

APPROVED

Date 8/22/24

Stevensville Town Council Meeting Minutes

for THURSDAY, JULY 25, 2024, 6:30 PM

206 Buck Street, Town Hall

CONDENSED MEETING MINTUES

1. Call to Order and Roll Call

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

2. Pledge of Allegiance

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

Sean Doyle: President of Stevensville Civic Club, Creamery Picnic is next weekend, any questions from the council.

Councilmember Barker: is there going to be a list of events.

Sean Doyle: it is on the website, Facebook and then in the Bitterroot Star on Wednesday.

4. Approval of Minutes

a. Town Council Meeting Minutes for 07/11/2024

Mayor Michalson: introduced approval of minutes for town council meeting 07/11/2024.

Councilmember Barker: I make a motion to approve town council meeting minutes for 07/11/2024.

Councilmember Nelson: 2nd.

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

Councilmember Smith: item e, on the police department I noticed that Chief Boe had said that, responding to one of my questions, "did you have loud explosions" and he said that he did not. What he further said that he did a good job, and it was because of our patrolling and that it says not on my street. According to what I said, that is not what I said or my intent, what I said was there were big loud noises about the size of a quarter stick, and I was referring to that on the street, I want it fully understood that you did a good job. It looks like my intent was different, not so.

Mayor Michalson: further discussion from the council? 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

5. Approval of Bi-Weekly Claims

a. Claims # 19102-#19116 addition of #19117-#19118

Mayor Michalson: introduced approval of bi-weekly claims # 19102-#19116, #19117-#19118.

Councilmember Brown: I move that we approve claims # 19102-#19116, #19117-#19118.

Councilmember Barker: 2nd.

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

Councilmember Barker: what is the claim for 19110 Burnt Fork Commission, what is that?

Gina Crowe: water rights for the cemetery.

Councilmember Barker: so, when it says 36 water users.

Gina Crowe: that is for the number of water rights that we have 36.

Mayor Michalson: we are going to put in the budget to look at purchasing additional water shares at 100.00 each and there are 40 of them.

Gina Crowe: I just want to say that the pool cover was covered by the car show donations.

Councilmember Smith: do we have two or more bids on those pool covers.

Gina Crowe: it was donated money, Spectrum aquatics said that they are going to donate a pool vacuum.

Councilmember Nelson: is Spectrum Aquatics in Missoula?

Gina Cowe: yes.

Mayor Michalson: further discussion from the council? 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

6. Guests

a. Montana Department of Transportation

Jenelle Berthoud: Running late tonight, coming from Alberton.

7. Public Hearings

a. 1st Reading: Proposed Ordinance No. 171 an Ordinance Amending Town Code Section 14-35 and Repealing Town Code Section 14-36 Regarding Noxious Weeds

No comments from the public.

8. New Business

a. Discussion/Decision: Ordinance No. 171 an Ordinance Amending Town Code Section 14-35 and Repealing Town Code Section 14-36 Regarding Noxious Weeds (1st Reading)

Mayor Michalson: introduced new business item a, Ordinance No. 171 an Ordinance Amending Town Code Section 14-35 and Repealing Town Code Section 14-36 Regarding Noxious Weeds (1st Reading). This came about when I was going to have Burnt Fork Estates sited for their noxious weeds and also was going to Frank also, it was brought to my attention by our MMIA attorney Fred Simpson is that it can not be there due to it does not follow MCA code. So, both attorneys looked it over.

Councilmember Smith: I move that we repeal Ordinance No. 171 an Ordinance Amending Town Code Section 14-35 and Repealing Town Code Section 14-36 Regarding Noxious Weeds.

Councilmember Nelson: 2nd.

Mayor Michalson: motion and a 2nd. Further council discussion?

Councilmember Baker: the wording that we have in front of us know is, okay?

Mayor Michalson: yes, we cannot write a ticket for a week ordinance. They suggested that we take this out.

Councilmember Baker: so here we go again it is at the cost of the person and then back on the town to do this. Manpower has been an issue so, how are we going to proceed with this. Once we send that letter out, we have to make sure that we are on top of it.

Mayor Michalson: yes, we will.

Councilmember Barker: are we going to have the power to do it so that it does not go into overtime hours?

Mayor Michalson: I have already talked to public works and Will about getting the weeks mowed down so there is a plan going forth.

