



**Stevensville Town Council Meeting  
Agenda for  
THURSDAY, MAY 12, 2022  
7:00 PM  
208 Main Street, NVPL**

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, April 28, 2022
5. Approval of Bi-Weekly Claims
  - a. Claims #17678-#17706
6. Administrative Reports
  - a. Airport
  - b. Building Department
  - c. Finance
  - d. Fire Department
  - e. Police Department
  - f. Public Works
7. Guests
8. Correspondence
9. Public Hearings
10. Unfinished Business
11. New Business
  - a. Discussion/Decision: Confirmation of Police Chief, Macario Sosa, Jr
  - b. Discussion/Decision: Consent to the Mayor's Appointment of Lois Knapp to the Park Board
  - c. Discussion/Decision: Resolution No. 503, a Resolution to Reduce the Mayor's Salary
  - d. Discussion/Decision: Resolution No 504, a Resolution to Change Regular Town Council Meeting Time
  - e. Discussion/Decision: Resolution No. 387E, a Resolution Amending Town Council Rules for the Town of Stevensville
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. Town Council Meeting Minutes, April 28, 2022

**Stevensville Town Council Meeting Minutes for  
THURSDAY, APRIL 28, 2022, 7:00 PM 208 Main Street, NVPL**

**CONDENSED MINUTES**

1. Call to Order and Roll Call

Mayor Gibson called the meeting to order, councilmembers Barker, Brown, Michalson and Wolff.

2. Pledge of Allegiance

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

PUBLIC COMMENT

Craig Thomas: I am the airport board chair, gave public comment about the transition from previous administration and that it has been difficult. I and the board appreciate all of the work that the new administration has put forth. Our airport manager Tim Smead, we appreciate his work. We appreciate, Jenelle and Pam.

4. Approval of Minutes

a. Town Council Meeting Minutes, April 14, 2022

Mayor Gibson: introduced the town council meeting minutes for April 14, 2022

Councilmember Michalson: I make a motion to approve.

Councilmember Barker: 2nd

Mayor Gibson: we have a motion and a 2<sup>nd</sup>. Any discussion from the council? Councilmember Wolff?

Councilmember Wolff: page 5, get an engineer should say get a surveyor. Then the last sentence, weigh in. Page 9, Cindy Brown is speaking should say asses.

Mayor Gibson: any further discussion? Seeing none. Public comment? Seeing none, Jenelle call for the vote.

Councilmember Barker:

Councilmember Brown:

Councilmember Michalson:

Councilmember Wolff:

Mayor Gibson: 4-0

5. Approval of Bi-Weekly Claims

a. Claims #17652-#17676

Mayor Gibson: introduced bi-weekly claims. Councilmember Barker?

Councilmember Barker: I move to approve #17652-#17676

Councilmember Michalson: 2nd

Mayor Gibson: motion and a 2<sup>nd</sup>

Councilmember Wolff: 17655 airport past due for labor, \$920.50.

Pam Sosa, Finance Officer: it was a past due expense for work done at the airport

Tim Smead: it was from late November.

Councilmember Wolff: so, it was paid late and that is this charge? Next, 17657, Construct MT, inspections and plan reviews. The first one is \$3051.80 and the second one \$369.75. is this right or vise-versa?

Pam Sosa: Vise-Versa, the first one is building inspections and the second one is plan reviews.

Councilmember Wolff: I assume, all of 17673, are credit card charges?

Pam Sosa: Correct

Councilmember Wolff: this would be 17675, finance charge, I guess that is a late charge?

Pam Sosa: Previous late charge.

Councilmember Barker: page 2, 17664, UV lights? Is that for the sewer plant?

Pam Sosa: yes, the UV lights had to be replaced as part of the sanitation.

Councilmember Barker: the shipping and handling?

Pam Sosa: yes, shipping for the lights themselves.

Councilmember Michalson: 17673, Visa Rocky Mountain Bank, I think that we had a discussion earlier about First Call negotiating a price?

Pam Sosa: it is just each department paying their share.

Mayor Gibson: that renewal of that contract, is coming up in November, there is a three month in and out clause. Any talks will come back to the council.

Pam Sosa: right.

Councilmember Michalson: pool spectrum bill \$49.99, we were going to see about this.

Pam Sosa: that is something that we can discuss with them about some sort of a discount.

Councilmember Michalson: public comment on the claims? Seeing none, Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: 4-0

6. Administrative Reports

NONE

7. Guests

NONE

8. Correspondence

NONE

9. Public Hearings

NONE

10. Unfinished Business

NONE

11. New Business

a. Discussion: Proposed Airport Facilities Project, Presented by Tim Smead Airport Manager

Mayor Gibson: introduced new business item a, discussion item. This is not a resolution, a brief presentation of what they are doing.

Tim Smead: we have a first phase, developer proposal. Tim gave a brief description of proposed projects. It is exciting. I want to see if you guys have any questions.

Mayor Gibson: Tim and the airport board have worked very hard on this, any questions?  
Councilmember Barker?

Councilmember Barker: looking at you have the lease duration at 50 years. Why the 50 years?

Tim Smead: the normal is usually between 20-30 years. A 50-year term is not uncommon, it is a large investment for them, the FAA doesn't want us to go beyond 50 years.

Councilmember Brown: how many leases will the one person have?

Tim Smead: this is a development; they want to do some for sale as well.

Councilmember Brown: so, they will be sub-leasing them?

Tim Smead: correct. Some of them would be sub-let and that would be great, especially for the amount of calls I get each week.

Councilmember Brown: so, this is going to be one person.

Tim Smead: they would be an entity.

Councilmember Brown: an entity having 10 leases?

Tim Smead: this is more than that.

Mayor Gibson: please go through the chair.

Councilmember Brown: Mr. Mayor. Is there anything in our ordinance that says a person can only have so many leases, second of all are the leases going to become record before they start construction.

Mayor Gibson: this is just a presentation; this is just to update the council.

Tim Smead: this is just an update. We only have one chance to get it right and we are talking it through now.

Councilmember Brown: just curious about construction and mechanics loans.

Tim Smead: I can't speak to that in regard to that.

Councilmember Brown: that is why I am asking if they would actually have the lease in place before construction.

Tim Smead: it is under review.

Mayor Gibson: all of these decisions would come before the council. Is there any public comment? Seeing none, thank you Tim. This is one thing down the road that legal will look at. Councilmember Barker?

Councilmember Barker: is Morris & Merely going to take this over again? are they going to be the main contractors?

Tim Smead: this is not a town funded project, they are only the engineers for the town. The only part that they will be working with us on that is the master plan.

Mayor Gibson: is there any public comment?

#### PUBLIC COMMENT

Craig Thomas: Morris and Merely is the towns engineer, the developers will use their own engineer. What we are trying to do is put together a package to bring to council. This is a big project for our airport. This is a pretty fantastic opportunity for our airport.

Mayor Gibson: thank you, any further discussion on the presentation.

Councilmember Brown: is the so much per square foot going to be on the proposal, or is that under discussion as well?

Tim Smead: that is under discussion as well.

Mayor Gibson: thank you Tim.

12. Executive Report

Mayor Gibson: I think that we are going to be able to get out of the GoDaddy contract, as we look at going with the state system for email, which could possibly save us up to \$3000.00 per year. We will save \$7000.00 not having Target Solutions. We will save \$23,000.00 not having My Sidewalk. Staff is looking every day on how to be more efficient.

