

**Stevensville Town Council Meeting Minutes  
for THURSDAY, SEPTEMBER 08, 2022, 6:00 PM  
206 Buck Street, Town Hall**

**CONDENSED MINUTES**

1. Call to Order and Roll Call

Mayor Gibson called the meeting to order, councilmembers Barker, Brown, Michalson and Wolff were all present.

2. Pledge of Allegiance

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

Loey Knapp: 526 E 3<sup>rd</sup> Street, just a brief request , I would like to have the leaf pick up restored again. Please consider restoring that service.

4. Approval of Minutes

a. Town Council Meeting Minutes 8/11/2022

Mayor Gibson: introduced approval of meeting minutes for 8/11/2022.

Councilmember Michalson: I make a motion to approve meeting minutes for 8/11/22

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

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

Councilmember Barker: abstain

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: passes 3-0 and 1 abstained.

5. Approval of Bi-Weekly Claims

a. Claims #17900-#17926

Mayor Gibson: introduced approval of bi-weekly claims.

Councilmember Wolff: I make a motion that we approve the claims #17900-#17926.

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

Mayor Gibson: motion and a 2<sup>nd</sup>, council discussion?

Councilmember Wolff: 2<sup>nd</sup> item 17901 claim USA Blue Book, what is that?

Pam Sosa, Finance Officer: public works handbook.

Councilmember Wolff: Valley Irrigation, 298.94. 17904. Parts, multiple times?

Pam Sosa, Finance Officer: yes multiple times.

Mayor Gibson: any public comment? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: passes 4-0.

6. Administrative Reports

- a. Airport
- b. Building Department
- c. Finance
- d. Fire Department
- e. Police Department
- f. Public Works

7. Guests

NONE

8. Correspondence

NONE

Mayor Gibson: if it is okay with the council to move new business items b, c, and d in front of the budget. We have people here to present.

New Business

b. Discussion/Decision: Approval for Town Acceptance of FAA Grant Offer for Stevensville Airport Master Plan Update

Mayor Gibson: introduced new business item b. introduced Tyler Reed with Morrison Maierle.

Tyler Reed: I am the airport engineer with Morrison and Maierle. You should have a draft of the grant offer from the FAA in your packet. The grant is for \$360,495.00 all entitlement money set

aside for planning by the FAA. Councils' approval tonight would be for the grant to be used for master planning. It does require a 10% match by the town, Montana Aeronautics will help with some of that coverage if not all of it.

Mayor Gibson: the town does not have to pay the match of the town's budget.

Tyler Reed: out of the airports budget for the local match, this is pretty routine for airports that are FAA funded, master plan updates happen about every 10 years the last one for Stevensville was in 2010. Most of the projects in the master plan for 2010 have been completed this is just a creative new way for the future of the airport. This is just the first step of the grant process, scope of fees, independent fees, and then compared to our fees. The master plan is forecasted to take about 18 months.

Mayor Gibson: do I have a motion? The reason that we have this on here is because it is due by the 15<sup>th</sup>.

Councilmember Wolff: make a motion to approve the FAA grant offer for Stevensville Airport Master Plan.

Councilmember Michalson: 2nd

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

Councilmember Michalson: I have one question, and it is on page 105. Use of government aircraft. Does that mean if they come in we don't charge for that lease?

Tim Smead: that is actually part of the grant assurance.

Councilmember Michalson: we get into fire season, big money. Does it affect that with this language?

Tim Smead: it is speaking more to (unclear audio) for the use of military aircraft.

Mayor Gibson: any further discussion? Public comment? Seeing none, Jenelle would you please call for the vote.

Councilmember Barker: aye.

Councilmember Brown: no.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: excuse my Councilmember Brown, did you vote no? So, it passes 3-1.

#### c. Discussion/Decision: Special Event Permit for 2022 Scarecrow Festival

Mayor Gibson: introduced new business item c. it is in your packet, and they have paid their fees.

Gretchen Spies: 317 Main Street, we have a small committee this year and I am assuring the town that we have extra, garbage cans, porta potties, hand washing stations. Everything will be cleaned up on Sunday.

Mayor Gibson: thank you, do we have a motion?

Councilmember Barker: I make a motion to approve the special event permit for 2022 Scarecrow Festival.

Councilmember Wolff: 2nd

Mayor Gibson: motion and a 2<sup>nd</sup>, public comment?

