

**Stevensville Town Council Meeting**  
**Minutes for**  
**Thursday, July 23, 2020 7:00 pm**

1. Call to Order and Roll Call  
Mayor Dewey called the meeting to order Councilmembers Devlin, Holcomb, Michalson, Vick were all present.
2. Pledge of Allegiance
3. Public Comments  
Mayor Dewey: we have not received any public comments tonight.
4. Approval of Minutes
  - a. June 11, 2020 Council Meeting
  - b. June 16, 2020 Budget Workshop
  - c. June 17, 2020 Public Hearing
  - d. June 23, 2020 Budget Workshop
  - e. July 9, 2020 Council Meeting

Mayor Dewey: there is one correction on the minutes, the connection of Mr. Reeves to water services the motion incorrectly states in the draft minutes that you are approving annexation. The recording proves otherwise it was a carry over issue from the software that helps us write our minutes. So that correction will take affect on approval tonight. I entertain a motion to approve the minutes as corrected.

Councilmember Holcomb: I move.  
Councilmember Vick: 2<sup>nd</sup>.

Mayor Dewey: any discussion from council?

Councilmember Vick: yes, on that same page which is page 7 this is a little mis-gendering of Mr. Michalson a couple of paragraphs above that.

Mayor Dewey: thank you, on that I will call for the vote.

Councilmember Devlin: aye.  
Councilmember Holcomb: aye.  
Councilmember Michalson: aye.  
Councilmember Vick: aye.

Mayor Dewey: motion passes unanimously.

Councilmember Vick: I noticed last night on ZOOM that the meeting was being recorded, I am not seeing that tonight.

Mayor Dewey: should be now. We do a back up recording, the cloud does that for us, thank you for bringing that to our attention.

5. Approval of Bi-Weekly Claims

Mayor Dewey: the claims are not in your packet, but Robert sent you the claims via email today. Robert do you have those claims in front of you?

Robert: yes, I do.

Mayor Dewey: would you go through the beginning and ending number for the record.

Robert: one of the claims was from turning in the AFR from last night but the number was not covered and that was for \$950 and that was claim number 16100; go through claim 16126 tonight last one being Northwest Energy claim.

Mayor Dewey: do we have a motion to approve claims 16100 through 16126?

Councilmember Vick: motion.

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

Councilmember Holcomb: on page 1 it is claim 16101 for \$1602.44 for McKession Medical Surgical.

Mayor Dewey: medical supplies for the fire department.

Councilmember Holcomb: it just looked weird I thought someone had surgery or something.

Mayor Dewey: no that is the vendor, the company name and then below that you will see a description of FD.

Councilmember Holcomb: okay I got it. thank you.

Mayor Dewey: any further questions from council?

Councilmember Michalson: I see Strom and Associates did our audit, any time table on when that will be released to the public or the council?

Robert: they are just finishing up and I am doing their replies to the finding now and they should have that published within the next week. We had like 6 findings and some of them we anticipated just like the same ones we had before with the fireman's relief association and being over on some of the funds which we knew about, some of them we anticipated. Two of the findings have been corrected we will get them out to you as soon as they publish them and get that in the paper too.

Councilmember Michalson: thank you.

Mayor Dewey: any further discussion on the claims? Call for the vote.

Councilmember Devlin: aye.

Councilmember Holcomb: aye.

Councilmember Michalson: aye.

Councilmember Vick: aye.

Mayor Dewey: motion passes unanimously.

## 6. Administrative Reports

### a. Airport

Robert: construction of the airport, taxi ways finished working on the two aprons. Found some organic material, so we had to dig down, contact the FAA, get it tested. Working with FAA for some funding. All of the construction is halted until we get the tested ground approved.

Councilmember Holcomb: I am just wondering how are coming along on trying to replace Robert at the airport.

Mayor Dewey: that position has been formalized as a compensated regular employee, as early as next week you will see us advertise for that position and go through the recruit process like we would with any other employee.

Councilmember Holcomb: thank you.

### b. Building Department

Mayor Dewey: report included in your packet tonight for your review.

### c. Finance

Robert: a couple of things we talked about getting the CARES grant, first part of that has come in and we got \$33, 447.00 with an additional \$1566 which came from FEMA to go back and pay the feds. That will cover us from March 1- April 30. I am working on the next one for May, paying a police department wages, it looks like they are going to cover the cost of police and fire department wages until the end of the year. So that is kind of in the budget we planned for that. Doing a quick analysis before we close out last year ended up with about \$64,000.00 more in cash than what we started with. AFR is into the state, even though it was late with some COVID issues, Jennifer doing the special audit and she has helped out a lot. She has found a lot of stuff from previous years so she works with the auditors to make it all work. There is some disagreement between both auditors on how

things can go but it is all financially not material. When she gets that done, she will give us a report and we will move forward with that. Audit is finishing up and will get that out to the council once they approve it or send out the final draft with recommendations to move forward.