Jenelle Berthoud, Town Clerk: Councilmember Smith made a motion to repeal Ordinance No. 171, so we need to re due that. We are not rescinding any ordinance this is a brand-new

ordinance. You are amending a section of the Ordinance. If we could restate that, it would be great.

Councilmember Smith: so, we are adopting and repealing, no?

Jenelle Berthoud: just read it exactly how it is stated.

Councilmember Smith: I move that we adopt Ordinance No. 171 an Ordinance Amending Town Code Section 14-35 and Repealing Town Code Section 14-36 Regarding Noxious Weeds.

Councilmember Nelson: 2nd.

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

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Barker: aye

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

6. Guests

a. Montana Department of Transportation

Mayor Michalson: introduced MDT.

Bob Olson, District Administrator for district 1. Kalispell and Missoula offices. Mainly here to answer questions and provide some updates. We are struggling with retention of employees, and it is a real battle for us. I will entertain what direction you would like me to go. Not a lot of construction going on in Stevensville at the moment. I now that there were some questions about traffic here in town. Joel met with our traffic engineer. One thing that we are struggling with is when we have some one leave and then the knowledge goes out the door. So, we are learning.

Joel Bouchey: two questions were about the stop sign and a speed study. Speed studies have a pretty small window to be completed and it is a process so that speed study is in the works and is part of that process. The stop sign (2nd street) is within that speed study but there is already a stop sign at 3rd Street, with only 500 feet between corners you then cause congestion. We would look at maybe the intersection of eastside highway. I just don't think that the 2nd street stop sign would work.

Bob: Joel and I saw that there was a stop sign at 2nd street at one time.

Mayor Michalson: we have an issue at Eastside HWY and Main Street.

Joel: we can look at that.

Bob: I will reach out to our traffic people and see if that can be put into the speed study. We are currently struggling with our bridges, and we need to look at funding to fix these bridges, funding is a huge problem. In our district we have projects out for years. We have to look at how can we maintain with what we have. We defiantly take a look at it, but the budget is a real deal.

Councilmember Brown: the study really needs to be done, if you are coming from work or just going through town, it is a mess. Every evening and with the project on eastside and widening that it is going to be backed up at the forest service.

Chief John Boe: from Middle Burnt Fork Rd to South Ave, it is 35 mph. we are trying to slow people down.

Bob: the challenge of speed limits is that they are set by law, a board and the governor. That all goes through the transportation commission. We will do the speed study but can't change the speed. Each district has a transportation commissioner, Cody Shwartz for district one. wait until the speed study is done and then they will take it to the commission for a review. Over the past several years, speed studies have become quite a topic, there is a science on how to do one. In an urban setting this one does make sense.

Councilmember Brown: the other problem that we have is on the "S" curves there is parking along the curve and when people open their door it opens into the lane.

Bob: I guess I understand the concern, but what is the ask?

Councilmember Brown: we need to have no parking.

Bob: that is not our authority. That is local, we can't post unless there is an ordinance passed by the local authority.

Chief Boe: we have tractor trailers that come through Main Street, and on those "S" curves it is tight.

Bob: once again you have to have an ordinance before we can post a sign.

Councilmember Brown: thank you for the information, we will make that one happen.

Chief Boe: so, to be clear on a state road we have authority to generate a no parking zone.

Bob: in this case, yes if it is in the city limits. After you pass the ordinance, then meet with Joel about the sign and the standards.

Councilmember Brown: we had a gentleman that came to our council meeting, and he wanted to put a sign on a light post, does that have to be approved by the state.

Bob: what kind of sign?

Councilmember Brown: a church sign.

Jenelle Berthoud: a light pole owned by Northwest Energy in your right of way.

Bob: there are laws about advertising in a state right of way, and I am not sure what churches can do.

Public Comment:

Vicky Motley: so, with the striping of HWY 93 are you going to stripe on Main Street.

Bob: I will have to get back to you on that, the striping on HWY 93 is part of a project, and they are usually looking at 6 months ahead, we want to paint as soon as needed but have to stretch the dollars as much as needed.

Mayor Michalson: how about the handicap on the streets.

Bob: parking we do not do, we do through lines and cross walks. We make sure that ADA ramps are correct. How you paint them, and size is on the town.

Mayor Michalson: any questions for us.

Councilmember Barker: when are the open houses?

Bob: gave a list of the open houses. Round About discussions: August 14th, August 29th.