Jeff Motley: on your application looking for a bon fire on 2<sup>nd</sup> and Main. I have no problem with that, but we are in stage 2 fire restrictions, if we are still in that there will be no fire.

Mayor Gibson: further discussion? Councilmember Barker.

Councilmember Barker: I look at the fees that they are paying for this event, what are those fees that they are paying?

Mayor Gibson: these are based on the number of people that are attending, are those in the packet Jenelle? The fees were set on the number of people attending.

Jenelle Berthoud, Town Clerk: they paid for number of people of attending, street <sup>closer</sup>~~closer~~, stage set up , power panel.

Mayor Gibson: any further discussion? Seeing none, Jenelle would you please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: passes 4-0

d. Discussion/Decision: Town of Stevensville & State of Montana, DOT Memorandum of Agreement for 407 Main Street Sidewalk

Mayor Gibson: introduced new business item d. this has taken some time and I have met with DOT last week. It is basically about 8 feet of sidewalk.

Councilmember Michalson: make a motion to approve Town of Stevensville/DOT .

Councilmember Barker: 2nd

Mayor Gibson: motion and a 2<sup>nd</sup>, any further discussion, public comment? If this passes, myself and the city attorney have to sign this and send it in tomorrow.

Councilmember Barker: whenever some alters a sidewalk, they should be coming to us.

Mayor Gibson: correct and it depends on how they do it. Jenelle, please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: passes 4-0

## 9. Public Hearings

### a. Discussion: FY 2022/2023 Preliminary Budget

Mayor Gibson: introduced preliminary budget public hearing item a. Going to go alphabetically, starting with administration. As we do this and if you would like to make amendments and take something out, that is up to you as far as amendments to put more in I just want to caution the council that we have some things out there, possible some other expenses for the pool, pumps for water, other things for water and sewer. And as far as the ARPA grant goes, you will see in here ARPA, 3 times, the first one is one time money, we haven't gotten the final money from the grant, the grant is for fixing leaks and water storage. It is not in the budget now for many reasons, we don't have the money in hand plus there is still some talk that we do not have to do the entire match right away so, when we get that situated out we will do a budget amendment and basically what the ARPA grant is, we get \$750,000 and we have to match that with \$750,000 we have the \$260,000 second part of the ARPA money to help with that match, on the \$312,000 whether that can be used as match or not, but we hope that we do not have to use water reserve. I think we will start with administration, basically, you will see things in different areas because some of the wages come from other areas. IT services, the RFP is due September 15<sup>th</sup> it is in here and divided by department. The RFP for audit services is also due and is in administration. The RFP for growth policy is also due and we have a \$10,000 grant and we will have to match \$5,000. So, we are proposing a .75 cent raise for all employees, the police officers are on their own pay schedules. Fire chief, assistant fire chief and council members a \$25.00 increase. I am the only one not going up, I went down. You will see some increases for paper, we are asking for a 20% increase for utilities and fuel, and we are doing this as a one time to see what happens. There is \$2,000 under training for me, and I might not use it. I will probably go to the legislature to lobby for infrastructure money. Are there any questions?

#### ADMINISTRATION

Councilmember Wolff: Professional Services, in every department. What it might be used for? Allocated to go up \$500.

Pam Sosa: those are any outside professionals that we may need, professional printing job, cleaning services.

Mayor Gibson: what you are going to see throughout the budget because of how the last budget was done, there are categories with money in them that did not exist, so it looks like a percentage increase when it might not be. When you looked at the first revenue you saw things that did not exist. Like parking meters. So, it has been difficult and why it has taken so long, and this is one of the first times we are trying to be as specific as we can be, you are going to see some percentage increases, you can't get them off the system and you will see \$25.00 to \$100.00 and it will look like an 800% increase we talked about that we hope that next time we can change that format.

Councilmember Barker: we have moved the council into the general I see that we have training and travel. Travel is \$2,000 and trainings are \$1,000. However, when we travel outside the area and MMIA puts on their training in May you are figuring \$200.00 per person for at least 2-3 nights stay. So that is roughly \$600.00 per person.

Mayor Gibson: what our intent is, how many people wish to go, we can make a budget amendment.

Councilmember Barker: I just want to make sure that it will come forward to the council if needed.

Mayor Gibson: yes, it will come to the council if needed.

Councilmember Michalson: I went back into 17 and 18 the council was budgeted for \$5,000.00 .

Pam Sosa: if you want to make those changes you can add.

Councilmember Michalson: make a motion to amend the budget from \$2,000 to \$5,000 for travel and training.

