

**Stevensville Town Council Meeting Minutes**

**for THURSDAY, APRIL 11, 2024, 6:30 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, Nelson and Smith were all present.

Pledge of Allegiance

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

Vicky Motley, 318 9<sup>th</sup> Street: I am wondering if we could check on the pine bush at the corner of College and Middle Burnt Fork. And it is really hard to see around, I think that it needs to be trimmed back.

3. Approval of Minutes

a. C.O.W. Meeting Minutes 04/03/2024

Mayor Michalson: introduced C.O.W. meeting minutes for 04/03/2024.

Councilmember Smith: I move that we approve the COW meeting minutes 04/03/2024.

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

Mayor Michalson: motion and a 2<sup>nd</sup>. Council discussion? Public comments? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

4. Approval of Bi-Weekly Claims

a. Claims #18883, #18889-18891, #18897-18932

Mayor Michalson: introduced approval of bi-weekly claims, #18883, #18889-18891, #18897-18932.

Councilmember Barker: make a motion to approve bi-weekly claims #18883, #18889-18891, #18897-18932.

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

Mayor Michalson: motion and a 2<sup>nd</sup>. I would like to add some comments. Overstreet Law Group for \$1023.00 I just want to put it out there \$891.00 has to do with the Berta Farms. Some of that is George Thomas \$125.00 we had George ride around with Robert to see how he had done the meter readings. Colette Taylor, she had traveled to judge school in Billings and a piece of wood flew out and hit her car, I did not approve it at the time, but after reviewing and calling MMIA they do not pay for it, but we can, she agreed to pay \$500.00 of the \$1,000.00.

Councilmember Brown: Claim # don't know, the printers? Have we checked into purchasing printers instead of leasing printers. #18293-#18925

Gina Crowe: we do not have three printers just two, one for upstairs and one for downstairs.

Councilmember Brown: so, it is the most cost effective?

Gina Crowe: yes.

Councilmember Barker: credit card charges. I see a lot of Costco and Amazon. My questions is what are we purchasing from these.

Gina Crowe: when you see them spread out in the lines that means that they are spread out between the departments.

Councilmember Barker: I did not realize that we had a Costco card.

Jenelle Berthoud: I have to use my personal one to purchase.

Councilmember Baker : so, then we reimburse you? I just see a lot of those charges.

Gina Crowe: the reason that it looks like a lot is because it is split out among all departments.

Councilmember Barker: have we looked at using Staples for office stuff.

Gina Crowe: Jenelle does a good search for copy paper. It has gone through the roof.

Jenelle Berthoud: our best price for paper is through Costco. And just recently we order legal pads for the whole building, and our best price was through Amazon.

Mayor Michalson: further council comments? Public comment? Seeing none, Jenelle

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

## 6. Administrative Reports

### a. Airport

Will on vacation.

b. Building Department

In the packet.

c. Finance

d. Fire Department

Chief Motley: report was provided in the packet. March 21<sup>st</sup>, we did an active shooter training with the FD, PD and students. Items have been surplused and we are ready to move that forward.

e. Police Department

Chief Boe: report was provided to the council at their table. Chief Boe gave his report to the council.

Councilmember Nelson: unattended deaths? Just people dying?

Chief Boe: yes, natural deaths. Calls for Service 51 calls, we typically get a lot of assistance calls, so there may not be a report generated. Been getting a lot of complaints about the 4-way stop at 3<sup>rd</sup>. Giving warnings at this time and then we will write citations.

Councilmember Barker: the more activities that start downtown, even though we have the street closed for farmers market they still come right through.

f. Public Works

Stephen Lassiter, Public Works Supervisor: small progress on installing new meters. Emerine doing great with the Mission Street Project.

Councilmember Brown: on your report, Mr. Steve Kruse is still on your report.

Stephen Lassiter: there are names that need to be cleaned up, I need to be the new administrator on that, most of those that you are seeing his name attached to are routine items that happen every month.

Councilmember Brown: I have had a couple of people ask about additional garbage barrels out on the path. Is there a chance that we can get a few more out there.

Stephen Lassiter: we will see what we have.

Councilmember Barker: what about potholes being filled.

Stephen Lassiter: the one that you are talking about, the cold patch is what we are using and then that needs to be repaired. I need to get Marty over there with some hot patch.

Councilmember Barker: where the pole is at it fills up with water right there.

Stephen Lassiter: that street was on the first set to be repaired, but Spring Street got all the money. I need to get Marty over there with some hot patch.

