

Stevensville Town Council Meeting Minutes

for THURSDAY, DECEMBER 14, 2023, 6:30 PM 206 Buck Street, Town Hall

CONDENSED MINUTES

1. Call to Order and Roll Call

Mayor Michalson called the meeting to order. Councilmembers Barker, Brown and Lowell were 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 11/09/2023

Councilmember Barker: make a motion to approve Town Council Meeting Minutes 11/09/2023.

Councilmember Lowell: 2nd

Mayor Michalson: we have a 1st and a 2nd. Public comments? Further discussion? seeing none Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

5. Approval of Bi-Weekly Claims

a. Claims #18685, #18686, #18688-#18708, #18710-#18713 (These Claims were Paid out of Cycle due to the Thanksgiving Holiday)

Councilmember Barker: make a motion to approve Claims #18685, #18686, #18688-#18708, #18710-#18713.

Councilmember Lowell: I do not have it in front of me but there is one on there for \$20,000 for the audit.

Councilmember Barker: it was on the second set of claims for \$12,000.00.

Councilmember Brown: 2nd

Mayor Michalson: motion and a 2nd on the claims, any more discussion? Any public comment? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

b. Claims #18715-#18739

Councilmember Barker: make a motion to approve Claims #18715-#18739.

Councilmember Lowell: 2nd.

Mayor Michalson: motion and a 2nd. Any discussion? I would like to mention on page 4 #18732, this has to do with Central square it is a pass through, and Gina will not pay this until she has a check in hand. Public comment

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

6. Administrative Reports

a. Airport

Will Rowe: gave his report to the council, it was in the packet.

b. Building Department

In the packet.

c. Finance

d. Fire Department

Chief Motley: gave his report to the council, it was in the packet.

e. Police Department

f. Public Works

Stephen Lassiter: nothing to add, report in the packet.

7. New Business

a. Discussion/Decision: Opening of bids for the Town of Stevensville Street Paving Project

Mayor Michalson: read the ordinance of the Town of Stevensville acceptance of bids.

Jenelle Berthoud, Town Clerk: the first one is from Knife River, 4800 Wilkie Rd, Missoula MT, 59808. Total bid on the Streets Project is \$823,949.30. second is from MR Asphalt Inc. 174 Black Lane, Corvallis, MT 59828. Total bid on the Streets Project is \$670,886.70.

Riley Lubbers, HDR: the way that we structured this contract it is going to be the lowest of Schedules 1,2, and 3 will be the lowest bid. Jenelle they might have broken up the schedules and then we can add those three costs.

Jenelle Berthoud: I can add those up, schedules 1-3.

Riley Lubbers: the town set this to be a combination of the schedules.

Jenelle Berthoud: continued by adding schedules 1-3 for Knife River. Total for Schedules 1-3 is \$403,395.05

Jenelle Berthoud: continued by adding schedules 1-3 for MR Asphalt. Total for Schedules 1-3 is \$354,560.00.

Mayor Michalson: by ordinance we take the lowest bidder which is MR Asphalt.

Councilmember Barker: make a motion to award MR Asphalt for Spring Street for \$354,560.00.

Councilmember Lowell: 2nd.

Mayor Michalson: motion and a 2nd.

Councilmember Lowell: isn't this something that Steve would like to go over before we make a decision, we need to go over this with Riley and make sure that it meets the specifications.

Mayor Michalson: so, do we want to have them review it and then bring it back under unfinished business.

Riley Lubbers: we will go through it and make sure that the math adds up and then we will write you a recommendation of award.

Councilmember Barker: rescind the motion for the award for MR Asphalt and have it reviewed by public works and HDR.

Councilmember Lowell: 2nd.

Mayor Michalson: motion and a 2nd to have it reviewed by public works and HDR. Public comment? Any more comments from the council, Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Mayor Michalson: motion passes 3-0.

b. Discussion/Decision: Approval to Move Forward with the Process to Apply for HB355 Funding

Mayor Michalson: introduced new business item b. Approval to Move Forward with the Process to Apply for HB355 Funding. Gina is not here tonight, but she was in a meeting about this, we are eligible for \$140,000.00. It can be used for a multitude of things from streets to water projects. So, tonight we just need your blessing to move forward with prioritizing projects. We have until March 30 of next year to have a public hearing bring it in front of the council

Councilmember Lowell: make a motion to proceed with funding from HB355.

Councilmember Barker: 2nd.

Mayor Michalson: there is a motion and a 2nd to move forward with HB355 funding. Discussion?

Councilmember Barker: what were the costs for Railroad?

Riley Lubbers: we could add that up, just MR Asphalt. There is a date of December 31st.

Jenelle Berthoud: can you tell me what has to be turned in by that date?

Riley Lubbers: pick some projects.

Jenelle Berthoud: then we can bring that back to council for approval.

Mayor Michalson: they do need something by the 31st that says this is our priority. After that we can then prioritize what we want to do with it.

Jenelle Berthoud: since Councilmember Barker had asked what that schedule 4 was, MR Asphalt is \$148,431.10.

Mayor Michalson: there is also gas tax money coming in next year to put with that.

Councilmember Barker: if we are awarded the \$140,000.00, we just have to have the \$8,000.00 so we are pretty close to that.