d. Fire Department

Chief Motley: read the stats from the fire department admin report provided in the packet. Fire danger is high, we may see some start. I do want to make sure that everyone knows that Colette is the new administrative assistant for the fire department replacing Britnee and is doing a fantastic job for us so far, very quick to learn and pick up it is going to be an addition to the staff. We are pretty much business as usual. Our biggest things are getting medical supplies, our current vendor sent us XL gloves not all wear XL. We are following COVID guidelines, working with Marcus Daly ambulance.

e. Parks & Recreation

Bobby: so, there are some updates to the report to council in the packet, pool has been open but we are closing this Saturday July 25<sup>th</sup> to address construction issues. Limiting the number of people at the pool wearing masks. Bobby listed out the swimming lesson schedule and numbers. Painted circles at Lewis and Clark Park for the 4<sup>th</sup> of July show. To promote social distancing. Sanitizing the parks 3 times per day. We have hired a part time, Kirsten to help out. River park clean up on the trail. 30 people came out for a community clean up day.

f. Police Department

Chief Marble: Referred to the police department report in the council packet. Stevensville Crime Watch program, Chief stated that he has received more applicants and will be moving forward. Chief is going to start a police blotter on the website. Chief read from the CFS report.

g. Public Works

Mayor Dewey: George's public works report is in your packet to review. George was not able to join us this evening.

7. Guests

NONE.

8. Correspondence

Mayor Dewey: they are included in your packet. Is there any desire that these correspondences be read into the record?

a. Resignation Letter from Monica Hoffman, Town Clerk

b. Letter from Alli Bristow RE: Safer Streets

c. Letter from Jim Crews RE: Clerk Conduct

9. Public Hearings

NONE.

10. Unfinished Business

NONE.

11. New Business

a. Discussion/Decision: Agreement with HDR Engineering for the 2020 Water System Preliminary Engineering Report

Mayor Dewey: introduced new business item a. We put out an RFP to the region asking for proposals and on water system preliminary report, it has been some time since an engineering report has been done, 2013? This preliminary engineering report aims to primarily address water storage, something that has been planned since the 2013 water system upgrade and so we are bringing the contract, of course HDR was the only firm to put in for the primarily engineering report we have gone ahead and asked them to put together a scope of services and a contract for your approval. Are there any questions?

Councilmember Michalson: \$40,000.00 they are not going to go any higher than that, is that correct?

Mayor Dewey: The contract amount is \$40,000.00 if we there is a need to go over that a change order would come in front of council.

Councilmember Michalson: okay thank you.

Mayor Dewey: I think that we have Mr. Capara is on ZOOM with us so if you have any questions for him or HDR he is available to answer those questions. If there are not any questions, I would entertain a motion to authorize the contract.

Councilmember Vick: I will make a motion to authorize the agreement with HDR engineering for the 2020 water system DER.

Councilmember Michalson: 2<sup>nd</sup> the motion.

Mayor Dewey: any further council discussion, no public comment. Call for the vote.

Councilmember Devlin: aye.

Councilmember Holcomb: aye.

Councilmember Michalson: aye.

Councilmember Vick: aye.

Mayor Dewey: motion passes unanimously.

b. Discussion/Decision: Airport Lease Agreement for Lot 8, Block 1

Mayor Dewey introduced new item (b.) this lease agreement is an increase in lease rate. Of 14 cents per square foot.

Councilmember Vick: question, would we need to handle a new business for resolution 478 to officially increase the lease rate before we approve this lease agreement?

Mayor Dewey: you can if you want, it is clear in the lease agreement and will be part of the same record and the lease agreement will not be ready until tomorrow at best.

Councilmember Michalson: Robert it says on the airport land lease, that the lease will go in on the 4<sup>th</sup> day of September. Is that when the rates take effect?

Robert: that is when the transfer will take effect between the two parties.

Councilmember Michalson: okay, I see what you are saying now.

Mayor Dewey: the existing hanger on the existing lease and one person is taking the lease over from another and they want that done on the 4<sup>th</sup> of September and that is when that will go into effect for the individual. So, to answer Mr. Vicks question the lease is not technically in effect until the 4<sup>th</sup> of September in terms of deadlines. I will entertain a motion.

Councilmember Vick: I will make a motion to approve the airport lease.

Councilmember Holcomb: I will 2<sup>nd</sup> the motion.

Mayor Dewey: any further council discussion? Hearing none I will call for the vote.

Councilmember Devlin: aye.

Councilmember Holcomb: aye.

Councilmember Michalson: aye.

Councilmember Vick: aye.

