

Stevensville Town Council Meeting Minutes

for THURSDAY, MAY 23, 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 and Nelson were all present, Councilmember Smith has an excused absence.

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. Town Council Meeting Minutes 03/28/2024

b. Town Council Meeting Minutes 04/11/2024

c. Town Council Meeting Minutes 04/25/2024

d. C.O.W. Meeting Minutes 05/02/2024

Mayor Michalson: introduced approval of minutes; to move the meeting along would you like to do them all at once.

Councilmember Barker: to make a motion to approve Town Council Meeting Minutes 03/28/2024, Town Council Meeting Minutes 04/11/2024, Town Council Meeting Minutes 04/25/2024 and C.O.W. Meeting Minutes 05/02/2024.

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

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

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Mayor Michalson: passes 3-0

5. Approval of Bi-Weekly Claims

a. #18947, #18949-#18997

Mayor Michalson: introduced claims #18947, #18949-#18997.

Councilmember Barker: make a motion to approve claims #18947, #18949-#18997.

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

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

Councilmember Brown: Claim #18949, it says May 2024 and has Three Rivers Land Works.

Jenelle Berthoud, Town Clerk: so that was on the Visa,

Councilmember Brown: it says Century Link and Three Rivers Land Works.

Jenelle Berthoud: I am not sure the Three Rivers Land Works is not even in a line.

Councilmember Brown: #60655, Shirt Shop, uniforms, \$711.00?

Jenelle Berthoud: I believe that is Fire Department.

Chief Motley: I know the claim above that for the Shirt Shop for patches that we had made for our rescue bags and equipment bags. The \$711.00 I am not sure what that would be.

Councilmember Barker: I see the logo one that you are talking about above it. And then uniforms, Shirt Shop.

Chief Motley: I am not sure what that is for.

Jenelle Berthoud: I remember that Trevor came in when he was heading in to pick them up wasn't that for bags.

Mayor Michalson: yes, bags.

Chief Motley: we did some through the association.

Jenelle Berthoud: I will bring that one back to Gina.

Councilmember Brown: #18978, for entry level law enforcement tests.

Jenelle Berthoud: those were the written portion, ordering of more of the written tests. 10-12 of them.

Councilmember Brown: thank you.

Mayor Michalson: any other questions on the claims? Public comment? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Mayor Michalson: passes 3-0

b. #18998-#18999

Mayor Michalson: introduced claims #18998-#18999.

Councilmember Barker: make a motion to approve claims #18998-#18999.

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

Mayor Michalson: motion and a 2<sup>nd</sup>. Discussion from the council? Public comment? Seeing none, Jenelle please call for the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Mayor Michalson: passes 3-0

## 6. Administrative Reports

a. Airport

b. Building Department

Provided in the packet.

c. Finance

d. Fire Department

Chief Motley: report was provided in the agenda packet. Chief Motley read through the stats.

e. Police Department

Chief Boe: report was provided to the council this evening. Chief Boe read through the stats. Mayor and I were talking earlier, prior to my arrival, the park had a sunup to sundown, open close and would like to move back to that. There has been a lot of drug traffic throughout the park lately. Need a park closed sign, I have been working with Jenelle to approach that appropriately.

Councilmember Nelson: what park?

Chief Boe: Lewis and Clark Park. I would hope for all parks.

f. Public Works

Stephen Lassiter: provided in the packet. I agree with the dusk to dawn at the park. We had a storm today, thank you Bob and Chief Boe for helping out. This has put us behind in our cemetery work. If you have any questions from the public, mother nature has put us behind.

## 7. Unfinished Business

a. Discussion/Decision: Exemption to No Overnight Camping in Lewis & Clark Park for the Special Event Permit for the Circus

Mayor Michalson: introduced unfinished business a. Exemption to No Overnight Camping in Lewis & Clark Park for the Special Event Permit for the Circus. This came up on April 25<sup>th</sup> and when Jenelle was doing the minutes she saw that there was not a motion, and a 2<sup>nd</sup> just went to a vote.

