

Stevensville Town Council Meeting Minutes

for THURSDAY, JANUARY 25, 2024, 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, Nelson and Smith were all present.

2. Pledge of Allegiance

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

Nena Williams: 105 College Street, I sent a letter to the council earlier in the month about extending my 1st Street rose garden. I have gotten nothing but positive feedback on the corner. I would like to expand this. I have been doing this for three years and I am hooked up to the city water. I mainly do roses but would like to expand that to the extra land if I get it.

Mayor Michalson: you would have to first say what you want to do like leasing it, and then there is a process.

Councilmember Smith: I would like to get this in my mind where this property is.

Nena Williams: it is between 1st Street and Eastside HWY.

Councilmember Smith: Mr. Mayor is there anything to do with an easement.

Councilmember Barker: when you say that you hooked up to the city water what do you mean?

Nena Williams: I paid the fees, 2 summers ago. And I have water there. It was really worth it.

Councilmember Barker: there is a process that you have to go through I know when the Capps wanted to buy that property it was a discussion.

Mayor Michalson: if you would like to come into Town Hall and discuss it further and then we can look at the options. One option would be to take it to Planning & Zoning, they have to then bring it to the council. If you are looking at purchasing it that is a whole different animal. The process would start here. Monday would work for me.

Nena Williams: Monday would work, thank you very much.

(Unclear audio), Florence MT. I met Wally last week and he told me about your meeting. I have started a wildfire group and have been talking to Ravalli County about it and I am trying to reach out to all neighborhood councils and let them know of the project. Working together on wildfire mitigation as neighbors. I am trying to do it for both Missoula and Ravalli counties.

4. Approval of Minutes

a. Town Council Meeting Minutes 01/11/2024

Mayor Michalson: introduced approval of meeting minutes for 01/11/2024.

Councilmember Barker: make a motion to approve town council meeting minutes for 01/11/2024.

Councilmember Smith: 2nd.

Mayor Michalson: motion and a 2nd. Discussion? Public comment? Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: abstain.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

b. Special Town Council Meeting Minutes 01/18/2024

Mayor Michalson: introduced special town council meeting minutes 01/18/2024.

Councilmember Barker: make a motion to approve special town council meeting minutes for 01/18/2024

Councilmember Smith: 2nd.

Mayor Michalson: motion and a 2nd. Discussion? Public comment? Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: abstain.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

5. Approval of Bi-Weekly Claims

a. Claims #18780-#18798

Mayor Michalson: introduced approval of bi-weekly claims #18780-#18798.

Councilmember Smith: make a motion to accept claims #18780-#18798.

Councilmember Barker: 2nd.

Mayor Michalson: motion and a 2nd. Discussion?

Councilmember Barker: #18787 Robert Michalson, travel meeting with Sheriff Holton, what is that for.

Mayor Michalson: yes, he asked for me to come up there and meet with him.

Councilmember Smith: #18797, cemetery map and supplies.

Jenelle Berthoud: new maps were printed for the cemetery so that public works could have them in their trucks.

Councilmember Barker: #18785, Montana Rail link crossing fees. I know that they have taken out a lot of those in the valley, why are we paying on them.

Mayor Michalson: it is law, it is still their property.

Robert Underwood: it is where our sewer line goes.

Mayor Michalson: any other questions on the claims, public comment? Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: abstain.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

6. New Business

a. Discussion: Finance Report, Budget vs. Actual & Cash Report

Mayor Michalson: introduced new business a.

Robert Underwood: I just added. (provided updated) Cash report is the first one. Robert went through the cash report and explained it to the council. You will see some negative amounts, that is from the AFR. We will have to do a budget amendment, or they will just do the same thing next year.

Councilmember Brown: cash balance for the airport is that correct.

Robert Underwood: as of two minutes ago yes, it is. The next report is revenue vs. actuals, by fund again. Robert went through the report and explained it to the council. If you see more in the column than what was budgeted, it means that we have gotten more than what we estimated. 61% in the general fund, some more tax checks coming in. We are just about at 45% of what we should receive.

Mayor Michalson: over all how much have we spent on the budget so far.

