report

Date: 1/17/2024

Fund	Spent to Date	FY 23-24 Budget	Left to Spend	% Spent
1000 GENERAL	489,477	1,010,499	521,022	48%
2230 AMBULANCE	1,762	4,536	2,774	39%
2250 PLANNING	1,076	2,993	1,917	36%
2311 TARGETED ECONOMIC DEVELOPMENT DISTRIC	9,650	9,650	-	100%
2394 BUILDING CODE ENFORCEMENT	26,060	43,309	17,249	60%
2410 DAYTON LIGHTING #1 DISTRICT 55	2,125	3,550	1,425	60%
2420 PETERSON ADDN LIGHTING #2 DISTRICT 80	1,545	2,581	1,036	60%
2430 GEO SMITH LIGHTING #3 DISTRICT 76	2,308	3,447	1,139	67%
2440 CREEKSIDE LIGHTING #4 DISTRICT 77	3,155	5,456	2,301	58%
2450 TWIN CREEKS LIGHTING #5 DISTRICT	3,987	6,108	2,121	65%
2810 POLICE TRAINING & PENSION	-	12,940	12,940	0%
2820 GAS APPORTIONMENT TAX	6,712	455,800	449,088	1%
2821 BaRSAA (HB 473)	24,907	24,907	-	100%
2940 ECONOMIC DEVELOPMENT	24,671	24,671	-	100%
2987 JEAN THOMAS PARK BEAUTIFICATIION FUND	149	10,000	9,851	1%
4005 Main Street Lighting Project	10,000	10,000	-	100%
5210 WATER	220,746	528,507	307,761	42%
5230 ARPA Water Leak Repair Grant	83,902	1,846,540	1,762,638	5%
5250 WATER BOND PRINCIPAL & INTEREST	525,068	585,932	60,864	90%
5310 SEWER	188,641	380,378	191,737	50%
5350 SEWER BOND PRINCIPAL & INTEREST	63,176	189,561	126,385	33%
5610 AIRPORT	22,650	82,858	60,208	27%
5620 AIRPORT PROJECT	11,700	317,000	305,300	4%
7120 FIREMEN'S DISABILITY	-	5,372	5,372	0%
	1,723,467	5,566,595	3,843,128	31%

Cash Report

Date: 1/27/2024

Fund	Ending Balance
1000 GENERAL	343,903
2230 AMBULANCE	(1,136)
2250 PLANNING	7,631
2310 TAX INCREMENT FINANCE DISTRICT	281,234
2311 TARGETED ECONOMIC DEVELOPMENT DISTRICT	5,276
2394 BUILDING CODE ENFORCEMENT	61,848
2410 DAYTON LIGHTING #1 DISTRICT 55	2,178
2420 PETERSON ADDN LIGHTING #2 DISTRICT 80	1,586
2430 GEO SMITH LIGHTING #3 DISTRICT 76	1,524
2440 CREEKSIDE LIGHTING #4 DISTRICT 77	693
2450 TWIN CREEKS LIGHTING #5 DISTRICT	114
2810 POLICE TRAINING & PENSION	18,614
2820 GAS APPORTIONMENT TAX / BaRSAA	412,596
2987 JEAN THOMAS PARK BEAUTIFICATIION FUND	6,298
4000 CAPTIAL IMPROVEMENT	(3,708)
4001 SIDEWALK IMPROVEMENT	14,153
4002 FIRE ENGINE CAPITAL IMPROVEMENT	2,589
5210 WATER	892,926
5230 ARPA WATER LEAK REPAIR	413,472
5250 WATER BOND PRINCIPAL & INTEREST	309,477
5310 SEWER	600,590
5350 SEWER BOND PRINCIPAL & INTEREST	413,902
5610 AIRPORT	77,225
5620 AIRPORT PROJECT	-
7120 FIREMEN'S DISABILITY	3
	<u>3,862,987</u>

File Attachments for Item:

b. Discussion/Decision: Consent to the Mayor's Appointment of Dustin Wood to the Airport Board



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	01/25/2024
Agenda Topic:	Discussion/Decision: Consent to the Mayor's Appointment of Dustin Wood to the Airport Board
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	01/25/2024
Notes:	



BOARD APPLICATION FORM
STEVENSVILLE, MONTANA

*Disclosure: any information on this application is available for public view

Name: Dustin A. Wood Home Phone: —
Address: 178 Ardis Loop Work/Cell Phone: 406-531-7297
City: Victor State: MT Zip: 59875
Email Address: Dustin @ ACSB.net
Business or Occupation: Aircraft Structural Repair, Inc.
Board or Committee applying for: Airport

✓ Please describe your experience or background which you believe qualifies you for service on this Board or Committee (attached additional sheets if needed):
I have been working at the airport since I built my first hangar in 2006; since then built a T-hanger unit and acquired 2 more hangars on the field. Have served on the board and respectfully requesting another Term, my background is in aviation since 1994 serving in the Marine Corps as a structural mechanic.