Councilmember Nelson: make a motion to approve the Exemption to No Overnight Camping in Lewis & Clark Park for the Special Event Permit for the Circus.

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

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

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Mayor Michalson: passes 3-0

b. Discussion/Decision: Approval of Memorandum of Agreement between the Town of Stevensville and MDT for the John Owen Fishing Access Site

Mayor Michalson: introduced unfinished business item b. Approval of Memorandum of Agreement between the Town of Stevensville and MDT for the John Owen Fishing Access Site. We tabled it because of the language, not sure if it was for the sign or the camp.

Jenna Sage, Missoula Engineering: sorry that I was not here at the last meeting, in designing this project it was important that Fish, Wildlife and Parks (FWP) connect with the existing trail. Through this process we have to apply for an approach permit when they do that, they require that there are updates to make sure that it is safe, and also signage. They are requiring the maintenance agreement to go through the town not FWP.

Councilmember Brown: with regards to the agreement with MDT in the 2<sup>nd</sup> paragraph. They also say about attachment B and that was not provided to us in our packet. There are several places in this document that do not seem to fit to what you just said. On page 1 they mention another attachment B. on page 2 under article 2 the town will review the plans and the town is not submitting plans.

Jenna Sage: I would agree, and I have read through this, and this is what MDT uses for a template. This is strictly an agreement for the right-away.

Councilmember Brown: is there going to be an attachment B?

Jenna Sage: yes, there is an attachment B. it is the entire plan set. (presented the plans to the council at their table).

Councilmember Brown: is this going to be the only page attached?

Jenna Sage: they said that they include the entire design set.

Councilmember Barker: nothing against you, but in feel that they have put some pretty harsh language in there about not maintaining the path. I think that it is going to be great for the community and Marla has been so gracious to give the land.

Councilmember Brown: on page 6, invoices will be sent to Shelby MT?

Jenna Sage: in the updated version is says Stevensville. I will have MDT send the updated version.

Councilmember Barker: who is to say that what they have isn't different.

Jenna Sage: I have read it and it is not different.

Councilmember Brown: page 7, under A they say Bob Michalson as Mayor and Jenelle Berthoud as clerk. Shouldn't that be just a general.

Mayor Michalson: I think that they do that on agreements to show who signed it.

Jenelle Berthoud: we come across documents all the time, that state the mayor from let's say 15 years ago.

Councilmember Barker: this is going to put more work on our public works department.

Mayor Michalson: just the pathway.

Councilmember Brown: who is actually putting this in. And you are filing all of the permits?

Jenna Sage: FWP is doing all of that.

Councilmember Nelson: has this been brought to our attorney?

Mayor Michalson: yes, Greg has reviewed this. Further council discussion? seeing none, can I have a motion.

Councilmember Barker: make a motion for the Approval of Memorandum of Agreement between the Town of Stevensville and MDT for the John Owen Fishing Access Site.

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

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

#### PUBLIC COMMENT

Vicki Motley: I am excited to see this going forward. We have worked on this for a long time. I hope that you go forward with this, it will be huge for the Stevensville community.

Mayor Michalson: I just want to say that the fishing access is a huge industry for the state and the county.

Councilmember Barker: do keep in mind that they are going to pay fees to use the river.

Jeff Motley: it is an annual fee. If you do not approve this it is only going to stay the same as it already is, we need to do this, it will improve it. It will be additional safety for the bike path.

Mayor Michalson: any other comments. Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: I would prefer that the agreement be done correctly, aye.

Councilmember Nelson: aye.

Mayor Michalson: motion passes 3-0

Councilmember Brown: I am sorry that I picked apart the agreement.

Jenna Sage: I completely understand, I will leave the plans with you all.

c. Discussion/Decision: Public Works On Call Policy

Mayor Michalson: introduced unfinished business c. Public Works On Call Policy. At our training, we met with other towns and discussed on call policies.

Councilmember Nelson: I make a motion that we make the public works on call policy official.

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

Mayor Michalson: motion and a 2<sup>nd</sup>. Council discussion?