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

Mayor Gibson: there is a motion and a 2<sup>nd</sup>. Further discussion? Public comment? Seeing none, Jenelle please call for the vote on the amendment to put that money in the council's budget.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: passes 4-0, any further discussion on the administrative budget? Seeing none, onto the airport.

AIRPORT

Mayor Gibson: you will see some things, and there was confusion in the past, airport manager is 20 hours per week.

Councilmember Michalson: motor vehicle repair for \$1,000. You are paying \$360.00 a month for insurance for a courtesy car. Make a motion to amend and remove the courtesy car from the airport and surplus it later on.

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

#### PUBLIC COMMENT

Vickie Motley: 318 9<sup>th</sup> Street, how much is the courtesy car used?

Time Smead: about once a week I would say.

Vickie Motley: is it something that is utilized?

Tim Smead: there are businesses at the airport that have clients fly in for services. It is a customer service piece for people to come into town.

Mayor Gibson: it is a huge liability issue; we have people driving a car and we are paying insurance for it. We have a motion and a 2<sup>nd</sup>. Further discussion on the amendment?

Councilmember Wolff: are we talking about this affecting the gas line, insurance and maintenance.

Tim Smead: it is the person using that car that fills it up.

Mayor Gibson: this is a vote to the amendment to remove the courtesy car. Jenelle, please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: abstain

Mayor Gibson: passes 3 with one abstain.

#### BUILDING DEPARTMENT

Jenelle Berthoud, Town Clerk: I take the permits and the money, and I will do my best to answer questions.

Mayor Gibson: the revenue was way over estimated and that has been reduced.

Councilmember Michalson: so, the \$12,353.00 on wages, is that going to be enough?

Pam Sosa: it is an average.

Mayor Gibson: it is slowing down.

Councilmember Barker: we are still paying him a percentage.

Mayor Gibson: correct.

COURT

Mayor Gibson: main thing in the court is the judge requesting \$18,000 to \$36,000?

Pam Sosa: correct.

Councilmember Michalson: would it be okay if we met you halfway this year?

Judge O'Connor: what does it mean meet me halfway?

Councilmember Michalson: instead of \$1800 increase how about a \$750.00 increase?

Judge O'Connor: it is the council's decision to make, you guys set the compensation for the judicial position pursuant to the city by resolution.

Mayor Gibson: I understand what you are getting at.

Judge O'Connor: what comes with that is typically the judicial salary is only addressed at appointment or if a judge resigns. Typically, this can only be addressed every four years unless there is a change in circumstance.

Mayor Gibson: to clarify, you haven't had an increase for how many years?

Judge O'Connor: six years.

Mayor Gibson: I would like to see some compromise, and this would go for another four years.

Councilmember Michalson: I got you; I see what you are saying.

Judge O'Connor: I don't think that I can come back to you next year and say where we are now.

Councilmember Michalson: my questions is if it set tonight at a certain rate it is set for four years.

Judge O'Connor: typically, it is set for four years unless there is a significant change like this became a full-time court.

Mayor Gibson: what I would suggest is that you make the amendment for four years and if something changes.

Jenelle Berthoud: I can add to that, the resolution that she spoke to, we can bring that forth after this is adopted. Stating her dollar amount and her term of years. That resolution will come forth.

Councilmember Michalson: if it is every four years, why were you not at the budget meetings before?

Judge O'Connor: I think that I explained that in the letter to you guys. When I was hired in 2016, I was taking over for another judge. In 2018 there was a significant drop in cases.

Mayor Gibson: as Jenelle said are you okay with going from the eighteen to the thirty-six with a resolution for four years?

Councilmember Michalson: with retroactive pay back to July 1<sup>st</sup>.



Judge O'Connor: it is your decision, I think that I am worth it, but it is your decision.

Mayor Gibson: raised from \$18,000 to \$36,000 with a resolution?

Councilmember Wolff: I do have an alternative, which would be to save a little money and offer three-quarters. And lock that if for four years.

Judge O'Connor: I am not in a position to say no, you have employed me as an independent contractor, I don't get vacation or health benefits. I think that I am the only one in the whole state that is employed that way, it does not bother me, and it has been that way. At the end of the day, I am not going to stand up and walk out the door because the council wants to save money because you don't want to meet that compensation level. I can tell you that I think as the judge and as an attorney judge I am worth that. Hamilton city judge is almost full time at close to \$60,000 per year with benefits. I came up with that amount because this is a half time court.

