

**Stevensville Town Council Meeting Minutes
for THURSDAY, SEPTEMBER 22, 2022, 7:00 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)

NONE

4. Approval of Minutes

a. Town Council Meeting Minutes 08/25/2022

Mayor Gibson: introduced meeting minutes for 8/25/22

Councilmember Michalson: make a motion to approve meeting minutes for 8/25/22

Councilmember Barker: 2nd.

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

5. Approval of Bi-Weekly Claims

a. Claims #17848-#17955

Mayor Gibson: introduced bi-weekly claims.

Councilmember Wolff: make a motion to approve the claims #17848-#17955.

Councilmember Barker: 2nd.

Mayor Gibson: motion and a 2nd, any questions regarding the claims.?

Councilmember Wolff: Burnt Fork Commission.

Pam Sosa, Finance Officer: that is actually water that we receive.

Jenelle Berthoud, Town Clerk: that is actual inches of water that we pay for out of the ditch.

Councilmember Wolff: New Fields, \$2140.00 pre-application meeting, I am assuming this is new.

Mayor Gibson: this has to do with the water rights, we are having another meeting with Ross Miller and New Fields, looks like we have \$6500.00 left and if we need more we will come back to the council.

Councilmember Wolff: two people that had a closing with a title company and they over paid and they are being refunded. Does that happen very often?

Pam Sosa, Finance Officer: correct, it has happened a few time before. Not sure if it is the same title company. Melanie has been trying to catch up with the title companies.

Councilmember Brown: I checked one the one and the title company was not who I work for. For the most part the title companies should be calling for a payoff.

Mayor Gibson: any further discussion on the claims? 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

NONE

7. Guests

NONE

8. Correspondence

NONE

9. Public Hearings

a. Discussion/Decision: Bid Opening for Audit Services

Mayor Gibson: introduced public hearing item a.

Jenelle Berthoud, Town Clerk: opened the RFP for audit services. It is from Denning, Downey and Associates out of Kalispell. I will just read the first amount where we talk about the number

of years to be audited and then I will read the dollar amount for those audits and the consulting amount. (Jenelle Berthoud, Town Clerk read the letter provided by Denney, Downing and Associates) dollar amounts are as follows: FY20/21 audit \$57,900.00 consulting at \$255.00 per hour. FY June 2022 audit \$62,900.00 consulting at \$270.00 per hour. FY June 23 audit \$69,900.00 consulting at \$285.00 per hour.

Mayor Gibson: I think that most of you are aware of, we have a problem here and goes back 2-3 years and it is a little costly we have to do something it impacts our grants and many other things. It is up to the council, have Mr. Denny proceed or ask questions.

Councilmember Barker: I think that a presentation would be nice.

Robert Denning: my propose is an all-inclusive proposal I want to bring your attention (waiting on copies for the council) I am aware of the issues that the town is facing. One of the issues is cash balancing, I propose that I come in and balance your cash for the last two years train your staff on closing the books for the last two years, and then audit those books for the last two years and do that all this year, because we are two years behind. I was told that this was not a federal audit, meaning that under those two years you did not receive more than \$750,000.00 in grant money. On the schedule there is a \$7,000.00 charge for this if this happens.

Mayor Gibson: earlier you said \$57,000.00 for the first year is that \$57,000.00 plus \$30,000.00?

Robert Denning: I am assuming that you are going to need the cash balancing for two years so, it would. If we add up the numbers, it would be.

Mayor Gibson: my question is what it is going to cost the first year because we have a budget.

Robert Denning: bottom line, my best estimate is \$200,000.00. you have to have FY21 and FY22 and that is just shy of \$200,000 that is due in June of 2023. FY21 is already late and FY22 is due, and the state is due in June. This is for two fiscal years.

Mayor Gibson: I will ask Pam, where do we get all of this money? I know that we have some CARES money do we know how much CARES money we have left, \$100,000.00

Robert Denning: fix your cash problem, when I say fix your cash problem, I don't mean just gloss over it, we will find everything. For your financial statements, complete and they are due to the state by December 31st. the goal is that you had 15 audit findings last time, if I can work with Pam and at closing time, we can reduce that number. You are being fined right now for the late audit.

Councilmember Michalson: cost of the federal audit, if you don't find anything over \$750,000.00?