Robert Underwood: that will be the next one, statement of expenditures vs. budget. Overall, we are 33% spent. For the most part we are 50% spent in the general fund, these numbers are where they need to be. 5250, water bond principal and interest it says 93% spent, that is because we took out our match for the ARPA grant.

Councilmember Brown: I had a question about the police training and pension, it says that we spent zero.

Robert Underwood: we will spend some of that down because Cassi is at school.

Councilmember Brown: how about on the pension.

Robert Underwood: For the fire department, the police use it for training and the fire uses it for pension. We get money for those accounts from the state, pass through for the fire department and the other half into the training fund.

Councilmember Barker: budgets vs actuals are we worried about any of the lighting districts.

Robert Underwood: actually, if you look on the revenue report that is going to match up. It all has to do with when they pay their taxes.

Councilmember Brown: the building code enforcement, it is up there at 60%.

Robert Underwood: a lot of the building code money is basically to pay Tim and we are not getting a lot. We are not getting a lot at this time.

Councilmember Brown: Main Street lighting project, we gave that money back, correct.

Robert Underwood: yes. The last part that I will mention is the money that we moved from Rocky Mountain Bank, since September we have made \$39,000.00. Gina and Steve moved it over to First Security Bank and now we are making pretty good money on it. It sounds like we are making good money but with inflation up 12% it is about equal. You will see it on some of the accounts, like the investments. Like the airport they already have over \$600.00.

PUBLIC COMMENTS

Jeff Motley: can you explain to me in the cash report why the ambulance is in the negative.

Robert Underwood: that has to do with a JV, that the AFR did. I have to talk to them about that. They should be positive so I will talk to them. JV's are journal vouchers.

Jeff Motley: like the \$3.00 in fireman's disability.

Robert Underwood: it has always been there.

Jeff Motley: on the fireman's disability I just need to ask for that check.

Robert Underwood: we just have to cut that check.

Jeff Motley: it is not showing here but we had the relief fund association, \$13,000.00.

Robert Underwood: I will have to look at that, if we put it in the general fund budget it is there.

Vickie Motley: 318 9th Street, my questions is the Jean Thomas Fund, there was \$10,000.00 budgeted what was that for, the park board did not approve anything to spent out of it, second is can we have a paper that you just gave the council that we do not have.

Robert Underwood: Jean Thomas has \$6,294.00. It says in the budget that we can spend up to \$10,000.00 obviously we can't. The process to spend that money is that it goes to the park board and then to the mayor and the council. It does not mean that the money has to be spent, it just has to go through that process.

Councilmember Barker: that was something that I have barked about many times and was told that it was for this and that. There was a first initial that we got a grant, and we got it. And then there was all of this coming out. I did bark about it and was told that concrete was coming out.

Robert Underwood: I can pull everything that has been spent in the past two years. Right now, if you are spending money, you still have to go through the process, this way we do not have to do a budget amendment.

Vickie Motley: it has been nicked and dimmed away. And never went through the park board, instead of being approved.

Councilmember Barker: the biggest thing that we approved was the new filtration system that was the only thing that we brought forth, then we were told that it was more. And then the \$9,000.00 was to be put back.

Mayor Michalson: last year one of the reasons that you voted no was that they wanted to use the remaining Jean Thomas money for the pool. In talking to Robert, I think that they might want to put that money back.

Robert Underwood: I know that they voted \$10,000 for the pool.

Vickie Motley: no, that is if we did not get the grant, and we got the grant.

Robert Underwood: there are two different finance officers during that I will have to pull it up.

Councilmember Smith: Councilmember Barker does the park board have a designation that you want to spend the money on?

Councilmember Barker: yes, we do. Street lighting and will be brought in front of the council. Arbor Foundation for trees, tree wells on Main Street.

Jeff Motley: thank you for bringing this to the board.

Mayor Michalson:

b. Discussion/Decision: Consent to the Mayor's Appointment of Dustin Wood to the Airport Board

Mayor Michalson: introduced new business item b. Consent to the Mayor's Appointment of Dustin Wood to the Airport Board.

Councilmember Barker: make a motion for the Mayor's Appointment of Dustin Wood to the Airport Board

Councilmember Nelson: 2nd.

Mayor Michalson: motion and a 2nd.

Councilmember Barker: I do not think that I know who Dustin is.