## 7. New Business

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

Mayor Michalson: introduced new business item a. Finance Report, Budget vs. Actual & Cash Report.

Robert Underwood, assistant finance officer: The report is in your packet. Talked about cash on hand, interest made from October-February, budget vs. actual. We moved another \$150,000.00 out of Rocky Mountain Bank and over to First Security and that will start making money.

Councilmember Barker: it is not going to affect us now that it has sold?

Robert Underwood: they sold to First Security.

Gina Crowe: I think that they have plans. We will have everything moved over, there are a lot of things that have to happen to do that.

Robert Underwood: budget vs. actual. Went over that report with the council. We are currently at 42%, looks pretty good with less than three months left. The paving of the streets will hit us soon and make those numbers different.

Councilmember Barker: my biggest thing is the Jean Thomas.

Robert Underwood: at this time, it is not being used but.

Councilmember Barker: it should not be. I went back through some of the minutes that we had as well as documentation. There were supposed to be partial donations. You saying that there is only \$6,000.00 there is not going to be anything left for beautification.

Robert Underwood: I can say that the only thing that fund is being used for is for the parks.

Councilmember Brown: Planning doesn't look like that is doing very well.

Robert Underwood: we get the planning money based on the amount of building permits.

Jenelle Berthoud: the only time that money would come into that would be when a building permit is pulled. Nothing comes from electrical, plumbing or mechanical.

Councilmember Brown: thank you for clarifying that. Police Training and Pension? It still says that he has all of his money. Did we have to pay for Cassi stuff.

Robert Underwood: some of it will come out of there, since this report the state has paid us another \$5,000.00. Some of Cassi's will come out of that.

Councilmember Brown: was just wondering about that.

Gina Crowe: it was on the claims for \$1500.00 and it has been paid out.

PUBLIC COMMENT

Vicky Motley: fireman's disability. It shows \$5300.00 has that come in yet or have we budgeted for that.

Robert Underwood: the report is due by May 1<sup>st</sup>, you have sent it in, and I have sent it in and then we will get a check. Fire uses it for retirement and the police for training. Auditor knows that it is a pass through.

b. Discussion/Decision: Amendment to Agreement for Engineering Services between HDR Engineering and the Town of Stevensville

Mayor Michalson: introduced new business item b. Amendment to Agreement for Engineering Services between HDR Engineering and the Town of Stevensville.

Councilmember Barker: I make a motion to approve Amendment to Agreement for Engineering Services between HDR Engineering and the Town of Stevensville.

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

Mayor Michalson: motion and a 2<sup>nd</sup>. Discussion from the council? Discussion from the public.

Vicky Motley: it says 2020.

Mayor Michalson: that is when this first thing started, ARPA grant. Any further comments from the public, seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: Passes 4-0.

c. Informational: Updates to the ARPA Project, Mission Street: Budget, Status of Funds and Pay Application

Mayor Michalson: introduced new business item c. Updates to the ARPA Project, Mission Street: Budget, Status of Funds and Pay Application. Read an email from HDR, giving a project update to the council about Mission Street.

Councilmember Nelson: the contactors application for payment is the first installment?

Mayor Michalson: yes, it was in the claims tonight.

Mayor Michalson: proposed items d, e, f, g, and h. because of all of the corrections and suggestions from MMIA and the staff, be tabled.

Councilmember Brown: is there any way to bring Heidi forth.

Jenelle Berthoud: you would have to look at Resolution No. 530.

Councilmember Brown: can we just go that one?

Jenelle Berthoud: I think that one of the suggestions that came back from MMIA had to do with years old.

Councilmember Brown: I did find that fire and police have to be set at 18 years of old.

Jenelle Berthoud: you could look at that one and see about pulling it out.

Jeff Motley: 21 years of age or older at time of appointment.

Councilmember Brown: on page 132 special requirements. We will need to change that to 18 years.

Jeff Motley: what does MMIA request or say?

Jenelle Berthoud: we just heard back from them finally.

Councilmember Brown: all that I could find it stated 18.

Jenelle Berthoud: you could change all of the fire department ages. For Resolution 530.

Mayor Michalson: we could suspend council rules.

Heidi Motley: it can come back to.

Councilmember Brown: I do not want to put Heidi out, if she doesn't mind, we can clean everything up then we can bring it back.

Jenelle Berthoud: let me make note of that, Mr. Motley, you signed it.