13. Town Council Comments

Councilmember Michalson: as Pam and office knows there have been a lot of calls for picking up leaves and I have been quite busy with that. The point that I want to make is that each and every one of these people is so pleased with this council, they don't see a council who is spending lots of money. they see a staff that is friendly, and they see a council that is trying to recure a lot of money that was spent by the last administration. You should all be proud of that.

Mayor Gibson: thank you, Councilmember Barker.

Councilmember Barker: last night the Farmers Market group got together and cleaned up 3<sup>rd</sup> Street so that it is ready for next Saturday.

Councilmember Wolff: there is an incredibly important meeting that is going to be held on May 12, 2022, at 2:30, upstairs. County Commissioners meeting room. The Commissions will review Burnt Fork Estates and their access to Logan and Middle Burnt Fork Road. The development has now doubled in size from the original application. Please attend or call the Commissioner's office.

Mayor Gibson: thank you, Jenelle we will be posting that on the town website. I don't think that the county posts it until the 5<sup>th</sup> of May, when they do that, we will post on the website.

14. Board Reports

Councilmember Michalson: yes, on Monday night the Planning and Zoning Board met, and we worked on the Subdivision Regulations, and we are on the last chapter. May 11, 2022, 5:30 will be the next meeting.

Councilmember Wolff: Airport Board and the Airport Manager Tim Smead have met and have worked hard. Changes will be coming to the council in the near future.

15. Adjournment

**APPROVE:**

**ATTEST:**

\_\_\_\_\_

\_\_\_\_\_

**Steve Gibson, Mayor**

**Jenelle S. Berthoud, Town Clerk**



**File Attachments for Item:**

a. Claims #17678-#17706

05/10/22  
15:53:27

TOWN OF STEVENSVILLE  
Claim Approval List  
For the Accounting Period: 5/22

Page: 1 of 5  
Report ID: AP100

For dates posted from 05/01/22 to 05/10/22  
\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
17678		29 STEVENSVILLE NAPA AUTO PARTS	213.30					
	679147	04/22/22 PD- Oil filter (Charger)	8.87			1000 420100	231	101000
	679147	04/22/22 PD-Oil filter (Dodge ram)	8.87			1000 420100	231	101000
	679147	04/22/22 PD- Synthetic oil	44.98			1000 420100	231	101000
	679147	04/22/22 PD- 5w20 synthetic oil	18.76			1000 420100	231	101000
	677765	04/13/22 FD- Stripe off wheel kit	62.54*			1000 420730	230	101000
	676129	04/04/22 PW- Vehicle supplies	26.30*			1000 430100	231	101000
	678676	04/20/22 A-windshield wipers courtsey c	42.98*			5610 430300	230	101000
17679		23 VALLEY DRUG AND VARIETY	157.97					
	521903	05/03/22 W- Return water meter to manu	70.53			5210 430510	311	101000
	14073	03/31/22 A-Shipping Airport items	10.60			5610 430300	350	101000
	14073	03/31/22 Pool-Office Supplies	76.84			1000 460445	210	101000
17680		1841 Overstreet Law Group	6,150.00					
		General Matters/ Prosecution April 2022						
	APR22	04/29/22 Town Legal Services	4,425.00*			1000 411100	350	101000
	APR22	04/29/22 Prosecuting Atty Services	1,725.00*			1000 410364	350	101000
17681		34 STEVENSVILLE HARDWARE AND RENTAL	122.44					
	C489907	04/14/22 TH- Paint supplies council ch	59.98*			1000 410550	220	101000
	A545581	04/25/22 TH-mouse traps	19.47*			1000 410550	220	101000
	B471945	03/17/22 TH- Door bell alert kit	42.99*			1000 410100	212	101000
17682		1702 DE Lage Landen Finance Services, Printer Lease April 2022	51.02					
	76132947	05/15/22 Printer Lease	51.02			1000 410360	320	101000
17683		1274 Rocky Mountain Internet, Inc.	719.40					
	20036445	04/15/22 MBF Water Plant Internet Ser	719.40*			5210 430540	346	101000
17684		1436 Maureen M. O'Connor	1,961.19					
		Monthly Compensation \$1500.00						
		Expenses from Spring 2022 Judicial Conference \$461.19						
		04/05/22 Monthly Compensation	1,500.00			1000 410360	350	101000
		04/05/22 Reimbursement Judicial Conf.	461.19			1000 410360	350	101000
17685		1744 MMIA-Liability Program	1,032.86					
		Insurance payment						
	DR1005249	04/29/22 S- Insurance Payment	1,032.86*			5310 430610	510	101000

05/10/22  
15:53:27

TOWN OF STEVENSVILLE  
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For the Accounting Period: 5/22

Page: 2 of 5  
Report ID: AP100

For dates posted from 05/01/22 to 05/10/22  
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17686	15120337	1061 WESTERN BUILDING CENTER 03/30/22 PW- Angle grinder	160.00 160.00			5210 430510	212	101000
17687		1865 Ace Industrial Supply Black nitrile gloves	736.80					
	1666177S	04/29/22 PD- black nitrile gloves LG	299.40*			1000 420100	220	101000
	1666177S	04/29/22 PD- black nitrile gloves XLG	299.40*			1000 420100	220	101000
	1666177S	04/29/22 PD- viper grip gloves LG 1	0.00*			1000 420100	220	101000
	1666177S	04/29/22 PD- Shipping & surcharge	138.00*			1000 420100	220	101000
17688		1845 Thomson Reuters-West PD- Clear on-line software subscription	200.00					
	846271262	05/01/22 PD- online software sub.	200.00			1000 420100	356	101000
17689	169309	690 Core & Main LP 04/21/22 PW- Water main tap supplies	1,376.18 1,376.18*			5310 430550	230	101000
17690		85 CENTURYLINK April 04/22/22 WWTP Internet #0185	259.05 83.79*			5310 430640	340	101000
		April 04/22/22 H2O Plant Phone #7132	68.48*			5210 430540	340	101000
		April 04/22/22 MBF Reservoir #9934	106.78*			5210 430530	340	101000
17691		108 BITTERROOT STAR 04/06/22 Classified Ad-Help wanted	63.10 30.10*			1000 410550	320	101000
		04/06/22 Classified Ad-Help wanted	16.50*			1000 410550	320	101000
		04/13/22 Classified Ad-Help wanted	16.50*			1000 410550	320	101000
17692		1790 Taz Properties April22 05/06/22 Rent April 2022	300.00 300.00*			5610 430300	530	101000
17693	0039593	1852 Cheese Factory Garage 04/29/22 PW- Service call sweeper repa	195.18 195.18			1000 430100	232	101000
17694	390	17 MONTANA SAWS LLC 05/02/22 PW- Saw supplies	6.30 6.30			1000 460437	220	101000
17695		1827 Pintler Billing Services Monthly maintenance fee-Medical billing	50.00					
	487	05/01/22 Medical billing-monthly maint.	50.00			2230 420730	350	101000

05/10/22  
15:53:27

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Page: 3 of 5  
Report ID: AP100