Councilmember Barker: page 81, On call policy. A and B bringing in line. Compensation capitalized. Proofread, what I would like to see in specifications is that on duty should also include intoxicating substances. I think that is important that you should be sober, and you are representing the town. It was nice because we had some oversight on how other towns pay their on call.

Councilmember Brown: I did receive an email from Councilmember Smith but with the change that Councilmember Barker made it should suit him also.

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

Stephen Lassiter: Glen got a call last night at 2:00 am.

Mayor Michalson: that is why we have the on call. Jenelle, please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Mayor Michalson: motion passes 3-0.

## 8. New Business

a. Discussion/Decision: Resolution No. 532, a Resolution of the Stevensville Town Council Adopting a Purchasing Policy for the Town of Stevensville

Mayor Michalson: introduced new business item a. Resolution No. 532, a Resolution of the Stevensville Town Council Adopting a Purchasing Policy for the Town of Stevensville.

Councilmember Barker: I make a motion to approve Resolution No. 532, a Resolution of the Stevensville Town Council Adopting a Purchasing Policy for the Town of Stevensville

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

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

Councilmember Barker: the highlights in yellow are the changes that we made.

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

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Mayor Michalson: motion passes 3-0.

b. Opening of RFP's for Audit Services Fiscal Years 23/24, 24/25 and 25/26

Mayor Michalson: introduced the opening of RFP's for Audit Services for FY 23/24, 24/25 and 25/26.

Jenelle Berthoud: opened the one RFP that the town received, Denning, Downing and Associates out of Kalispell MT. included four proposals for those audit services, (handed those out to the council). All inclusive fees 23/24: \$35,000.00, 24/25: \$36,400.00, 25/26: \$37,850.00. There are also some fee rates part of this 23/24: \$315.00 per hour, manager fee, \$115.00 per hour and the staff. 24/25: partner manager and staff, \$330.00 per hour. 25/26: partner, manager and staff \$345.00 per hour.

Mayor Michalson: as you know it was close to \$200,000.00. We thought that this would be a lot higher.

Jenelle Berthoud: Robert and the mayor and I were talking today that since they have worked with us before it will make things smoother and easier.

c. Discussion/Decision: Awarding of Bid for Audit Services

Mayor Michalson: introduced new business item c. Awarding of Bid for Audit Services.

Councilmember Barker: make a motion for audit services Fiscal 23/24, 24/25 and 25/26.

Denning, Downing and Associates.

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

Mayor Michalson: motion and a 2<sup>nd</sup>. Council discussion?

Councilmember Brown: is the town happy with their services?

Mayor Michalson: yeah.

Jenelle Berthoud: we talked about that also, it is interesting with Strom and Associates, they had their strong points and so did Denning and Downing. They did a good job, helped us find things that we needed to correct.

Councilmember Nelson: how new is this service.

Mayor Michalson: about two years.

Councilmember Barker: we have had others in the past.

Jenelle Berthoud: not only were they covering 22/23, but they were also going back for us, previous stuff that had not been completed.

Councilmember Nelson: and they pulled it off.

Jenelle Berthoud: yes.

Councilmember Barker: it was a pretty penny to the town, but it got us to be current.

Mayor Michalson: any more discussion from the council? Public comment? Seeing none, Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Mayor Michalson: passes 3-0

#### d. Opening of RFP's for Towing Services

Mayor Michalson: introduced opening of RFP's for Towing Services.

Jenelle Berthoud: received two. Ambrose Creek Towing, Mayor and Michalson and I spoke about this today before the meeting, I will read both of these in their entirety because we are looking for so many things within the RFP. Ambrose Creek Towing, 2-year agreement. (broke down the services for towing of town and non-town vehicles, no charges for abandoned vehicles. Town owned vehicles flat rate \$85.00 per tow in the city limits and \$3.00 per mile outside the city limits. Lock outs, jump starts, tire changes flat rate of \$45.00 in city limits



and there is a \$3.00 per mile charge to location of vehicle outside city limits. 24/7 towing of vehicles from town property no charge to the city the owner of the vehicle responsible. Assisting law enforcement needs, if it is a private vehicle they are responsible for charges. Winch-outs \$125.00 per hour with a 1 hour minimum. Vehicles that can be towed: light duty up to 10,000 pounds, medium duty 10,000-20,000 pounds. Camper and Motorhome disposal, \$200 and \$250. We have light duty, and medium duty no heavy-duty towing. Available within 30 minutes and signs are available for no parking. Ambrose Towing is currently part of the Ravalli County Junk Vehicle removal program.