8. New Business

b. Discussion/Decision: Consent to the Mayor's Appointment of Eric Wilson as a Volunteer Firefighter and EMS-Medical Volunteer for the Town of Stevensville Fire Department

Mayor Michalson: introduced new business item b, Consent to the Mayor's Appointment of Eric Wilson as a Volunteer Firefighter and EMS-Medical Volunteer for the Town of Stevensville Fire Department.

Councilmember Smith: I move that we Consent to the Mayor's Appointment of Eric Wilson as a Volunteer Firefighter and EMS-Medical Volunteer for the Town of Stevensville Fire Department.

Councilmember Nelson: 2nd.

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

Jeff Motley, Fire Chief: Eric is one of our former cadets. He has his EMT license. We would love to have him back.

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

Councilmember Brown: aye.

Councilmember Barker: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

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

Mayor Michalson: introduced new business item c, Consent to the Mayor's Appointment of Abbie Motley as a Volunteer EMS Support Person for the Town of Stevensville Fire Department.

Councilmember Barker: I make a motion to Consent to the Mayor's Appointment of Abbie Motley as a Volunteer EMS Support Person for the Town of Stevensville Fire Department.

Councilmember Smith: 2nd.

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

Jeff Motley, Fire Chief: so, it is kind of a family thing, she has been around the fire department all of her life, her dream is to be an EMT. Her command of chain will be through the assistant chief.

Mayor Michalson: any other comments from the public or council? Seeing none, Jenelle take the vote.

Councilmember Smith: aye.

Councilmember Barker: aye.

Councilmember Nelson: aye.

Councilmember Brown: aye.

Mayor Michalson: passes 4-0

d. Discussion/Decision: Town Council to set a Date and Time for a C.O.W. Meeting to Discuss Planning & Zoning Charges and Fees

Mayor Michalson: introduced new business item d, Town Council to set a Date and Time for a C.O.W. Meeting to Discuss Planning & Zoning Charges and Fees. This has been on the burner for about three years. We are under charging for what we do. We need to sit down and go through these. And get them to where these developers are paying their fair share.

Councilmember Brown: I move that we set a date and time to discuss Planning & Zoning Charges and Fees.

Councilmember Nelson: 2nd.

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

Councilmember Barker: I know that we are setting a date for this, but have we outreached to the Planning & Zoning committee.

Mayor Michalson: we have not yet, do you think that we should?

Councilmember Barker: I think that we should, I don't even know what the fees are or anything like that, I think that they should be with us when we do this not just the council.

Mayor Michalson: would you like to refer this back to Planning & Zoning?

Councilmember Barker: I think that they need to be involved in this.

Mayor Michalson: do you still want to set a date, August.

Jenelle Berthoud: we have August 6th, 7th, and 8th meetings.

Councilmember Barker: why not before that next council meeting. Tuesday? Then we can bring those referrals to the next council meeting.

Mayor Michalson: Tuesday the 13th at 6:00.

Councilmember Barker: can we make sure that we have a schedule on the old fees?

Mayor Michalson: yes, Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

e. Discussion/Decision: Approval for an RFQ, Architectural/Engineering Services for Stevensville Airport Development Projects

Mayor Michalson: introduced new business item e, Approval for an RFQ, Architectural/Engineering Services for Stevensville Airport Development Projects. According to Will the town does not have a current contract for this service.

Will Rowe, Airport Manager: there are actually two kinds of contracts. One for planning and one for engineering, they are staggered and right now we do not have a company to do the engineering.

Councilmember Barker: who are some of the other companies that are out there.

Will Rowe: Morris & Marley are the ones that do airports.

Councilmember Barker: I make a motion to approve an RFQ, Architectural/Engineering Services for Stevensville Airport Development Projects.

Councilmember Nelson: 2nd.

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

Councilmember Smith: aye.

Councilmember Nelson: aye.

Councilmember Barker: aye.

Councilmember Brown: aye.

Mayor Michalson: passes 4-0

f. Discussion/Decision: Resolution No. 457c a Resolution of the Town of Stevensville, Town Council Amending Water & Sewer Billing Policies

Mayor Michalson: introduced new business item f, Resolution No. 457c a Resolution of the Town of Stevensville, Town Council Amending Water & Sewer Billing Policies . You will see the highlighted yellow that we are proposing those changes. Read through all of the changes and suggestions to the policy.