Jeff Motley: my assistant.

d. Discussion/Decision: Resolution No. 528, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville

e. Discussion/Decision: Resolution No. 529, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville

f. Discussion/Decision: Resolution No. 530, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville

g. Discussion/Decision: Resolution No. 531, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville

h. Discussion/Decision: Consent to the Mayor's Appointment of Heide Motley as a Volunteer Support Person for the Town of Stevensville Fire Department

i. Discussion/Decision: Resolution No. 515A, a Resolution Amending the Personnel Policy Manual for the Town of Stevensville

Mayor Michalson: a motion to table. Because of the changes from MMIA.

Councilmember Smith: make a motion to table items d, e, f, g, h, and i.

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

Mayor Michalson: would you like these to come back as a special meeting or the next meeting.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: Passes 4-0.

j. Discussion/Decision: Town Council to set a Date and Time for a C.O.W. Meeting to Discuss Changes and Updates to the Town of Stevensville Purchasing Policy

Mayor Michalson: introduced new business item j. I have brought this up multiple times

Councilmember Barker: make a motion for May 2<sup>nd</sup>, 6:00 pm to set a time for the C.O.W. meeting to discuss changes and updates to the town of Stevensville Purchasing Policy.

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

Mayor Michalson: motion and a 2<sup>nd</sup>. Council discussion? Public Comment? Seeing none, Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

#### 8. Board Reports

Mayor Michalson: I attended the airport board meeting; Will went over Ordinance 141 and the surplus car. Runway and gravel pit.

Councilmember Nelson: this is a retired police vehicle.

Mayor Michalson: yes, it is.

Councilmember Barker: do we have any updates on the gravel pit.

Mayor Michalson: when we were on the council it was going to go out for discussion.

Jenelle Berthoud: from what I understand from Will and Brian the county has moved on.

#### 9. Town Council Comments

Councilmember Brown: I have at least 6-7 people complain about the political signs at intersections blocking their view when getting off and on at Main Street. And the one at Middle Burnt Fork, from Baldwin.

Mayor Michalson: since I am the zoning administrator, I will take care of that and make phone calls.

Councilmember Barker: I know that farmers market is coming up and on April 26<sup>th</sup> they are doing a street clean up, I don't know about disposing of the stuff, but I will get with you about that.

Councilmember Brown: this is more of a question. Is there going to be another spring pick up?

Councilmember Nelson: what day was that clean up.

Councilmember Barker: April 25<sup>th</sup> by Valley Drug. I do have to say thank you very much for cleaning up the mess that has been off of 2<sup>nd</sup> and Winslett. Some one had called town hall and spoke to Jenelle about the pile.

Stephen Lassiter: we did not know that was there.

Councilmember Barker: it does look nice, thank you very much. (Continued discussion with Stephen Lassiter about the drop off area at 2<sup>nd</sup> and Winslett).

#### 10. Executive Report

Mayor Michalson: March 29<sup>th</sup>, we had our 5<sup>th</sup> Friday training and used the fire conference room. We discussed insurance, job descriptions, meters. It was good to have the discussion between public works and administration. April 3<sup>rd</sup> had a meeting in Hamilton with Ross Miller and Jesse Reeves attorney about water rights. They talked about development of that land and needed hookups for that, at this time we do not have water rights. Going out the 16<sup>th</sup> at 1:00 pm to the property. We will see what it is that we need in regard to the ponds. Met with neighbors on the Park and 3<sup>rd</sup> property, and the order from the judge, and we will be moving forward with that. Robert, Gina and I are working on the budget, and we will get the workshops going in May. Mission Street project going along. HDR is setting up a meeting with us, we have leftover ARPA grant money from not having to replace some of the water lines. After speaking to Stephen, Jenelle and Gina, especially Jenelle, she has basically taken over the utility billing most of these unread can be fixed and easier to manage with a meter pit.

Jenelle Berthoud: the meter pits would resolve a lot of problems.

Mayor Michalson: Jenelle and Gina and I have met with Riley Lubbers to work out the details on Spring Street and Railroad. Spring clean up starts April 15-26. You can stop by town hall to pick up a flyer or it is on the website. There is no dumping at Lewis & Clark Park.

#### 11. Adjournment

Councilmember Smith: motion

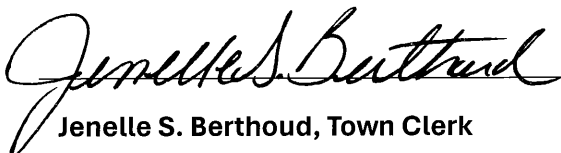
Councilmember Barker: 2<sup>nd</sup>.

**APPROVE:**

**ATTEST:**



**Bob Michalson, Mayor**



**Jenelle S. Berthoud, Town Clerk**