Mayor Dewey: the motion passes.

c. Discussion/Decision: Authorization of water & wastewater connection for unannexed property at Middle Burnt Fork Rd & Logan Lane

Mayor Dewey introduced new business item (c). as it is noted in the agenda item request form this is in response to a letter from the Bitterroot Star where a decision was not properly noticed on a previous agenda. We addressed this to a degree in the minutes the council made the decision instead of annexation you moved forward with authorizing the property owner to connect to the water system. That item language was not specifically listed on the agenda in a way that really complies with noticing and an over site by my part in facilitating the meeting. To remedy that to prevent any harm or wrong doing down the road we wanted to bring this item back to the council as an agenda item authorizing water and wastewater as your original decision was stated.

Councilmember Vick: I will restate my original motion from that night authorizing the connection of water and sewer for Mr. Reeves while the town continues to research the routes to annexation and easements.

Councilmember Devlin: I 2<sup>nd</sup>

Mayor Dewey: it has been moved by Mr. Vick and 2<sup>nd</sup> by Ms. Devlin to authorize the connection of water and wastewater services by Mr. Reeves while he investigates easements and further annexation. Further discussion from council? With that I will call for the vote.

Councilmember Devlin: aye.

Councilmember Holcomb: aye.

Councilmember Michalson: aye.

Councilmember Vick: aye.

Mayor Dewey: motion passes unanimously.

d. Discussion/Decision: Resolution 478, adopting fees. Permits and lease rates and charges at the Stevensville Airport

Mayor Dewey: introduced the new item (d). a memorandum from Robert Underwood interim airport manager and finance officer is included in you packet with the resolution. The airport is proposing to increase the new lease rate to 14 cents per square foot annually the old lease rates are currently set at 6 cents per square foot. We are proposing that those increase by 10% for the next 10 years as allowed by the leases that are currently in place, when those leases expire or the existing leases expire then those folks will be moved on to the new 14 cents per square foot rate but we have a number of leases that are considerably lengthy and so as time moves on those folks will see a 10% increase which you will note on 6 cents is not a ton of money anyways. To catch us up and make sure we are sound on fees and paying for the services that we provide at the airport we need to be proactive and have this resolved for next year's billing.

Councilmember Vick: I will make a motion to approve Resolution 478.

Councilmember Holcomb: I will 2<sup>nd</sup> that.

Mayor Dewey: Moved by Mr. Vick and 2<sup>nd</sup> by Ms. Holcomb to approve Resolution 478, any questions or discussion for council.

Councilmember Michalson: I have a question for Robert. On item number 4 on the resolution at the very bottom airport user fee what is the through the fence user permitted.

Mayor Dewey: that language frankly came from the last resolution that was adopted for fees and I would imagine what that means and Robert you can expand on that, but through the fence user is a user of the airport that may not fly in and out everyday but they are a user.

Councilmember Michalson: they are charged \$125.00 also?

Robert: that is correct. And we are working through that process, anyone that is using the airport should be paying a fee. The user fee is \$125.00 and still is we are just trying to police that up because there are some users that basically have this airport as their home base and have not paid the fees so we are in the process of policing that up so anyone that pays a user fee use the Stevensville as their home base, they fly in and tie down rate that you will see later on in my



memo. Any body that is using the airport pays a fee, somebody can rent a t hanger and not pay anything except for the hanger to the person that owns the hanger and nothing comes to the town. The was designed that anyone that has a plane and the number of planes, example one user can have two planes and pay \$125 a year.

Councilmember Michalson: okay, thank you.

Mayor Dewey: any further questions from the council, please bear with me for a moment I am getting a message that our public comment may not be working.

Robert: that 10% for 10 years will then go to the 14 cents per square foot.

Mayor Dewey: called for the vote.

Councilmember Devlin: aye.

Councilmember Holcomb: aye.

Councilmember Michalson: aye.

Councilmember Vick: aye.

Mayor Dewey: the motion passes unanimously. That concludes the business portion of the meeting.

#### 11. Executive Report

Mayor Dewey: I have more than less given my executive report last night, you have heard from the department heads as I mentioned we are trying to handle this virtual meetings piece as best we can and this is our 2<sup>nd</sup> fledged council meeting if we are having challenges with public comment we want to hear about it and for what ever reason the phone is not working you can email [info@townofstevensville](mailto:info@townofstevensville) and will try to catch those as well. In terms of COVID-19 we continue to respond that best that the town can we are working with state resources to make sure that supplies can be received but they are experiencing the same limits the rest of us which is troubling to a degree. None the less we will work through that. At any rate we continue to handle that of course we are seeing our public health department in the news as Stevensville heavy relies on the county health department for guidance all though that is limited in terms of collaboration and we hope that those troubles are figured out. Because we don't have much else as a resource. Council comments?