Mayor Gibson: I do recall the letter from before, as it was stated this would be more if it was with benefits.

Councilmember Michalson: when I originally made that proposal to you, I did not know it was on a four-year increment. I am comfortable with myself doubling her salary.

Councilmember Wolff: I just want to say, I agree.

Mayor Gibson: we will make sure that Jenelle does that resolution.

#### FIRE DEPARTMENT

Mayor Gibson: basically, what you see in there are things that have been there historically. You see \$20,000 for a lift station. The truck has been taken out we may have to tweak that for repairs, any questions?

Councilmember Wolff: communication and transport that went down so I am wondering about the decrease? \$1900 to \$1000.

Chief Jeff Motley: the note on the pager system has been satisfied.

Councilmember Michalson: clothing and uniforms, can you explain to me what the \$17,000 is for.

Chief Jeff Motley: PPE's, turn-out gear, we purchased 3 sets of bunkers in December of last year we took delivery on them three weeks ago, so they are out of cycle from previous budget to cover that expense. So that is a little over \$15,000 of that seventeen.

Councilmember Michalson: so that is ARPA money?

Mayor Gibson: there is some one-time money, you are going to see it in utilities, public works, some in the police department. Basically, it is kind of like, one time and it won't be in next years budget. There is a chance with utilities and fuel could go down.

Councilmember Wolff: I have another question professional services, the budget last time was zero and now we are putting in \$2500.00. What is that for?

Pam Sosa: Jeff?

Chief Jeff Motley: professional services? (Unclear audio).

Councilmember Michalson: \$20,000 lift, Jeff do we really need this, that is a big-ticket item. Due to the limited amount that we use the ambulance.

Chief Jeff Motley: I would rather put the \$20,000 towards the command rig. Which is being cut out of the budget.

Mayor Gibson: that was \$50,000. The question is, is it necessary.

Chief Jeff Motley: yes, it is necessary to pick up a 350-pound person and put them in the ambulance, very useful. Saving on possible injuries.

Councilmember Michalson: how many times do we transport a year.

Chief Jeff Motley: we have transported two times this year.

Councilmember Michalson: for twice a year I think that is a lot of money. I would like to make an amendment to remove item 940 the power lift for \$20,000.

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

Mayor Gibson: motion and a 2<sup>nd</sup>. Further discussion. This is an amendment to take out.

Councilmember Wolff: so, I just want to revisit, this ambulance has only been used twice in the last year and you want to add a \$20,000 lift to it when there is usually more than one person in the ambulance attending to the person that is being transported.

Chief Jeff Motley: The ambulance has been used about 350 responses this year. It goes out 2-3 time a day, transported twice. It goes out and is used daily.

Mayor Gibson: any further discussion on taking out the \$20,000 lift station, seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: no

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: passes 3-1

AMBULANCE

Chief Jeff Motley: can I speak to the ambulance line items.

Councilmember Brown: I think that Jeff would like to meet about the ambulance line items so that he can leave.

Councilmember Michalson: if you are going out like 2-3 times per week in the ambulance then you only have \$200.00 for fuel.

Chief Jeff Motley: there should be an allotment, something to remember is that it is a 50/50 split with rural.

Pam Sosa: just missed that 20% increase.

Councilmember Brown: clothing and uniforms.

Chief Jeff Motley: about \$300.00, if we were to go out on a call and contaminate their clothing on that call, we could then reimburse them for that.

Mayor Gibson: any further discussion, seeing none.

#### POLICE DEPARTMENT

Mayor Gibson: I can say that Mac was in here a lot, he was reducing his own budget.

Councilmember Wolff: Professional Services. Last time there was nothing in the budget and now there is.

Chief Mac Sosa: Black Mountain software, AFR, Medical services, Psychological evals, DUI blood draws.

Councilmember Michalson: clothing and uniforms, is that going to be enough.

Chief Mac Sosa: that is actually including replacement of pants and fully outfitting an officer and one vest.

Mayor Gibson: anything further on the police department, seeing none, we will take a recess to discuss public works.

#### PUBLIC WORKS

Mayor Gibson: we are back in session this is the last item; public works any questions from the council.

Councilmember Wolff: item 350, there was a budget of \$200.00 and now there is nothing here.

Steve Kruse: it is water and sewer.

Mayor Gibson: Mr. Kruse we already discussed ARPA, up and coming pool expenses so that is why it is not in here at this time.