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
17696	05/03/22	1267 Witmer Public Safety Group Inc. FD-FHD 2" tetrahedron x8	60.97 60.97*			1000 420460	220	101000
17697		201 Montana Rural Water Systems, Membership	350.00					
	1661 02/14/22	W- Membership dues 2022	350.00*			5210 430510	330	101000
17698		33 NORTHWESTERN ENERGY	12,775.11					
	Apr 22 04/18/22	Spec lighting #3	236.62			2430 430263	340	101000
	Apr 22 04/18/22	206 Buck 90% TH Facility	523.91			1000 411201	340	101000
	Apr 22 04/18/22	206 Buck 10% Bldg Dept	58.21			2394 420531	340	101000
	Apr 22 04/18/22	Peterson Add'n lighting	176.04			2420 430263	340	101000
	Apr 22 04/18/22	Dayton Add'n lighting	242.04			2410 430263	340	101000
	Apr 22 04/18/22	Maplewood Cemetery	10.02			1000 430900	340	101000
	Apr 22 04/18/22	Main St seasonal lighting	6.00			1000 430263	340	101000
	Apr 22 04/18/22	Orig Town street lights	230.99			1000 430263	340	101000
	Apr 22 04/18/22	ESH - 5th St. lights	417.04			1000 430263	340	101000
	Apr 22 04/18/22	5th St - Lange Park lights	33.24			1000 430263	340	101000
	Apr 22 04/18/22	Add'l Town lighting	151.50			1000 430263	340	101000
	Apr 22 04/18/22	NW LDS parking lot	0.00			2430 430263	340	101000
	Apr 22 04/18/22	MBF H20 plant	262.93			5210 430520	340	101000
	Apr 22 04/18/22	102 Main St pump #1	74.88			5210 430520	340	101000
	Apr 22 04/18/22	Riverside Cemetery IRR	0.00			1000 430900	340	101000
	Apr 22 04/18/22	Maplewood Cemetery	0.00			1000 430900	340	101000
	Apr 22 04/18/22	Sewer lift station W. Central	11.97*			5310 430620	340	101000
	Apr 22 04/18/22	Sewer trtmnt plant	4,013.97*			5310 430620	340	101000
	Apr 22 04/18/22	Truck garage South	239.98			1000 430100	340	101000
	Apr 22 04/18/22	L&C Yard Light	10.02			1000 460430	340	101000
	Apr 22 04/18/22	L&C Park Irrigation 5hp IRR	0.34			1000 460430	340	101000
	Apr 22 04/18/22	L&C Park Parking Lot	6.00			1000 460430	340	101000
	Apr 22 04/18/22	L&C Park Restrooms/Field light	40.86			1000 460430	340	101000
	Apr 22 04/18/22	214 Buck St. - H2O 25%	17.70			5210 430520	340	101000
	Apr 22 04/18/22	214 Buck St. - Sewer 25%	17.70*			5310 430620	340	101000
	Apr 22 04/18/22	214 Buck St. - PD 50%	35.41			1000 420100	340	101000
	Apr 22 04/18/22	3rd & Park	12.02			1000 430263	340	101000
	Apr 22 04/18/22	421 Airport Rd - SRE 50%	92.67*			5610 430300	340	101000
	Apr 22 04/18/22	421 Airport Rd - FD 50%	92.67*			1000 420422	340	101000
	Apr 22 04/18/22	Pool	46.67			1000 460445	340	101000
	Apr 22 04/18/22	MBF Well Field	4,499.61			5210 430520	340	101000
	Apr 22 04/18/22	MBF booster station	127.38			5210 430520	340	101000
	Apr 22 04/18/22	Creamery Park (223 Main)	45.62			1000 460430	340	101000
	Apr 22 04/18/22	102 Main Street D-PD	65.92			1000 420100	340	101000
	Apr 22 04/18/22	Dickerson Park	6.31			1000 460430	340	101000
	Apr 22 04/18/22	Water 157 Sewer Works Rd Depot	4.41			5210 430520	340	101000

05/10/22  
15:53:27

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For the Accounting Period: 5/22

Page: 4 of 5  
Report ID: AP100

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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	Apr 22	04/18/22	Sewer 157 Sewer Works Rd Depot	4.41*			5310 430620	340	101000
	Apr 22	04/18/22	Streets 157 Sewer Works Rd Dep	4.41			1000 430200	340	101000
	Apr 22	04/18/22	Crksde Mdws Lighting Dist #4 1	242.21			2440 430263	340	101000
	Apr 22	04/18/22	Crksde Mdws Lighting Dist #4 2	130.49			2440 430263	340	101000
	Apr 22	04/18/22	Stevensville Cutoff Rd Path	6.00			1000 430263	340	101000
	Apr 22	04/18/22	Twin Creeks Dist #5	415.91			2450 430263	340	101000
	Apr 22	04/18/22	300 Main St seasonal lighting	6.00			1000 430263	340	101000
	Apr 22	04/18/22	206 Buck Fire Dept Lighting	155.03			1000 411201	340	101000
17699		1794	Jeff Newsom	700.00					
	PD-		New tires for Dodge Ram PU						
	05/10/00	PD-	Tires for Dodge Ram PU	700.00			1000 420100	236	101000
17700		1711	Office Solutions & Service	14.95					
	Fire Dept		printer lease						
	104588	04/29/22	FD-Printer lease (black)	3.29			1000 410360	320	101000
	104588	04/29/22	FD-Printer lease (color)	11.66			1000 420410	320	101000
17701		1754	Construct Montana, LLC	800.30					
	April		Invoice for Permit fees for Inspection/Consultation (80%) Permit Fees for Plan Review (20%)						
	1047	05/05/22	Building Inspections	708.40*			2394 420531	350	101000
	1047	05/05/22	Plan Review	91.90*			2394 420531	350	101000
17702		1653	MCKESSON MEDICAL - SURGICAL	145.98					
	Medical supplies,		Ambulance						
	58794327	04/28/22	FD- Med supplies Ambulance	145.98			2230 420730	220	101000
17703		1634	AXON ENTERPRISES, INC.	1,299.00					
	Police Department-		Taser payment X2 (4 payments)						
	INUS071917	05/01/22	PD- Taser 60 year	1,299.00			1000 420100	212	101000
17704		1866	Stoneage Creations	1,500.00					
	Pool steps-Final		phase of pool repair						
	921555	04/21/22	Pool steps final phase	1,500.00*			1000 460445	350	101000
17705		1807	NFPA	175.00					
	Membership renewal		(1 year)						
	8152364X	04/04/22	FD- Membership renewal	175.00*			1000 420410	330	101000

05/10/22  
15:53:27

TOWN OF STEVENSVILLE  
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Page: 5 of 5  
Report ID: AP100

For dates posted from 05/01/22 to 05/10/22  
\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
17706		1867 DO IT ALL REPAIR	145.49					
Brake repair/diag for Dodge Charger								
	20086	04/07/22 PD- Brake repair (Labor)	142.50			1000 420100	232	101000
	20086	04/07/22 PD- Brake repair (supplies)	2.99			1000 420100	232	101000
		<b># of Claims</b>	<b>29</b>	<b>Total:</b>				<b>31,721.59</b>