Robert Denning: if your federal value was over \$750,000.00 in each year then you do not have to have a federal audit, here is a trick that you should know, if you have a federal audit, they have to pay for that out of the grants.

Mayor Gibson: last year we would not, this year we will with the ARPA grant.

Robert Denning: correct. We would accumulate all of the federal grants.

Councilmember Wolff: is there anything that would exceed these numbers that might affect it.

Robert Denning: I can honestly say no, with the exception if I was to run into fraud, the fraud is not included. If that was to happen, I would come to you directly.

Mayor Gibson: if the council were to approve this you need to know soon.

Robert Denning: yes, here is the dilemma right now there is this massive shortage of auditors I currently have nine other large proposals and they were given the same deadlines. I did make the commitment to Steve that if the council approves this I will sign.

Mayor Gibson: is there any public comment? Is there a motion to approve?

Councilmember Michalson: I make a motion to approve Denning, Downey and Associates.

Councilmember Barker: 2nd.

Mayor Gibson: motion and a 2nd, any further discussion?

Councilmember Barker: I just want to make sure you are confident that we have the funds.

Mayor Gibson: that is why I asked the question.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: passes 4-0.

b. Discussion/Decision: Bid Opening for IT Services

Mayor Gibson: introduced public hearing item b.

Jenelle Berthoud, Town Clerk: we received two bids, the first one is from Kelley Connect they are out of Missoula. The dollar amount for IT services is \$2,600.00 per month. The second one is from First Call, and they are out of Missoula and is who we are currently using. The dollar amount for IT services is \$2,200.00 per month.

Mayor Gibson: a gentleman is here from Kelley Connect would you like him to present.

Councilmember Barker: is there a way to have them both here to present?

Mayor Gibson: Councilmember Michalson would you like to , there are some complicated things here. In relationship to the phone system, my suggestion would be and that is up to you, would be to table this until Jenelle, Jenelle and Pam have been working very hard on this. The current contract runs until November 1st. We could hold a special meeting to discuss this. If somebody would like to make a motion to table.

Councilmember Barker: I would like to make a motion to table this for a Special Town Council Meeting.

Jenelle Berthoud: I would need 48 hours to post this meeting.

Councilmember Barker: I make a motion to table this meeting for September 28th at 6:00 pm.

Councilmember Michalson: 2nd.

Mayor Gibson: I would just want to make sure that Jenelle is good with that.

Jenelle Berthoud: yes, tomorrow I will put that meeting on and invite Kelley Connect and First Call.

Mayor Gibson: can you make it earlier Councilmember Brown.

Councilmember Brown: I can make it earlier.

Councilmember Barker: I will rescind my motion and make it 5:00 pm.

Mayor Gibson: how about 2:00 pm? 3:00 pm. Is everybody okay with 3 or 4.

Jenelle Berthoud: September 28, 2022, at 3:00 pm

Councilmember Barker: September 28, 2022, at 3:00 pm

Councilmember Michalson: I 2nd that.

Mayor Gibson: Jenelle call for the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: passes 4-0

c. Discussion/Decision: Bid Opening for Growth Policy Planning

Mayor Gibson: no bids came in for the Growth Policy.

d. Discussion/Decision: First Reading of Ordinance No. 170, an Ordinance Adopting Revised Building & Technical Codes Required by the State of Montana by Amending Chapter 6 of the Stevensville, MT Municipal Code

Mayor Gibson: introduced public hearing item d.

Jenelle Berthoud: tonight, is the first reading and the second reading will be at the next meeting.

Councilmember Michalson: I make a motion to approve the first reading.

Councilmember Wolff: 2nd.

Mayor Gibson: motion and a 2nd. Council discussion? Public comment? Jenelle, please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: passes 4-0

10. Unfinished Business

NONE

11. New Business

a. Discussion/Decision: Resolution No. 510 a Resolution Setting a Fee for the Stevensville City Court Judge

Mayor Gibson: introduced new business item a.

Councilmember Michalson: make a motion to approve Resolution No. 510.

Councilmember Wolff: 2nd.

Mayor Gibson: motion and a 2nd. Public comment?

Councilmember Michalson: I would like to make a clarification and I know that it was brought up at the budget meeting. Read from MCA code. (3-11-202).