#### 12. Town Council Comments

Councilmember Devlin: I do. It is interesting that you brought up the health department in thinking about the terminal that they are going through I dong know what maybe you can speak to the interactions that you have had with the county health department but has Stevensville ever entertained the idea of having a public health office of its own here in Stevensville, maybe that was something in the past of something to go about entertaining I don't think communication within the different cities and towns has gone very well this COVID and of course that is navigating new waters. I am just wondering it that is a need that could be filled here is Stevensville?



Mayor Dewey: I can speak Jaime to your inquiries with the town and the public health department those interactions primarily happen through a press release so if we have specific concerns or reports to give to public health, we have been able to express those to them and they have been able to address. One piece of information that the town has a challenge acquiring is the number of positive cases within the town's jurisdictions or the town's boundaries. Public health has been reluctant to turn that information over to the town with that being said there is a policy in place for emergency service to obtain that through 911. If that be the case from a decision making standpoint from the administration we have not been provided with those details and what does community spread look like in Stevensville. The information that we do receive from public health is the same information that they provide other stakeholders in the valley including the press it is typically in the form of a press release where I think they just brought on a probation officer to do those things and his sole purpose is to put those out and I pass those along to staff as they come out that is really the limit of our communication I think that COVID 19 caught a lot of us off guard back in March it got out of hand very quickly in how we responded and were ahead of the curve and shut things down early. From your point I can tell you from the history that I am aware of no, Stevensville has not had its own public health board or public health department in smaller communities it is handled through the county in larger communities specially in the 1<sup>st</sup> and 2<sup>nd</sup> class of cities which are 20,000 or higher those folks have joint boards between the city and the county where those cities have their own health departments and are funded either by mills in the general fund or a combination of those state and federal funds are allocated to public health. If that is something that the council is interested in hearing about in terms of what those options might be, I just need to hear that if you want to investigate that further.

Councilmember Devlin: an avenue of that is I believe that there is CARES money to pay for that fund and facilitate if that is something that we are interested in I believe that we would be able to get funds to start that program.

Mayor Dewey: I think so, I think that is something that Mr. Underwood could probably investigate further as long as we are responding to the public health crisis at hand CARES is generally open to whatever we need the expenses and that is evident right now through December 31<sup>st</sup> they are covering the wages of our police officers and public safety personal, the honorariums for our fire chief down to the staff handling public safety issues. It is very broad and possible that there is funding to seed something like that even if that is a temporary piece that we just use to responded to this public health crisis and I think that the determination would need to be does the county have the capacity to serve Stevensville or is Stevensville better served on its own what I am hearing is that is the question that you are asking.

Councilmember Devlin: that is exactly the question that I am asking, is it worth entertaining that, it is kind of an intriguing idea.

Councilmember Vick: I can give a little response to that, the climate change board, which still has no members, if we could try to recruit some members into that and public health was part of that proposal into that board.

Mayor Dewey: Jaime does that conclude your council comment tonight I know that we kind of went into a...

Councilmember Devlin: yes, that does I kind of need a little bit of feedback to see if I was even in the ball park of what is kind of an intriguing idea to entertain.

Mayor Dewey: I guess if we entertain this idea it sounds like Ms. Devlin is seeking feedback from the council. Does anyone else on the council care to weigh in? Mr. Michalson?

Councilmember Michalson: that is a great idea Jaime, but the only thing is public health is usually a county level like Brandon spoke of state and federal dollars go in, if we got that started with a COVID grant it would be pretty hard to keep a nurse or a doctor because doesn't that have something to do with public health I would assume so that would be a great idea down the road as the town grows but right now I don't know if the town could support that long term.

Mayor Dewey: anything further from council on that subject. I am happy to prepare a discussion or a council communication back to council in the form of a memo sound like there are some questions that are still outlying and maybe some hesitation because there is a lack of information sounds like these questions would be easily researched and we can put that together in a memo and get it back out to council.

Councilmember Devlin: I would appreciate that.

Mayor Dewey: any other council comment of general nature.

13. Board Reports

NONE.

Mayor Dewey: okay everyone that concludes the agenda we are next scheduled for a council meeting on 13<sup>th</sup> of August just as a quick update, we will get the swearing in of Jenelle scheduled here before long we are working through transition and get some folks in order to make sure duties are covered on both the police side and the town clerks side, we can expect Ms. Berthoud to take that position on the 3<sup>rd</sup> of August and she will be fully installed and then we will hit the ground running preparing our August 13<sup>th</sup> agenda. Enjoy the very long break that we have.

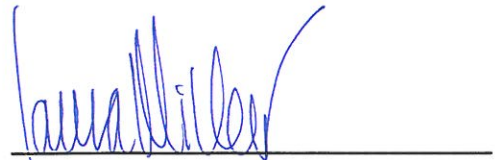
14. Adjournment

**APPROVE:**



Brandon E. Dewey, Mayor

**ATTEST:**



Town Clerk

Meeting notes transcribed by Jenelle Berthoud, Town Clerk