Stevensville Towing, removal of junk and abandoned vehicles that service is free. Town owned vehicles, \$65.00 plus \$4.00 per mile. Assisting law enforcement needs is provided and removal of vehicles from town property is provided. Hourly rate is \$65.00 with a minimum of \$65.00. Towing capabilities, small, medium and large. All wreckers are available on Ravalli County rotation. Full tire shop with new and used tires, 30 years of experience, 3 drivers, Ravalli County Rotation, 24/7 service, on sight storage, surveillance cameras, no motorhomes or campers. Certificate of liability insurance and highway patrol certificate.

Councilmember Barker: \$65.00 per hour and \$4.00 per mile?

Jenelle Berthoud: correct for Stevensville Towing, Ambrose Towing \$85.00 per hour and \$3.00 per mile.

Councilmember Brown: what was the maximum size that they could tow?

Jenelle Berthoud: Ambrose Creek Towing, light duty, medium duty. Stevensville Towing, representative for Stevensville Towing is here tonight, small, medium and large.

Councilmember Brown: Stevensville Towing can do the fire trucks?

Councilmember Nelson: cameras on sight?

Jenelle Berthoud: Onsite storage.

Councilmember Nelson: looks like Stevensville Towing is the way to go.

e. Discussion/Decision: Awarding of Bid for Towing Services

Mayor Michalson: introduced new business item e. Awarding of Bid for Towing Services.

Councilmember Barker: make a motion to award a bid for towing services.

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

Mayor Michalson: motion and a 2<sup>nd</sup>. Council discussion?

Councilmember Barker: it has been pretty laid out; I do like the fact that it is less money per hour even with the dollar more per mile.

Mayor Michalson: questions from the council? Public Comment?

Councilmember Nelson: where are you located?

Jeff Newsom: at the "Y".

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

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Mayor Michalson: motion passes 3-0

#### f. Opening of Surplus Sale Item Bidding Sheets

Mayor Michalson: introduced new business item f. Opening of surplus item bidding sheets.

Jenelle Berthoud: I will open these tonight, and they will be notified tomorrow morning.

Mayor Michalson: some of the items were not bid on, so if it is okay with the council and the department heads would like to bring that back for surplus or leave it up to me on the smaller items. Would that work for the council?

Councilmember Barker: I think that it should go back to the department heads like you were saying. Get their monies worth.

Jenelle Berthoud: there were vehicles and equipment (items). Vehicle #1, 2006 GMC Envoy with a bid of \$1,111.11 that was awarded to James Crews. Vehicle #2, 2005 Chevy Suburban, no bids. Vehicle #3, 1995 GMC Ambulance, no bids. Vehicle #4, 1965 dump truck, no bid. Vehicle #5, unknown year backhoe, \$2,000.00 awarded to Chad Sutherland. Vehicle #6, tow-behind sweeper, \$275.11, awarded to Craig Thomas. Vehicle #7, lawnmower, \$757.00, awarded to Steven Jessop. Item #1, office phone system, no bid. Item #2, audio vision equipment, no bid. Item #3, 100-foot sections of fire hose, no bid. Item #4, ambulance cot, no bid. Item #5, misc. fittings, no bid. Item #6, craftsman tool and battery set, no bid. Item #7, misc. light bars, no bids. Item #8, skill trimmers, no bid. Item #9, hydraulic lift, no bid. Item #10, fiberglass truck toper, no bid. Item #11, portable generator, \$101.00, awarded to James Crews. Item #12, whole house generator, no bid. Item #13, refrigerator, taken off of the bid list. Item #14, Samsung copier, no bid. Item #15, Copier, no bid.