Councilmember Michalson: page 10, pool wages at \$25,559.00

Steve Kruse: pool supervisor, lifeguards and instructors, and that was based off of actuals. Two and a quarter months.

Councilmember Wolff: page 10, splash pad, insurance?

Steve Kruse: that is a typo.

Councilmember Barker: spectator recreation pool, taking out?

Councilmember Michalson: code enforcement, taken out, public works at all.

Mayor Gibson: we are done.

10. Unfinished Business

NONE

11. New Business

a. Discussion/Decision: Resolution No. 509, a Resolution for Adopting a Budget and Adopting Wages and Salaries for the Town of Stevensville FY 22/23

Mayor Gibson: would like to entertain a motion.

Councilmember Michalson: before you get their Mayor, BARSAs?

Pam Sosa: I did add those numbers in.

Councilmember Barker: so, over all everything looks pretty relevant.

Mayor Gibson: yep, they did a great job.

Councilmember Barker: make a motion to adopt fiscal year budget 22/23.

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

Mayor Gibson: motion and a 2<sup>nd</sup>, any public comment?

Councilmember Michalson: I think for the record we should mention Resolution 509.

Mayor Gibson: with that, Jenelle would you please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: passes 4-0. I should have said earlier, Robert is ill and has been real help, Pam has been here on holidays, weekends. Jenelle has been instrumental in this budget, helping find past issues past budgets. Department heads presented their budget and most of them they got. In my past experience this one has been pretty pleasant and pretty open. I want to thank the council; we have revised, and we wanted to get it right.

12. Executive Report

Mayor Gibson: RFPs are due the 15<sup>th</sup> and we will open them at the meeting on the 22<sup>nd</sup>. One other thing we are going to try, and start is revisions to the purchasing policy and personnel policy. Jenelle and I have already done some prework. With your permission I would like Pam, myself and Marilyn meet on the personnel policy. We will meet during the day. Purchasing policy, Pam, myself and Mr. Michalson. And then I would like to go to the council rules and that would be Jenelle, myself and Stacie Barker. We will start with the personnel policy that is very important.

Councilmember Brown: I would like to know when the meetings are, and I can carve some time out.

Mayor Gibson: I was not leaving you out we are just doing these meetings during the day.

Councilmember Wolff: this is new for me; I took this rather seriously. What should the town have in reserves. I found that local governments should have 2 months in revenue or approximately 17% in revenue. We have over \$450,000 more.

Councilmember Michalson: I would like to comment that this year in regards to the budget, I could not get in there before, this year I want to commend Pam, Robert and department heads. The public comment from Loey Knapp about leaf pickup I would also like to see that come back.

Councilmember Barker: I know that we have addressed before about the fire hydrants and filling tankers whenever. I saw that there were two tankers filling the other day with Idaho plates.

Steve Kruse: we have put a lock on it. The Idaho company is good, they pay for the water they take. We decided to pay \$250.00 for a lock for that hydrant. We cleared it with the chief. Up to that date in mid-July our utility clerk had logged 8000 gallons. Up until the lock she had done 8000 gallons reported we put the lock on and the next week it was 28,000 gallons. We are now accounting for that at the end of the month when I am calculating. Now we are getting calls at town hall that there is a truck at Smith Street hocked up to the hydrant. We put signs up on the hydrants that it says it is a theft of service. It is a significant amount of water.

Councilmember Barker: it being brought to our attention I am just being more aware. The other thing is, 5:00 pm traffic starts backing up at the four way stop. Tonight, there was a woman that ran right through it.

Mayor Gibson: chief is sitting there; it is also a problem at Farmers Market.

Councilmember Wolff: how many hydrants are there.

Steve Kruse: I think that there is 93.

13. Town Council Comments

14. Board Reports

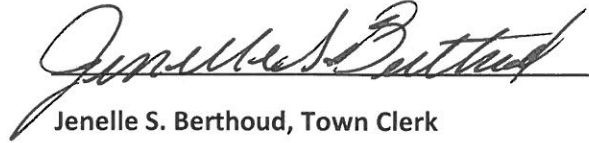
15. Adjournment

APPROVE:

A handwritten signature in black ink, appearing to read "Steve Gibson", written over a horizontal line.

Steve Gibson, Mayor

ATTEST:

A handwritten signature in black ink, appearing to read "Jenelle S. Berthoud", written over a horizontal line.

Jenelle S. Berthoud, Town Clerk