



**Stevensville Town Council
Committee of the Whole Meeting Minutes
THURSDAY, MARCH 21, 2019
6:30 PM**

1. **Call to Order and Roll Call:** Council for the Town of Stevensville along with Mayor Dewey came together at Council Chambers for a Committee of the Whole meeting. Mayor Dewey called the meeting to order at 6:30 p.m.

Roll Call: Councilmembers Barker, Holcomb, Michalson and Phillips were all present. Staff and several members of the public were also present.

2. **Council held discussion regarding:**

- a. **Purchasing Policy**

Mayor Dewey introduced the item and clarified that the Purchasing Policy in Council's packet is the Purchasing Policy adopted by Resolution 361, October 2014. However, the Purchasing Policy was amended, not by resolution but by motion. When the Clerk prepared Council's packet, she pulled the Purchasing Policy Resolution. The Clerk was not aware of that it had been amended. This is a good example of the recent Council discussion regarding how to amend resolutions.

Finance Officer April VanTassel provided an overview of the Purchasing Policy adopted by resolution and then later amended by motion and explained the differences between the two.

Councilmember Barker suggested letting existing vendors know what is going on and looking to see if anyone has something cheaper.

Mayor Dewey explained that staff contact vendors to verify lower pricing.

Ms. VanTassel explained that the Town does try to ensure that we are getting the best deal possible.

Public Works Supervisor George Thomas commented that you also have to consider dependability.

Councilmember Barker commented that the section regarding meal purchases should be changed; per diem is \$25 per day, not broken down.

Mayor Dewey recommends changing it in the Personnel Policy, instead of the Purchasing Policy so it is only located in one place, eliminating the need make multiple updates in multiple documents when changes are made.

Ms. VanTassel recommends changes to the credit card section, as she does not believe that the Town's credit card information should be stored online.

Public Works Supervisor Thomas suggested having some language in the Policy when a major piece of equipment requires repair that staff has the ability to purchase necessary items rather than wait 2 to 3 weeks for Council approval.

Councilmember Holcomb indicated that she is fine with that as long as Council knows about it.

Mayor Dewey further explained that the situation may be an internal emergency, such as a pump failing, and recommends that language is included when it is deemed in the interest of the public to provide authority to staff to address the situation.

Councilmember Barker asked if we have always had the 2 written quotes, a she always thought that it was 3.

Ms. VanTassel clarified when 2 written quotes and 3 written quotes are required.

Council held a discussion regarding sole source vendors and services.

Councilmember Phillips asked how the document will be amended?

Mayor Dewey indicated that staff can make the changes based on the discussion and bring it back at a future Council meeting.

Councilmember Holcomb will work with the Finance Officer to make recommended changes to the Purchasing Policy.

b. Special Events Ordinance

Mayor Dewey introduced the item and provided an overview of the history of the document.

Councilmember Holcomb indicated that she would like to see the criteria changed to reflect that all applications go before Council.

Councilmember Barker commented that review should include proofing language for consistency, for example one section refers to 14 days and another section refers to 30 days.

Clerk Tribbensee indicated that she would like to see a little more information provided as part of the application.

Mayor Dewey indicated that Council may want to consider charging fees for electricity, trash removal, police response, etc.

Clerk Tribbensee commented that one way to address this is through conditions of approval, for example the applicant could chose to remove their trash, or pay an hourly rate for staff to remove the trash, or if police were dispatched paying an hourly fee for that service.

Councilmember Barker commented on how the Farmers Market deals with trash and electricity.

Mayor Dewey explained that a possible way to deal with electricity is to set a flat fee.

Councilmember Phillips suggested looking at other communities and their applications.

Mayor Dewey explained the intent behind the 1000 people attendance and a possible solution to provide verification of attendance.

Councilmember Holcomb, indicated that the Lighting Ceremony and Scarecrow festival had a lot more than 1000 people in attendance.

Public Works Supervisor Thomas suggested going with a lower number, such as 500.

Clerk Tribbensee will work on amendments to the Special Events Permits Ordinance and bring back options for Council's consideration.

c. Legal Counsel Contact

Councilmember Holcomb commented that this resolution should go away.

Mayor Dewey asked if Council wants to do away with Resolution 281a and/or 281 and provided an overview of both Resolutions.

Councilmember Holcomb asked what concerns the Attorney has with Resolution 281a.

Councilmember Michalson explained his understanding of the Attorney's concerns. Councilmember Michalson admitted that he did not follow Resolution 281a and did not seek approval from the Mayor.

Michalson indicated that the Attorney told him today, that he would like to see the Attorney meetings resume with the Council President and the Mayor.

Mayor Dewey explained his understanding of the Attorney's perspective of the resolution, as the Council doesn't necessarily follow the policy which puts the Attorney in a bad spot. If we all agreed to follow 281a, he believes that the Attorney's concerns are addressed.

Councilmember Phillips commented that several constituents asked him about this. They say that the attorney fees did get way out of hand in the past and that they would like to see 281a continue. Councilmember Phillips supports the Council President, Mayor, Attorney's monthly meetings as he believes these meetings are very productive.

Mayor Dewey also provided an option to have the attorney attend one meeting a month explaining that the administrative reports will be placed on the first meeting of the month. This will allow for more time during the second meeting of the month, if Council would like to have the attorney present for that meeting.

Councilmember Michalson asked to clarify that if the attorney is present at the meeting, would the discussion be based on what is on the agenda or have a discussion off the agenda.

Mayor Dewey explained that discussion would be limited to the agenda items. Mayor Dewey also provided another option of having the Town attorney on a salary basis instead of hourly. The Town is putting together an RFP for legal services as the Town Attorney's contract is coming up.

Councilmember Michalson supports the Town Attorney's idea of resuming monthly meetings. Councilmember Michalson indicated that he spoke to Brian West, the Town's Attorney today on the phone. Mr. West indicated that he would like to pull back a little bit and spend more time with his family.

Councilmember Holcomb commented that she is happy staying with what we have now.

Councilmember Michalson commented that we need to tighten the reigns in regards to Resolution 281a, as we gotten out of hand.

Councilmember Barker commented that she would like to see the three of them meeting however many times a month.

4. **Public Comment** - None

5. **Adjournment**

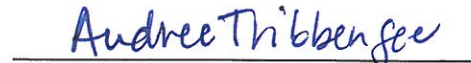
The meeting was adjourned at approximately 7:24 p.m.

APPROVE:

ATTEST:



Brandon Dewey, Mayor



Audree Tribbensee, Town Clerk