Councilmember Smith: I move that we adopt Resolution No. 457c a Resolution of the Town of Stevensville, Town Council Amending Water & Sewer Billing Policies

Councilmember Barker: 2nd.

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

Councilmember Barker: I think it also takes that back to the property owner, no longer a gray area.

PUBLIC COMMENT:

Vicki Motley: line number 5, shouldn't it be a must have record of the owner instead of a should.

Mayor Michalson: change that to must. Any further comments. Seeing none, Jenelle, would you take the vote.

Councilmember Nelson: aye.

Councilmember Barker: aye.

Councilmember Smith: aye.

Councilmember Brown: aye.

Mayor Michalson: passes 4-0

g. Discussion/Decision: Resolution No. 545 a Resolution Adopting a Fee Schedule and Charges for Airport Fees by the Town of Stevensville

Mayor Michalson: introduced new business item g, Resolution No. 545 a Resolution Adopting a Fee Schedule and Charges for Airport Fees by the Town of Stevensville.

Will Rowe, airport manager: they did not recommend any.

Councilmember Nelson: make a motion approve Resolution No. 545 a Resolution Adopting a Fee Schedule and Charges for Airport Fees by the Town of Stevensville.

Councilmember Barker: 2nd.

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

Councilmember Brown: so, these fees are really not changing/

Will Rowe: not for this.

Councilmember Brown: but this will make it easier for them.

Councilmember Barker: with these fees are we in line with other airports?

Will Rowe: pretty much, there are a few. Some of the board members were reaching out. I have my own suggestions.

Councilmember Smith: are there any thoughts on collecting landing fees?

Will Rowe: it is a posted fee but there is no way to collect it. We do not staff the airport. It is on the honor system as this time.

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

Councilmember Brown: aye.

Councilmember Smith: aye.

Councilmember Barker: aye.

Councilmember Nelson: aye.

Mayor Michalson: passes 4-0.

h. Discussion/Decision: Resolution No. 546 a Resolution Adopting a Fee Schedule and Charges for Building, Electrical, Mechanical & Plumbing Fees by the Town of Stevensville

Mayor Michalson: introduced new business item h, Resolution No. 546 a Resolution Adopting a Fee Schedule and Charges for Building, Electrical, Mechanical & Plumbing Fees by the Town of Stevensville. I missed the bottom of one page and thank you Cindy for pointing that out and she has added that now.

Councilmember Brown: make a motion to approve Resolution No. 546 a Resolution Adopting a Fee Schedule and Charges for Building, Electrical, Mechanical & Plumbing Fees by the Town of Stevensville.

Councilmember Smith: 2nd.

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

Councilmember Nelson: aye.

Councilmember Barker: aye.

Councilmember Smith: aye.

Councilmember Brown: aye.

Mayor Michalson: passes 4-0.

i. Discussion/Decision: Resolution No. 547 a Resolution Establishing Lighting District Taxes for the Town of Stevensville, Montana Fiscal Year 2024-2025

Mayor Michalson: introduced new business item i, Resolution No. 547 a Resolution Establishing Lighting District Taxes for the Town of Stevensville, Montana Fiscal Year 2024-2025. Every year we get the estimate and then we get them approved by the council and then sent to Regina.

Councilmember Barker: make a motion to approve Resolution No. 547 a Resolution Establishing Lighting District Taxes for the Town of Stevensville, Montana Fiscal Year 2024-2025.

Councilmember Nelson: 2nd.

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

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

j. Discussion/Decision: Resolution No. 548 a Resolution Adopting a User Fee for Bulk Water by the Town of Stevensville

Mayor Michalson: introduced new business item j, Resolution No. 548 a Resolution Adopting a User Fee for Bulk Water by the Town of Stevensville. so, when people sign a contract with us, we are just not charging a fee to have bulk water.

Councilmember Smith: so, we have it so that it is metered?

Jenelle Berthoud: no, it is not metered the gallons are reported.

Councilmember Smith: how do we know that?

Jenelle Berthoud: by the size of the truck or the vessel being filled. They fill in one spot here in town and they come to town hall and get a key for the hydrant.

Councilmember Nelson: I make a motion to adopt Resolution No. 548 a Resolution Adopting a User Fee for Bulk Water by the Town of Stevensville.

Councilmember Smith: 2nd.