**File Attachments for Item:**

b. Building Department

**MONTHLY REPORT**  
**Building Department**  
 APRIL 2022

<b><u>Permits Issued</u></b>	<b><u>Fees Collected</u></b>
<b><u>Building</u></b> (5 permits)	
1. NSFR .....	\$0
2. New Commercial Building .....	\$0
3. Renovation/Remodel .....	\$459.50
4. Demo .....	\$0
<b><u>Electrical</u></b> (2 permits)	
1. NSFR .....	\$0
2. New Commercial Building .....	\$
3. Renovation/Remodel .....	\$150.00
4. Demo .....	\$0
<b><u>Mechanical</u></b> (0 permits)	
1. NSFR .....	\$0
2. New Commercial Building .....	\$0
3. Renovation/Remodel .....	\$0
4. Demo .....	\$0
<b><u>Plumbing</u></b> (3 permits)	
1. NSFR .....	\$187.00
2. New Commercial Building .....	\$0
3. Renovation/Remodel .....	\$89.00
4. Demo .....	\$0
<b>Total permits issued: 3</b>	<b>Total fees collected: \$885.50</b>
<b><u>Activities</u></b>	
<ol style="list-style-type: none"> <li>1. Inspections and consultations.</li> <li>2. Active clearing or archiving old and expired permits, depending on age of activity.</li> <li>3. Implement uniform strategies to increase records retention and accessibility thereof.</li> </ol>	
<b><u>Items of Interest</u></b>	
<ol style="list-style-type: none"> <li>1. Continued exploration of best ways to universally digitize records and day to day functions to be accessible across pertinent staff for greater efficiency.</li> </ol>	

Prepared by Jenelle Berthoud, Town Clerk



**File Attachments for Item:**

d. Fire Department



# STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

Activity Report – April 2022

## **Calls for the Month of April: 49**

Calls for Stevensville Town: 19

Calls for Stevensville Rural: 29

Mutual Aid: 1

Medical Response: 40

Fire Calls: 6

Motor Vehicle Crash: 3

Total Calls: 49

## **Calls for the Year to Date: 193**

Calls for Stevensville Town: 79

Calls for Stevensville Rural: 107

Mutual Aid: 7

Missed call: 0

Medical Response: 158

Fire Calls: 28

Motor Vehicle Crash: 7

Total Calls: 193

**File Attachments for Item:**

e. Police Department

**TOWN OF STEVENSVILLE  
POLICE DEPARTMENT ACTIVITY REPORT**

**April 2022**

**MONTHLY REPORT: March 2022 - Police Activity Report**

Officers engaged in 2 arrest or citable offenses and four traffic citations for the month of April. We began covering Stevensville 24/7 in the month of January with on call officers to supplement coverage. We are now capturing all incidents and crime data for the town, which will allow us to develop crime reduction approaches based on 24/7 data. Officers Todd Schafer and Nick Tirello completed the DUI and Legal Equivalency Courses in April, and Officer Colten Wortman is currently at the academy. Additionally, a major drug arrest was made at the Stevi Schools.

**PROACTIVE POLICING, CALLS FOR SERVICE, and Investigations: Call for Service tallies do not include traffic citations, Traffic Warnings, Vacation Checks, Extra Patrols or Agency Assists**

PERSONNEL WORKLOAD	1/22	2/22	3/22	4/22	5/22	6/22	7/22	8/22	9/22	10/22	11/22	12/22	Total
<b>PATROL</b>													
Arrests	1	0	6	2									9
Traffic Citations	2	7	4	4									14
Traffic Warnings	25	25	18	14									82
<b>Calls for Service 2021</b>	<b>55</b>	<b>59</b>	<b>63</b>	<b>76</b>	<b>58</b>	<b>95</b>	<b>72</b>	<b>103</b>	<b>83</b>	<b>50</b>	<b>34</b>	<b>36</b>	<b>784</b>
Calls for Service	59	66	69	48									242
<b>INVESTIGATIONS</b>													
<b>Robbery/Homicide 2021</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Robbery/Homicide	0	0	0	0									0
<b>Assault 2021</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>8</b>
Assault	0	1	0	0									1
<b>Sex Crime 2021</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Sex Crime	0	0	2	0									2
<b>Burglary/Theft 2021</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>19</b>
Burglary/Theft	4	0	4	2									10
<b>Crim Mischief 2021</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>
Crim Mischief	3	1	1	0									5
<b>Fraud 2021</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>9</b>
Fraud	0	0	0	0									0
<b>Suspicious Incident 2021</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>6</b>	<b>3</b>	<b>1</b>	<b>7</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>32</b>
Suspicious Incident	4	3	5	1									13
<b>Disturbance 2021</b>	<b>2</b>	<b>2</b>	<b>6</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>10</b>	<b>5</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>42</b>
Disturbance	4	6	3	3									16
<b>Found Property 2021</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>7</b>
Found Property	0	0	1	0									1
<b>Traffic Hazard 2020</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>10</b>
Traffic Hazard	0	0	0	0									0
<b>Traffic Accidents 2020</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>13</b>
Traffic Accident	0	0	3	2									5
<b>Vacation Checks 2020</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>10</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>19</b>
Vacation Checks	0	0	1	0									1
<b>SPD AGENCY ASSISTS</b>													
Ravalli County S.O	4	6	8	6									24

**File Attachments for Item:**

f. Public Works

WO Number	Type	Status	Description	Locations	Assigned To	Requester
000822	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
000820	CORRECTIVE	Closed	Cut tree off fence at River Park and repair fence	Town of Stevensville	Cody Anderson Dustin Tribby Steve Kruse	Steve Kruse
000817	CORRECTIVE	Closed	Locate water SERVICE at 310 Main	Water / Town of Stevensville	Dustin Tribby	Steve Kruse
000815	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville	Cody Anderson	Steve Kruse
000814	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville	Dustin Tribby Glenn Bies	Steve Kruse
000812	CORRECTIVE	Closed	Replace hypo injection lines at well house		Dustin Tribby Steve Kruse	Steve Kruse
000811	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
000808	CORRECTIVE	Closed	Check out meter pit at 230 Tenderfoot, leak or ground water?	Water / Town of Stevensville	Cody Anderson Dustin Tribby Steve Kruse	Steve Kruse
000807	CORRECTIVE	Closed	Cut out asphalt at 3rd and Main and reestablish locate paint	Streets	Cody Anderson Dustin Tribby	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
000805	CORRECTIVE	Closed	Clean chemical room at well house, inspect for potential CL2 leak		Dustin Tribby	Steve Kruse
000804	CORRECTIVE	Closed	Order buffer and indicator for CL17 at reservoir, used last one today		Dustin Tribby	Steve Kruse
000803	CORRECTIVE	Closed	Read water meters all grids Thursday morning	Water / Town of Stevensville	Cody Anderson	Steve Kruse
000800	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville		Steve Kruse
000797	CORRECTIVE	Closed	Trouble call sewer 408 Pine	Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby	Steve Kruse
000796	CORRECTIVE	Closed	Determine depth of water main on Park at sewer crossing are, using valve depths	Water / Town of Stevensville	Cody Anderson Dustin Tribby Steve Kruse	Steve Kruse
000792	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
000787	CORRECTIVE	In Progress	Ground support for Merlin starting Tuesday skidsteer with grapple and dump truck	Streets	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
000785	CORRECTIVE	Closed	Draw down and clean Dlgester bay #3	13-Bioreactor Bldg / Wastewater / Town of Stevensville	Glenn Bies	Steve Kruse
000783	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
000782	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 19-Final Clarifier 1 / Wastewater / Town of Stevensville	Cody Anderson Glenn Bies	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
				20-Final Clarifier 2 / Wastewater / Town of Stevensville		
000780	CORRECTIVE	Closed	April 23rd urn burial Riverside	Town of Stevensville	Cody Anderson Dustin Tribby Ian Murray	Steve Kruse
000779	CORRECTIVE	Closed	2:00 burial Riverside	Town of Stevensville	Cody Anderson Dustin Tribby Ian Murray	Steve Kruse
000778	SCHEDULED	Closed	Open and check condition of restrooms everyday	Town of Stevensville	Ian Murray	Steve Kruse
000777	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
000774	CORRECTIVE	Closed	Fix flow sensor at reservoir		Dustin Tribby Steve Kruse	Steve Kruse
000771	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville		Steve Kruse
000769	CORRECTIVE	Closed	Wire in Flygt pump for Digester 3 sludge p[ump]	Wastewater / Town of Stevensville	Dustin Tribby	Steve Kruse
000767	CORRECTIVE	Closed	Sweep E 3rd ST entire length	Streets	Ian Murray	Steve Kruse
000766	SCHEDULED	Closed	Backhoe Status fluids/tires/air filter/filters/clean exterior and interior		Glenn Bies Ian Murray	Steve Kruse
000765	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
000762	CORRECTIVE	Closed	Repaint handicap parking spot corner E 3rd and Park	Streets	Cody Anderson Ian Murray	Steve Kruse