✓ Why do you wish to serve on this Board or Committee?
Desire to see the airport move in a positive forward direction.

✓ Additional information which you feel is pertinent:

Signature: Dawood Date: 1/6/2024

Return Application to: Town of Stevensville, P.O. Box 30, Stevensville, MT 59870

File Attachments for Item:

c. Discussion/Decision: Approval to Close Town Hall for Partial or Full Day for the Purpose of Utility Billing Training



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	Gina Crowe, Finance Director Jenelle Berthoud, Town Clerk
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	01/25/2024
Agenda Topic:	Discussion/Decision: Approval to Close Town Hall for Partial or Full Day for the Purpose of Utility Billing Training
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	01/25/2024
Notes:	The town's utility billing system is provided by Black Mountain Software (BMS). To better understand the processes and the system BMS can give employees an online/over the phone training session/sessions.

File Attachments for Item:

d. Discussion/Decision: Approval to Move Forward with the Process for an Emergency Facilities & Land Use Agreement Between the USDA Forest Service and the Town of Stevensville Airport



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	Will Rowe, Airport Manager
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	01/25/2024
Agenda Topic:	Discussion/Decision: Approval to Move Forward with the Process for an Emergency Facilities & Land Use Agreement Between the USDA Forest Service and the Town of Stevensville Airport
Backup Documents Attached?	No
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	01/25/2024
Notes:	

File Attachments for Item:

e. Discussion/Decision: Rescind Resolution No.458a, A Resolution Amending the Membership of the ADHOC Climate Action Advisory Board



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	01/25/2024
Agenda Topic:	Discussion/Decision: Rescind Resolution No.458a, A Resolution Amending the Membership of the ADHOC Climate Action Advisory Board
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	01/25/2024
Notes:	On March 12, 2020, the Stevensville Town Council approved Resolution No. 458a, ADHOC Climate Action Advisory Board. The ADHOC Climate Action Advisory Board did not have any citizens apply to serve on the board and the board has been dormmate since its creation.

Town of Stevensville
PO Box 30
Stevensville MT 59870

RESOLUTION NO. 458a

**A RESOLUTION OF THE STEVENSVILLE TOWN COUNCIL
AMENDING THE MEMBERSHIP OF THE ADHOC
CLIMATE ACTION ADVISORY BOARD**

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

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

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


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

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


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

BE IT FURTHER RESOLVED that the Advisory Board shall be made up of four (4) members who live within the Town Limits and/or the Town's Extraterritorial Zoning Boundary, and (1) council person, with one member being elected by the board as President. The board will also designate a member as secretary, who will be responsible for recording minutes, and responsible for presenting correspondence to the rest of the board.

Passed and adopted by the Town Council of the Town of Stevensville, Montana, this 12 day of March, 2020.

Approved:


Brandon E. Dewey, Mayor

Attest:


Monica Hoffman, Town Clerk

File Attachments for Item:

f. 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 immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	01/25/2024
Agenda Topic:	Discussion/Decision: To Nominate and Elect a Councilmember to Serve as Council President in Accordance with Town Council Rules Part XII
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	01/25/2024
Notes:	

File Attachments for Item:

g. 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 immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	01/25/2024
Agenda Topic:	Discussion/Decision: Appointment of Councilperson to Serve on Planning & Zoning Board in Accordance with Stevensville Municipal Code §2-313
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	01/25/2024
Notes:	

File Attachments for Item:

h. 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 immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	01/25/2024
Agenda Topic:	Discussion/Decision: Appointment of Councilperson to serve on TIFID/TEDD Board in Accordance with Stevensville Municipal Code §2-330
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	01/25/2024
Notes:	

File Attachments for Item:

i. 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 immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	01/25/2024
Agenda Topic:	Discussion/Decision: Appointment of Councilperson to Serve on Park Board
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	01/25/2024
Notes:	

File Attachments for Item:

j. 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 immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	01/25/2024
Agenda Topic:	Discussion/Decision: Appointment of Councilperson to Serve on the Airport Board in Accordance with Stevensville Municipal Code §3-33
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	01/25/2024
Notes:	