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

Councilmember Brown: \$75.00 for year I am thinking a flat \$100.00 for the year.

Councilmember Barker: I think with water rates going up it is a good idea.

Councilmember Brown: so, then we would charge a flat rate and then the charge to fill.

Jenelle Berthoud: Currently we are charging \$225.00 for 48,000 gallons and then \$1.85 per 1,000 gallons.

Councilmember Brown: how many a year?

Jenelle Berthoud: currently we have two that are working off of their purchased amount. Previous years I have had 5-6 customers.

Councilmember Brown: and how many people just open up the hydrant and just take the water.

Jenelle Berthoud: that is true. We have discussed the need for locks on the hydrants.

Will Rowe: I just bought some today. It is easy.

Councilmember Brown: with the flat user fee of \$100.00 is it still worth it?

Will Rowe: yes, and we do need the locks on the hydrants. So, keeping track of those is all on the honor system.

Jenelle Berthoud: we have a few fire departments that do report to us, but we do need those amounts so that we can put that down as our monthly gallons used.

Councilmember Smith: when you are referring to rural fire departments are they just here?

Jenelle Berthoud: I believe that it can be anyone, like if Florence was to assist us with a fire then they would go and fill their truck up.

Sean Doyle: how many gallons constitutes bulk water?

Jenelle Berthoud: currently 48,000 gallons. That is a good questions Sean, I am not sure when we look at the number of gallons to be considered bulk.

Sean Doyle: I am just asking when we fill up the dunk tank, we are looking at 250 plus gallons for that. We pay for electrical use, so we need to look at the amount of water used.

Jenelle Berthoud: I remember that a few years ago someone needed to just buy 3000 gallons we charged the base rate of \$14.75 and that is something we should look at.

Mayor Michalson: this has to do with the maintance fee not the number of gallons.

Councilmember Brown: I think that it is something to think about to raise the fee to \$100.00.

Mayor Michalson: any discussion from the public?

PUBLIC COMMENT

Vicky Motley: I think that it should be the \$100.00.

Mayor Michalson: would you like to leave it and take it to the \$100.00.

Councilmember Barker: I think that we should table it until we get the other information.

Jenelle Berthoud: do keep in mind that this resolution is only in regard to the user fee.

Councilmember Brown: I think that if everyone is good with it I think that we should do the \$100.00. I make a motion that we increase the fee from \$75.00 to \$100.00 on Resolution No. 548.

Councilmember Smith: 2nd.

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

Councilmember Smith: aye.

Councilmember Barker: aye.

Councilmember Nelson: aye.

Councilmember Brown: aye.

Mayor Michalson: passes 4-0.

9. Board Reports

NONE

10. Town Council Comments

Councilmember Brown: I have been getting a few emails about the water and sewer rates increase and I am telling them to show up to the meeting and the state will be here to discuss.

11. Executive Report

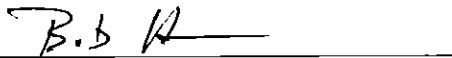
Mayor Michalson: July 15th had a police commission meeting and then we swore in Kenneth Franklin. The 18th the Forest Service signed a land lease at the airport. 18th we had a meeting with Ross Miller on the water rights, we will have a contract coming up from Mr. Reeves property so watch for that. There will be a budget workshop on the 7th. We have put out a bulletin about water usage. I will be at an MMIA conference August 14-16th. I spent yesterday picking up branches, we are going to have a pretty tight budget, and we need to care of our trees and taking down a tree is about \$7,000.00. we have to find a way to get them cleaned up. We crunched the numbers, and we are having a meeting on the 6th to raise water and sewer rates. The last three audits we were told to raise our water and sewer rates and that is why it is going to be so high we have not raised them in a long time. Bobby will be from Rural water at the meeting in August. We have an aging infrastructure that we need to take care of. We can not give water away at this rate anymore.

12. Adjournment

Councilmember Brown: motion.

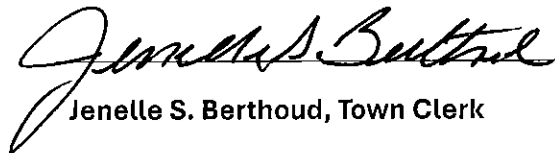
Councilmember Smith: 2nd.

APPROVE:



Bob Michalson, Mayor

ATTEST:



Jenelle S. Berthoud, Town Clerk