WO Number	Type	Status	Description	Locations	Assigned To	Requester
000760	CORRECTIVE	Closed	Pothole E 3rd and ALC and M Burnt Fork	Streets	Ian Murray	Steve Kruse
000758	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
000757	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville	Cody Anderson Glenn Bies	Steve Kruse
000756	CORRECTIVE	Closed	Replace meter at Yaskus Dentist office behind Post Office at 8-8:15	Water / Town of Stevensville	Cody Anderson	Steve Kruse
000755	CORRECTIVE	Closed	Investigate leak at 211 Church with listening device	Town of Stevensville Water / Town of Stevensville	Dustin Tribby Steve Kruse	Steve Kruse
000751	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
000748	SCHEDULED	Closed	Inspect skidsteer			Steve Kruse
000746	CORRECTIVE	Closed	Reestablish collection point at 404 Pine with rocks and screen to minimize hazard	Streets	Cody Anderson Ian Murray	Steve Kruse
000745	CORRECTIVE	Closed	Fill in hole on ALC way, Pantry Partners, with road base or grindings	Streets	Cody Anderson Ian Murray	Steve Kruse
000741	CORRECTIVE	Closed	Fix hydro leak on mini ex	Town of Stevensville	Dustin Tribby	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
000740	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
000738	SCHEDULED	Closed	Ditch Maintenance	Town of Stevensville	Ian Murray	Steve Kruse
000737	CORRECTIVE	Closed	Repair fence at River park, buck tree on fence and repair fence. clean up downed dead trees and bring to burn pile	Town of Stevensville	Cody Anderson Dustin Tribby Ian Murray Steve Kruse	Steve Kruse
000736	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville	Cody Anderson	Steve Kruse
000735	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville	Cody Anderson Glenn Bies	Steve Kruse
000734	CORRECTIVE	Closed	Trouble call, power pole at 3rd and Main displaced by wind event, dispatched NW Energy, deenergized and pole removed	Streets	Ian Murray Steve Kruse	Steve Kruse
000733	CORRECTIVE	Closed	Excavate ditch on Spring St, min X and dump truck. Contract work for Stevensville School District. When ditch is reestablished, jet both culverts under Spring and Pine	Streets	Cody Anderson Dustin Tribby Ian Murray Steve Kruse	Steve Kruse
000731	CORRECTIVE	Closed	Trouble call burst pipe at Twin Creeks common area	Water / Town of Stevensville	Cody Anderson	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
000729	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
000727	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville	Steve Kruse	Steve Kruse
000726	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville	Ian Murray	Steve Kruse
000723	SCHEDULED	Closed	Grease Huber sludge press		Glenn Bies	Steve Kruse
000722	SCHEDULED	Closed	Inspect condition of tree bricks and rocks on all trees on Main St and report any work needing done	Streets	Ian Murray	Steve Kruse
000721	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
000720	SCHEDULED	Closed	Grease perf screen and influent pumps		Glenn Bies	Steve Kruse
000719	SCHEDULED	Closed	Grease press during operating season		Glenn Bies	Steve Kruse
000716	SCHEDULED	Closed	Ditch Maintenance	Town of Stevensville	Cody Anderson Dustin Tribby Ian Murray Steve Kruse	Steve Kruse
000715	SCHEDULED	Closed	Monthly DEQ Sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
000711	CORRECTIVE	Closed	Backhoe with bucket of road base or asphalt grindings to 1st Ave and 3rd Ave pothole repair	Streets	Ian Murray	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
000695	CORRECTIVE	Closed	Pump CL2 at wellhouse, down to last		Cody Anderson Dustin Tribby Ian Murray Steve Kruse	Steve Kruse
000685	CORRECTIVE	Closed	Clean ditch drainage system 4th and Pine	Streets	Cody Anderson Dustin Tribby Ian Murray	Steve Kruse
000672	CORRECTIVE	Closed	Fix potholes all grids	Streets	Cody Anderson Dustin Tribby Ian Murray	Steve Kruse
000671	CORRECTIVE	Closed	Fix potholes in all alleys all grids	Streets	Ian Murray	Steve Kruse
000119	CORRECTIVE	Closed	Rebuild both stages	Town of Stevensville 40-WWTP Grounds / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Ian Murray Steve Kruse	Steve Kruse

# TOWN OF STEVENSVILLE PUBLIC WORKS ACTIVITY REPORT April, 2022

## UTILITIES REPORT

### *Water Production*

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	17,336,000	17,290,000

- 💧 Total Metered/Unmetered Usage 8,161,084
- 💧 Monthly, weekly and Annual reports to the state
- 💧 Monthly Meter Readings
- 💧 Unread Meters: 128
- 💧 8 non functioning meters replaced
- 💧 Satisfied Permit reporting and testing requirements

### *Waste Water Treatment*

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	5,030,427	5,694,450

- 💧 State Reports and EPA, weekly monthly and Annual samples taken and reports submitted.
- 💧 Polymer press running, 35,000 gal sludge produced
- 💧 Satisfied Permit reporting, testing and regulatory requirements

○

## OTHER

- 💧 Preemptive Sanitary Sewer Jetting in all Grids
- 💧 Snow removal and sanding in all grids following Town snow removal protocol
- 💧 Meter reads and billing cycle
- 💧 Powe pole at 3<sup>rd</sup> and Main blown over in wind storm, scheduled replacement with NW Energy and Snow Mountain Electric
- 💧 Preemptive jetting of ground water diversions from Spring to College
- 💧 Street maintenance, potholes, sign installation and replacement
- 💧 Started street sweeping, Main Street schedule weekly early Friday mornings
- 💧 Alley grading and pothole repairs
- 💧 Rebuilt both stages for special events
- 💧 Operation of parks and rest rooms begun
- 💧 Removed trees and repaired fence at Ft Owen Ranch
- 💧 Trouble calls
- 💧 Installation of new play structure at Father Ravalli continued
- 💧 Utility Locates
- 💧 Park and pool maintenance, sign inventory

- 💧 Started hiring for summer seasonal positions for Pool and Parks, hired lifeguards and swim instructors
- 💧 Interviewing for Parks position
- 💧 2 3<sup>rd</sup> party contractor locates
- 💧 8 replacements
- 💧 Hazard tree inspection and mitigation
- 💧 Mapping of new section of Riverside Cemetery
- 💧 # water leaks discovered and fixed
- 💧 Vehicle Maintenance
- 💧 Park building maintenance
- 💧 Wrote job descriptions for seasonal positions
- 💧 Meetings with Mayor and developers and water rights attorney
- 💧 Water distribution system repairs and improvements
- 💧 Trouble Calls
- 💧 Assisted Utility Clerk on water billing process
- 💧 3 burials

**File Attachments for Item:**

b. Discussion/Decision: Consent to the Mayor's Appointment of Lois Knapp to the Park Board

BOARD APPLICATION FORM  
STEVENSVILLE, MONTANA

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

Name: Lois (Loey) & NIAPP

Home Phone: \_\_\_\_\_

Address: 526 E 3<sup>rd</sup> ST

Work/Cell Phone: 406 5299715

City: Stevensville,

State: MT Zip: 59870

Email Address: loeyk@yahoo.com

Business or Occupation: Retired

Board or Committee applying for: PARK Board

- ✓ 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 served on the park board for several years

- ✓ Why do you wish to serve on this Board or Committee?