Mayor Gibson: that is correct, any further discussion? Jenelle, please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: passes 4-0

b. Discussion/Decision: Resolution No. 511 a Resolution Requesting Distribution of BARSAs Funds for FY 22/23

Mayor Gibson: introduced new business item b. It comes in two payments, about \$140,000.

Pam Sosa: I am not sure, but I think that it is less.

Councilmember Wolff: I spoke with Robert, and it is \$36,000.00.

Mayor Gibson: I want to be clear, that the total of the two payments is over \$70,000.00 I would like to know what it is, I would like to wait. Councilmember Wolff made a good point, we might want to table this.

Councilmember Wolff: I make a motion to table resolution No. 511, to the next meeting October 13, 2022.

Councilmember Barker: in the budget that we passed it says \$47,000.00

Councilmember Wolff: could be money that is rolling over.

Mayor Gibson: this is a motion to table is there a 2nd?

Councilmember Michalson: 2nd to table

Mayor Gibson: motion and a 2nd, Jenelle call for the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: passes 4-0 to table.

c. Discussion/Decision: Contract Between Town of Stevensville and Robert Underwood to Perform Financial Duties

Mayor Gibson: introduced new business item c. we have advertised for the half time position have we had any?

Pam Sosa: we have had one. They did not have any financial experience behind them.

Mayor Gibson: right now, it would run through December, this is from recommendation from Chief Sosa.

Councilmember Wolff: I will make a motion to approve.

Councilmember Barker: 2nd.

Mayor Gibson: motion and a 2nd. Council discussion? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: passes 4-0

d. Discussion/Decision: Consent to the Mayor's Appointment of Daniel Revell to the Planning & Zoning Board

Mayor Gibson: introduced new business item d.

Councilmember Michalson: I make a motion to approve.

Councilmember Wolff: 2nd.

Mayor Gibson: motion and a 2nd, any comment.

Councilmember Barker: it would be nice if these people would present when they are appointed to a board.

Mayor Gibson: I agree, further discussion? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: passes 4-0

e. Discussion/Decision: Consent to the Mayor's Appointment of Cindy Brown to the Airport Board

Mayor Gibson: introduced new business item e.

Councilmember Barker: make a motion to appoint Cindy Brown to the Airport Board

Councilmember Michalson: 2nd.

Mayor Gibson: motion and a 2nd. Discussion? Jenelle, please take the vote.

Councilmember Barker: aye.

Councilmember Brown: abstain

Councilmember Michalson: aye.

Councilmember Wolff: aye

Mayor Gibson: passes 3-0 with one abstain.

f. Discussion/Decision: Consent to the Mayor's Appointment of Marilyn Wolff to the TIFD/TEDD Board

Mayor Gibson: introduced new business item f.

Councilmember Michalson: make a motion to approve consent of Marilyn Wolff.

Councilmember Barker: 2nd.

Mayor Gibson: motion and a 2nd, further discussion? Jenelle, please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye. I accept.

Mayor Gibson: passes 4-0.

12. Executive Report

Mayor Gibson: I was hoping \$100,000.00 but it is very much needed. This is very important a little costly, but we know why. I have confidence in this gentleman. The IT thing is complicated I think that it is good to table it. ARPA has to be to the state by October 24, 2022, so at the next meeting we will see that. It is also complicated. What this hopes to do is fix the leaks and water storage. I don't think that we have to pay this all-up front, it is only as we do stuff.

13. Town Council Comments

14. Board Reports

Councilmember Barker: The Park Board met, and we discussed about bringing back the baseball fields to Lewis & Clark Park, for youth baseball. This would be at no cost to the town, they would supply the dirt and what is needed to bring those fields back up. Spoke about replacing wood chips at the park.

Councilmember Michalson: received a phone call from Cody Ferguson, staffing issues and they are working on the subdivision regulations.

Councilmember Wolff: The Airport Board Meeting was held, most of the items were tabled until they have more information.

Mayor Gibson: Jenelle I spoke with Tim about an item to be put on the agenda.

Councilmember Wolff: there was a presentation on the FBO.

Councilmember Brown: under public hearings number c, bid opening for growth policy?

Mayor Gibson: no one submitted.

15. Adjournment

APPROVE:



Steve Gibson, Mayor

ATTEST:



Jenelle S. Berthoud, Town Clerk