#### 9. Board Reports

NONE

#### 10. Town Council Comments

Councilmember Barker: I would like to say that we attended training over in Anaconda, I always take away a lot of information from this. Talked about senate bills and house bills. I

have a letter that I would like to read. (Councilmember Barker read her letter and that letter is included in these minutes.)

Councilmember Brown: I just wanted to, I went over to the meetings and that was the first time for me, and they were very eye-opening. I do want to say that they reminded us to stay in our lanes and do council work only and that is our main job. And definitely when we walk in that front door, we are here to represent the town, that's it.

Councilmember Barker: thank you guys for the cleanup and what you do around the town. At 5:00 am this morning it was heavy, appreciate your help.

Councilmember Nelson: I appreciate you guys; I am a bit of a new sleeper and could hear trees snap all over the neighborhood.

Councilmember Brown: thank you everyone that pitched in today. Fire department and chief.

#### 11. Executive Report

Mayor Michalson: 4/30/24 pre-construction meeting for Spring Street, haven't heard back yet about start date. 5/7/24 training at Fairmont it is a good thing, I hope that we put money in the budget for West Yellowstone training this fall. Mission Street Project is going along. Vehicle and property clean-up is still going on. Snowstorm and public works is working through it. I just want the public to know that if there are not some lawns done, it is because of the storm. Next Thursday the 30<sup>th</sup> Robert and I and Jenelle will be ready to present the wages my only question is what time. Budget workshop, 4:00 or 4:30.

Councilmember Brown: I can try and make 4:30.

Councilmember Barker: what department are we starting with?

Mayor Michalson: salaries and wages. It is over \$1 million dollars, it is what it is, no one is getting bid raises. Yes, next Thursday at 4:30. Mission Street Project, they want to shut down the water for about 4 hours


Stephen Lassiter: shut off water to the public works department/plant and the park.

#### 12. Adjournment

Councilmember Barker: make a motion to adjourn.

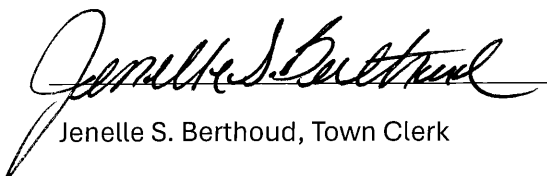
Councilmember Brown: 2<sup>nd</sup>.

APPROVE:



Bob Michalson, Mayor

ATTEST:



Jenelle S. Berthoud, Town Clerk

Mayor, Councilmember, & Citizens of Stevensville

I say this with a heavy heart tonight. I have had a hard time watching what is happening in our community lately.

I again see divisioning happening with many political parties as attacking on another. As they say this is part of being a political party. Whatever political party you are that is a choice you have made. Which we have a right to do so.

We are seeing change all around us. It might be hard for some to accept and some might be okay with change. We all have the right to make a voice towards changes. They may not all be heard but again we have a choice.

However as a Council member when I walk through those doors at townhall I leave all my other hats behind. This is where I put on my representative hat for the citizens of Stevensville. Some may not agree with me. I represent Stevensville and I do it proudly. I become non-partisan - I'm not biased or partisan, especially towards any political group.

Remember we ~~are~~ are representatives of the town. We represent the citizens of Stevensville.

We are to be trustworthy, honest, be dependable, keeping promises, overcome discouragement, and model professional manners. I could keep going on and on about what it takes to be an Elected council member for Stevensville. We may see it all a little differently but this is how I see it.

What I'm getting at is some cannot leave it at the door and when walk into this room you represent our town not a political party.

When we took office we were all sworn in and we took an oath. As council members we have a "Code of Conduct" to follow. Maybe we should revisit what that Code looks like.

What my vision is for all to work together and to do what is best for Stevensville and stop the division. Or leave it at the door when you walk through that door. Let's be the inviting community that we are known for. Let's build a foundation together and make Stevensville a place we can call our home.