I would like to see continuing progress on upgrading our park facilities

- ✓ Additional information which you feel is pertinent:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: 

Date: April 25 22

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



**File Attachments for Item:**

c. Discussion/Decision: Resolution No. 503, a Resolution to Reduce the Mayor's Salary

**RESOLUTION NO. 503**

**A Resolution To Authorize the Town of Stevensville  
To Reduce the Mayor's Salary**

**WHEREAS**, the Mayor is requesting a salary reduction of \$4,000.00 per year, starting July 1, 2022.

**WHEREAS**, the current Mayor's salary per year is \$24,000.00

**WHEREAS**, the purpose of the Mayor's salary reduction is to help offset proposed wage increases for town employees.

DATED this 12<sup>th</sup> day of May, 2022, after motion and second at a regular meeting of the Stevensville Town Council.

Approved:

Attest:

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

\_\_\_\_\_  
Jenelle Berthoud, Town Clerk

**File Attachments for Item:**

d. Discussion/Decision: Resolution No 504, a Resolution to Change Regular Town Council Meeting Time

**RESOLUTION NO. 504**

**A Resolution To Authorize the Town of Stevensville  
To Change Regular Town Council Meeting Time**

**WHEREAS**, the Town of Stevensville is requesting a time change to regularly scheduled Town Council Meetings.

**WHEREAS**, the current Town Council Meeting time is scheduled for 7:00 p.m.

**WHEREAS**, the proposed time change for regular Town Council Meetings is 6:00 p.m.

DATED this 12<sup>th</sup> day of May, 2022, after motion and second at a regular meeting of the Stevensville Town Council.

Approved:

Attest:

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

\_\_\_\_\_  
Jenelle Berthoud, Town Clerk

**File Attachments for Item:**

e. Discussion/Decision: Resolution No. 387E, a Resolution Amending Town Council Rules for the Town of Stevensville

**RESOLUTION NO. 387E**

**A Resolution Amending Town Council Rules for the Town of Stevensville**

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

**WHEREAS**, on March 23, 2017 the Town Council amended Council Rules by Resolution No. 387A

**WHEREAS**, on September 24, 2018 the Town Council amended Council Rules by Resolution No. 387B

**WHEREAS**, on November 8, 2018 the Town Council amended Council Rules by Resolution No. 387C

**WHEREAS**, on February 13, 2020 the Town Council amended Council Rules by Resolution No. 387D

**WHEREAS**, the Town Council has determined a need to revise the Council Rules, Part III, Section 1. Amending the regular meetings of the Council from 7:00 p.m. to 6:00 p.m. as indicated at the Town Council meeting on May 12, 2022.

**WHEREAS**, Town Council Rules states in Part 1, Section 4, amendments to the Stevensville Town Council Rules for the conduct of council meetings and business shall require an affirmative vote of three fourths of Town Council members.

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

DATED this 12<sup>th</sup> day of May, 2022, after motion and second at a regular meeting of the Stevensville Town Council.

Approved:

Attest:

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

\_\_\_\_\_  
Jenelle Berthoud, Town Clerk

**Yellow highlights indicates change**

## **Town Council Rules**

### **PART I. General Provisions**

#### **Section 1.**

These rules are supplementary to the provisions of Title 7, Chapter 1, Part 41, Montana Code Annotated (hereinafter MCA), Title 7, Chapter 5, Parts 41 and 42, MCA and Title 2, Chapters 2 and 3, MCA and Chapter 2 of the Stevensville Municipal Code (hereinafter SMC), as they relate to procedures for conducting meetings and public hearings before the Town Council of the Town of Stevensville.

#### **Section 2.**

To assure effective participation by all members of the Council and to protect the right of participation by all individuals appearing before the Council, all Council meetings and hearings shall be conducted in general conformance with "Robert's Rules of Order", except as otherwise provided by law.

#### **Section 3.**

A majority of those present and voting may suspend any of these rules or Robert's Rules.

#### **Section 4.**

Amendments to the Stevensville Town Council Rules for the Conduct of Council Meetings and Business shall require an affirmative vote of three fourths of Town Council members.

#### **Section 5.**

When a Council Meeting is in session, all communication concerning public matters between council, staff, and the public shall be openly performed and subject to public inspection and record keeping.

### **PART II. Duties of the Presiding Officer**

#### **Section 1.**

The presiding officer of the Council shall be the Mayor who shall arrange the meeting agenda in accordance with Part IV, coordinate the affairs of the Council, and preside at all meetings of the Council.

#### **Section 2.**

In the absence or disability of the Mayor, the President of the Council shall serve as its presiding officer and may vote as other members of the council. In the absence of the Mayor and of the President of the Council, the Council shall select one of its number to serve as its temporary presiding officer.

### **Section 3.**

The Town Clerk shall record and maintain the minutes of the Council's proceedings, showing the vote of each member upon every question, or if failing to vote, indicating that fact; shall keep records of its examinations and other official actions; shall summarize briefly and accurately the substance of all matters proposed, discussed or decided; shall record the names and addresses of all persons appearing before the Council; shall, subject to the direction of the Council and presiding officer, conduct the correspondence of the Council; shall file said minutes and records in the office of the Council, which minutes and records shall be a public record; and shall be the custodian of the files and records of the Council.

### **Section 4.**

The Presiding Officer shall interpret and apply the rules. If the Presiding Officer's ruling is challenged by a majority of those Council members present and voting, the current meeting shall recess, and the Council shall take up the question and issue parliamentary ruling.

## **PART III. Meetings**

### **Section 1.**

Regular meetings of the Council shall be held on the second and fourth Thursday of each month at **6:00 PM** in the Council Chambers of Town Hall, or at such other time and place as designated by the Council.

If the regular meeting day is on a recognized holiday the Council shall, with proper notice, set an alternate day for the meeting.

In January of each year, the Council shall, after having established a schedule of the time, date and place of regular meetings for the year, cause a notice of the same to be published in the *Bitterroot Star*.

The notice and agenda of all regular meetings of the council shall be posted by the Town Clerk on the Town Hall bulletin board located at 206 Buck Street, Stevensville, Montana, no later than 5:00 p.m. on the Thursday prior to the regularly scheduled Council meeting. Additionally, the Clerk shall provide copies of the notice, agenda, and supporting documents to each of the Council members, be made available to the *Bitterroot Star*, and posted on the Town Hall "notice board" and the Town of Stevensville website.

### **Section 2.**

Special meetings of the Council may be called in accordance with Sections 7-5-4102(1) (c) and 7-5-4122, MCA.



### **Section 3.**

To ensure public participation all meetings of the Council shall be open to the public except as provided in Section 2-3-203, MCA.

### **Section 4.**

A majority of the members of the council constitute a quorum for the transaction of business, but a less number may meet and adjourn to any time stated and may compel the attendance of absent members, under such rules and penalties as the council may prescribe MCA §7-5-4121. The affirmative vote of a majority of the members physically present at a lawful meeting of the Council shall be necessary to adopt or reject any motion, resolution, or ordinance or pass any measure unless a greater number is required by law.