Mayor Michalson: any other discussion from the council? Public comment? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Mayor Michalson: motion passes 3-0.

c. Discussion/Decision: Consent to the Mayor's Appointment of Jennifer M. Searle as a Volunteer Firefighter

Mayor Michalson: introduce new business item c. Consent to the Mayor's Appointment of Jennifer M. Searle as a Volunteer Firefighter

Councilmember Lowell: make a motion to appoint Jennifer to the fire department.

Councilmember Barker: 2nd.

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

Chief Motley: Jennifer is here tonight; she has cleared all the hurdles and has enrolled herself in an EMT class.

Mayor Michalson: no more discussion from the public or the council. Jenelle, please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Mayor Michalson: motion passes 3-0.

d. Discussion/Decision: Consent to the Mayor's Appointment of Matthew S. Wilkinson as a Volunteer Firefighter

Mayor Michalson: introduced new business item d. Consent to the Mayor's Appointment of Matthew S. Wilkinson as a Volunteer Firefighter

Chief Motley: once again Matthew is here tonight, from Stevensville, works in town. He comes to us from Missoula Rural Fire has firefighter one training along with other certificates.

Councilmember Lowell: make a motion to accept the mayors appointment of Matthew Wilkinson.

Councilmember Barker: 2nd.

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

Councilmember Barker: I would just like to say thank Jeff for bringing these people in front of us.

Mayor Michalson: any further discussion from the public. Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Mayor Michalson: motion passes 3-0.

e. Discussion: Resignation of Assistant Fire Chief Lee Henderson

Chief Motley: he is just stepping down as assistant fire chief.

f. Discussion/Decision: To Nominate and Elect a Councilmember to Serve as Council President in accordance with Town Council Rules Part XII

Jenelle Berthoud: I have an email, dated Tuesday December 5th from Councilmember Brown, she would like to put in her name as council president.

Councilmember Barker: I would like to make a motion to nominate Councilmember Brown as the council president until the end of the year.

Councilmember Lowell: 2nd.

Mayor Michalson: there is a motion and a 2nd for Councilmember Brown to serve as council president until the end of the year or until a council president is elected by the council. Further discussion, seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Bown: abstain.

Councilmember Lowell: aye.

Mayor Michalson: motion passes 3-0

g. Discussion/Decision: Suspension of Town Council Rules to Cancel the December 28, 2023, Town Council Meeting and Authorizing Claims to be Paid out of Cycle

Mayor Michalson: introduced new business item g. Suspension of Town Council Rules to Cancel the December 28, 2023, Town Council Meeting and Authorizing Claims to be Paid out of Cycle

Councilmember Barker: make a motion to Suspend the Town Council Rules to Cancel the December 28, 2023, Town Council Meeting and Authorizing Claims to be Paid out of Cycle

Councilmember Lowell: 2nd.

Mayor Michalson: motion and a 2nd. Discussion from the council? From the public, seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: no

Councilmember Lowell: aye.

Mayor Michalson: motion passes 2-1

h. Discussion: C.O.W. Meetings being held starting in January 2024

Mayor Michalson: introduced new business item h. this one is pretty important to me; we have not had them, and we need to bring them back. COW meetings are workshops. Public can attend but cannot comment. I think that we need to set a date in January and go through the job descriptions. Purchasing policy needs to be updated. Jenelle would know, forms need to be updated. Go through the fee schedule. Personnel policy has a few things to update and the town council rules.

Councilmember Barker: can't we also bring in the department heads.

Mayor Michalson: yes.

8. Board Reports

Councilmember Brown: Will had his report. Two people on the airport board that their terms are done at the end of the month. Might have to reschedule the airport board meeting to take care of this. There are actually three, 2 from the board and Kelli has taken a job out of state. Will has found a grant. We also talked about scaling back on some of the projects. There is going to be some scholarships available for high school students interested in aviation. Will contacted MMIA about volunteers operating snowplows. Post on the town website the Santa fly in on December 21, 2023, time??

9. Town Council Comments

Councilmember Lowell: I think for years we had a COPS Grant? It basically paid for an officer, I think that it was dropped by James, and I think that we should look into it.

Councilmember Brown: thank you for bringing the C.O.W. meetings back.

Councilmember Barker: I want to thank Ms. Lowell for stepping up and she will be greatly missed. I encourage those that we have the open seat in Ward 2.

10. Executive Report

Mayor Michalson: due to a technical glitch in the ARPA bids, it will be put back out for bids. Public Works Director and I met with water rights attorney Ross Miller. Have some things to discuss about Jesse Reves property.

Stephen Lassiter: there is Swamp Creek that goes through his property.

Mayor Michalson: Ross talked to Jesse's attorney, and it sounds good. I would like to say that 2023 was a good year and 2024 should be as well. If there are any questions about town hall being closed it is on me. Jenelle was out with medical issues, Melanie has been out and will be back next week, and Gina has been out sick. If we do not have anybody for town hall. We do not have anybody. Colette Taylor came down and manned the phones as much as she could. I just want to say that people have to come and pay their bills and be social but there is that drop box outside.

Councilmember Lowell: I just want to say I think that someone needs to be in the office, A2Z might have someone to help out. What if someone has a warrant and wants to pay their ticket. I know that things happen, but I think that A2Z could help.

11. Adjournment

Motion to adjourn.

Councilmember Lowell: so, moved.

Councilmember Barker 2nd.

APPROVE:



Bob Michalson, Mayor

ATTEST:



Jenelle S. Berthoud, Town Clerk