## **PART IV. Agenda**

### **Section 1.**

All reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the Council, shall be submitted by 12 o'clock noon on the Wednesday immediately preceding the Thursday agenda publishing deadline to the Town Clerk.

- A late submission deemed necessary by the Mayor shall be delivered to the Town Clerk with a list of matters according to the order of business.
- Copies of the submissions and list shall be provided to each member of the Council no later than 5 p.m. on the Thursday preceding the Council meeting.

All Agenda Items to be considered by the Council shall be submitted via forms available from the Town Clerk or on the Town's website.

- The Mayor, with the assistance of the Town Clerk, shall prepare all council agendas.
- In addition to the Mayor, any one Council member may submit an item of business for consideration by the council.
- Any member of the public may submit an item for consideration by the Council.
- The Mayor must approve all agenda items before they are added to the agenda.
- The Mayor may delay the addition of any agenda item submission to the agenda in order for the submission to be reviewed by the Town's attorney within 30 days.
- Any two Council members may override the Mayor's objection to adding of any agenda item by jointly requesting that the item be placed on the agenda.
- The Mayor may elect to revise the agenda by adding an item for consideration, provided the revised agenda shall be posted and distributed no less than 48 hours before the meeting.

**PART V. Order of Business**

**Section 1.**

The presiding officer shall prepare the Council agenda, which shall be in substantially the following form and order of business:

- |  |                           |
|--|---------------------------|
| 1. Call to order and Roll Call   | 8. Correspondence         |
| 2. Pledge of Allegiance  | 9. Public Hearings        |
| 3. Public Comment (Public comment from citizens on items that are not on the agenda) | 10. Unfinished Business   |
| 4. Approval of Minutes   | 11. New Business          |
| 5. Approval of Claims  | 12. Executive Report      |
| 6. Administrative Reports  | 13. Town Council Comments |
| 7. Guests  | 14. Board Reports         |
|  | 15. Adjournment           |

Council members may, by voting to "Suspend the Council Rules," consider and act upon routine and/or administrative items not on the agenda.

Unscheduled Matters: An item that is not listed on the agenda for the current meeting may be addressed during the Council comments section of the Agenda. As a general rule, no matter of significant interest to the public shall be decided by the Council without prior notice to the public as a scheduled Council agenda item.

**Section 2.**

The order of business may be adjusted by consent of the Council by Suspension of the Council Rules by a majority of the Council Members Present.

**PART VI. Rules of Council Debate**

**Section 1. Debate**

Council debate shall proceed in accordance with the following rules:

1. Every member desiring to speak shall address the presiding officer and, upon recognition, shall confine himself/herself to the question under debate, avoiding abusive and indecorous language.
2. A member, once recognized, shall not be interrupted when speaking unless it is to call him to order, or as herein otherwise provided. If a member, while speaking is called to order, he/she shall cease speaking until the question of order is determined, and, if in order, he/she shall be permitted to proceed.
3. Order of rotation in matters of debate or discussion shall be at the discretion of the presiding officer.

## **Section 2. Motion to Reconsider**

A motion to reconsider any action may be made at any time before or during the second regular meeting after such action is taken. Such a motion may be made only if it has been regularly placed on the agenda by a Council Member who voted with the prevailing side in the original vote on the item. Approval of a motion to reconsider requires two-thirds of those members present and voting.

## **Section 3. Potential Conflicts of Ethics or Interests**

Any member of the Council who has an interest in a matter before the Council as defined by the laws of the State of Montana (Title 2, Chapter 2, MCA) or as advised by the Town Attorney shall not participate in the debate, nor vote in the matter, nor seek to influence the vote of members of the Council. Any Council member attempting to so participate may be censured by a majority vote of the remaining members of the Town Council. "Censured" is defined as a formal resolution of the legislative body reprimanding a member for specified conduct. It is an official reprimand or condemnation for improper conduct pursuant to §7-5-4103, §7-5-4109 MCA.

If the presiding officer of the Council has an interest in a matter pending before the Council, as defined by the laws of the State of Montana or as advised by the Town Attorney, he/she shall yield the chair to a member of the Council during the course of debate and decision concerning the matter in which he/she has an interest.

## **Section 4. Motions**

After a motion is duly made and seconded by the Council, no person shall address the Council without first securing the permission of the presiding officer.

Refer to Exhibit A for sample motions.

## **Section 5. Consideration of Section by Section**

Any member desiring that a measure be considered section by section may request, stating how the matter is to be divided. After consideration section by section, the entire measure, as amended, shall be voted upon.

## **PART VII. Presentation to the Council (Other Than a Public Hearing)**

### **Section 1.**

The general manner in which items other than public hearings are handled by the Council shall be as follows:

1. The presiding officer or staff member presents the item to the Council along with a brief summary of the matter for discussion, with or without recommendation .

2. For purpose of clarification, Council Members, after recognition by the presiding officer, may direct questions to the presiding officer or staff member.
3. Upon recognition by the presiding officer, comments from the applicant will be heard by the Council.
4. After recognition by the presiding officer, Council members may direct questions to the applicant.
5. All testimony shall be directed to the presiding officer.
6. The Council may, upon a proper motion and second, vote on the matter at hand or table the matter until a date certain.

### **Part VIII. Voting.**

All contracts, service agreements, grant acceptance, ordinances, and resolutions require a roll call vote.

Any action of the Council shall be by roll call vote.

The Mayor has the authority to break tie votes with the exception of when the Council is selecting its officers, when the Council is voting to appoint a Council member as its representative to a board, committee, or commission.

When a Council member is acting as a Presiding Officer during the absence of the Mayor, they have the ability to vote in the same manner as they would as a Council member.

### **PART IX. Public Hearings**

#### **Section 1.**

The Council may conduct public hearings or may appoint a committee or hearing officer for that purpose as provided in Section §7-1-4131, MCA. When heard by the Council the items will be presented to the Council in the same format as described in PART VII.

In addition, when public hearings and public interest matters are being heard and it is anticipated that a large number of citizens may wish to present Public Comment, the presiding officer, with the consent of the Council, may, prior to opening the hearing, establish reasonable guidelines, including reasonable time limits for presentations, for the conduct of the hearing. The presiding officer shall explain these guidelines to the audience prior to taking Public Comments.

#### **Section 2.**

The Council shall not be bound by the strict rules of evidence, but may exclude irrelevant, immaterial, incompetent, or unduly repetitious Public Comment. The ruling of the presiding officer may be overruled by a majority vote of the Council.

### **Section 3.**

The proponents or opponents, their agent or attorney, may submit petitions and letters during or prior to the closing of the hearing and the same shall be entered by reference into the minutes and considered as other Public Comment received at the hearing.

### **Section 4.**

Following the presentation of all comments, the Council may:

1. Continue the hearing from day to day or to a date certain to allow additional information to be submitted to the Council as a body on any unresolved issues;
2. Close the public hearing and proceed to Council debate of the matter; or
3. Close the hearing and continue the Council debate and vote to a date certain.

A public hearing which has been formally closed may not be reopened. If additional information is required before a decision can be made, the Council, upon motion duly made, seconded and passed, may call for an additional public hearing which hearing shall be duly noticed, specifying date, time, place and subject matter of the hearing.

## **PART X. Addressing the Council**

### **Section 1.**

The public is invited to speak on any item under discussion by the Council after recognition by the presiding officer. The speaker should step to the lectern or front of the room and, for the record, give his/her name and address and, if applicable, the person, firm, or organization he/she represents.

Prepared statements are welcomed and should be given to the Town Clerk to become part of the public record. All prepared statements shall become a part of the hearing record.

Comments are to be directed to the presiding officer.

### **Section 2.**

While the Council is in session, the members must preserve order and decorum. A member shall not delay or interrupt the proceedings or the peace of the Council nor disturb any member while speaking or refuse to obey the orders of the Council or its presiding officer.

Any person making personal, impertinent or slanderous remarks or who shall become abusive or disruptive during the Council meeting shall be forthwith barred from further presentation to the Council by the presiding officer, unless permission to continue is granted by a majority vote of the Council.

## **PART XI. Ordinances and Resolutions**

### **Section 1.**

Ordinances and resolutions must be introduced by a member of the Council or the Mayor.

- If the draft ordinance is approved by the Mayor, it shall then be placed on the Council agenda for first reading, with second reading and final adoption by the Council occurring at least twelve (12) days after the first reading and provisional adoption.
- After being adopted, the ordinance shall be posted on the Town's posting board and copies shall be made available to the public by the Clerk of the Council.
- The reading of the ordinance's title and number shall be sufficient to constitute a reading and an actual oral pronouncement of each word contained therein of the proposed ordinance shall be waived unless required by a majority vote of the Council.

### **Section 2.**

All ordinances, except emergency ordinances, shall become effective thirty (30) days after the second reading and final adoption. All resolutions and emergency ordinances shall become effective immediately, unless a delayed effective date is specified.

Prior to the next regularly scheduled Town Council meeting, all ordinances and resolutions approved by the Town Council must either be vetoed by the Mayor, signed by the Mayor, or returned to the Town Clerk without the Mayor's signature.

If an ordinance or resolution is not signed or vetoed by the Mayor prior to the next regularly scheduled meeting, the ordinance or resolution will go into effect without the Mayor's signature. In the Mayor's absence, the Council President may sign ordinances and resolutions, except those ordinances or resolutions the Mayor requests not be signed.

### **Section 3.**

Resolutions adopting or amending the town's budget and resolutions setting usage, license, and permit fees shall be adopted only after notice given in accordance with §7-1-4127, MCA and a public hearing held thereon.

### **Section 4.**

Details relating to Emergency Measures shall be handled in accordance with §7-5-4204, MCA, Details relating to emergency measures.

- The nature of the emergency must be expressed in the preamble or body of the ordinance
- The ordinance must receive two-thirds vote of all members present and voting
- An emergency ordinance can only be passed if it is immediately necessary for the preservation of the peace, health and safety of the citizens of Stevensville

- An ordinance passed as an emergency ordinance shall remain effective for no more than ninety (90) Days

## **PART XII. Election of Council President**

### **Section 1.**

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

### **Section 2.**

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

### **Section 3.**

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

### **Section 4.**

If the position of Council President is vacated, the Town Council shall elect a new Council President at the first regularly scheduled meeting after the vacancy occurs.

## **PART XIII. Absences of a Town Council Member for more than 10 days**

A Town officer desiring to be absent from the Town continuously for ten (10) calendar days or more shall submit a written or electronic request for permission to be absent to the Town Clerk's office. The request shall be directed to the Town Council members and the Mayor. The Town Clerk shall forward a copy of the Town officer's request to be absent to each Town Council member and the Mayor. If three (3) or more Council members have an objection to the absence, they may object, in writing or via e-mail, within three (3) calendar days after a copy of the request for absence has been sent to the Town Council membership.

If no written objection is filed, the request shall be deemed approved. Pursuant to Section 7-4-4111, MCA entitled, "Determination of Vacancy in Municipal Office," this provision shall be applicable to all Town officers who are elected or appointed to a term of office, and this shall be

the Town Council's mechanism for giving its consent pursuant to Section 7-4-4111 (5), MCA, and shall provide for objecting parties to show cause for objection to request for absence.

After three (3) calendar days, the Town Clerk will notify the Town Officer of approval or objection.

## **PART XIV. Town Council Procedures for filling a Vacancy in an Elected Town Office**

### **Section 1.**

All vacancies within the Town of Stevensville shall be filled in accordance with §7-4-4112, MCA, Filling of vacancy and § 2-118, SMC.

Whenever Town Council has sufficient advance notice of a future vacancy in an elected office, Town Council shall attempt to fill the vacancy in advance of the actual vacancy in order to prevent an elected office from incurring a period of vacancy. A vacating Council member may vote for their replacement, if available.

### **Section 2.**

Pending an election and qualification, the council shall appoint a person within 30 days of the vacancy to hold the office until a successor is elected and qualified.

Vacancies on the Council may be filled by an application process as described in Section 3.

The Town Council may determine the method of filling a vacancy of the Mayor's Office using one of the following methods at the next available council meeting.

In the case of a Mayor who has vacated office before a successor is appointed or elected, the Town Council may, by a majority vote of its members, appoint the Town Council President to act as Mayor until a successor is either appointed, elected by Special Election or elected during the next General Municipal Election.

If a Mayor gives advance notice that he will vacate the office, the council may fill the office as follows:

- Appointment of the Council President to the office of Mayor until such time as a Special Election or General Municipal Election can be held.
- By an application process as described in Section 3.

### **Section 3.**

As soon as the Mayor or Town Council President becomes aware of a vacancy in an elected Town Office, or as soon as the Mayor or Town Council President receives official notice that an elected Town Office will become vacant at a specified date in the future, the Mayor or Town Council President shall



make arrangements with the Town Clerk to publicly announce the vacancy using the same manner of advertising as when publicizing a public meeting, and the Town of Stevensville website.

The Town Clerk will receive written applications from citizens interested in applying to fill the vacancy in the elected office for ten calendar days from the date of the first public announcement by the Town Clerk's office.

The public announcement issued by the Town Clerk's office shall identify all the statutory established qualifications for an individual to be eligible to hold the vacant office.

The Town Clerk, in conjunction with the Town Attorney, shall prepare an application form for use by applicants interested in being selected to fill the vacant position if a preapproved application is not available. The application once prepared, shall be submitted to the Town Council at a regularly scheduled council meeting for approval for use. The application, once approved by the Town Council, shall be maintained for future use and reviewed for accuracy before being used to fill a vacancy.

The application form shall request information as to the full name and address of the applicant, as well as all information necessary to determine if the applicant meets the statutorily established qualifications to fill the office.

The Town Clerk will review the written application in order to determine if an applicant meets the minimum qualification to fill the office as specified by State Law.

A list of all applicants, as well as a status of their eligibility, will be submitted by the Town Clerk to Town Council at its next regularly scheduled or special meeting after the application deadline. Each Town Council Member is entitled to select for interview or nomination a final slate of candidates.

All members of the Town Council who choose to apply for the Office of Mayor via the application process shall recuse themselves from the interview and selection process. The remaining members of the Town Council will complete the interview and selection process.

All applicants shall be interviewed using the same interview questions, without the presence of another applicant. No applicant shall be afforded an advance copy of the interview questions.

Upon completion of the interview process, each member of the Town Council will evaluate each applicant and then nominate an applicant for final selection via a majority vote of Town Council, in accordance with §7-4-4112, MCA Filling of Vacancies and § 2-118, SMC. The successful applicant shall be sworn in at the earliest convenient time and date to assure continuity in Town government.