Councilmember Brown: Dustin is not here; he has been on the council for several years and has a business. He does miss a lot of meetings due to his business.

Councilmember Nelson: is that going to be a conflict. What are his obligations to the airport.

Will Rowe, Airport Manager: the airport board is an advisory board for the council, the board gives advice to the council and that is there purpose.

Mayor Michalson: further discussion? Public comment?

Craig Thomas: 4189 Ember Way, Dustin has been on the board for many years and owns 4 hangers at the airport. He does international work. He does miss from time to time because he does get called to Alaska, Oregon and Africa.

Councilmember Barker: I have asked Jeff to bring people in front of the council same thing with these other boards. To know who they are.

Mayor Michalson: you are right they should be showing up.

Councilmember Barker: it would be nice to put a face to it.

Craig Thomas: Dustin is up there at 5:30 in the morning and does not leave until 6:00 at night, what he does takes a lot of concentration.

Councilmember Barker: 5 minutes is all that I ask, just 5 minutes. I wont be here at the next meeting, just to put a face.

Mayor Michalson: Jenelle, would you take the vote.

Councilmember Barker: aye.

Councilmember Brown: abstain.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0.

c. Discussion/Decision: Approval to Close Town Hall for Partial or Full Day for the Purpose of Utility Billing Training

Mayor Michalson: introduced new business item c. Approval to Close Town Hall for Partial or Full Day for the Purpose of Utility Billing Training. Before a motion and a 2nd I would like Robert, Gina and Jenelle to step up and say why we do not have a utility billing clerk and why we need training.

Robert Underwood: yesterday I worked with Black Mountain on our utility billing system. We recognize that we have some problems with utility billing and the people at Black Mountain that

work on utility billing know utility billing, and the people at Black Mountain that work on accounting know accounting.

Gina Crowe: they are two separate systems and I think that is important to know.

Robert Underwood: if you look at the revenue statement it is negative this month and will stay negative until we close the end of the month, when looking at the reports yesterday the expert from the utility billing side of Black Mountain says we have to get this to come together, the numbers are not matching up. That is because we have had multiple billing clerks in the past few years, and everything has been done differently. They want us to close down and have us go through this system; the other part is to understand the Black Mountain way to do it. Before we involve anyone in this unique system, so we all need to know how. We have had a hard time with reconciliation, and nothing has ever matched up. They want to go through everything to make sure we are doing this correctly. It is a little more involved because we have BDS, and they collect payments.

Councilmember Barker: taking payments is the one in Boise. Is there a way that we can alleviate that system and just have the other two systems?

Gina Crowe: BDS is a private company that takes our payments, credit card/ACH payment center. Black Mountain is trying to do their own process for sending bills and collecting payments. BDS is fine, it is expensive. We are really trying to figure this out, we were left flat footed and none of knew how to do it, as errors came up, we realized that we needed to figure out how this system works. if we just through someone in there we would be setting them up for failure. We do not even know how to do it. When you talk about training, anyone can sit down and watch a video but how does it work in Stevensville, not the same as in Hamilton or Missoula. You have to have a good workflow, sitting down and making sure that everyone understands it. Would also like to see what this job entails. There are a lot of things to this job, we will get there. Black Mountain has been great, and we are going to all sit down and learn this.

Jenelle Berthoud: they said it well, all three of us tackling this. Meter reads that are off, or just not reading at all.

Councilmember Barker: is there a reason why the meter reads are bad.

Jenelle Berthoud: we have not even been able to focus on Harmony to understand what is truly happening.

Robert Underwood: we paid for training for Harmony, it was set up by an individual and nobody was told. So just Laura got trained not anyone that was using Harmony.

Councilmember Barker: how do they do the meter readings?

Robert Underwood: just drive down the street.

Jenelle Berthoud: they have a computer system, and as you drive it is picking up a route, up or down the street.

Robert Underwood: that is what we are finding that it may not be a bad meter, just how they are being read. It is going to take some time to develop that route. Some of them are not

transmitting because the battery is dead and some because of their location. That knowledge George was able to tell us. The meter still spins when the water passes through. So we are going to work on this.

Councilmember Barker: this is very helpful. Now we may have some meters that we may not need.

Gina Crowe: some of them are on back order.

Mayor Michalson: remember when Steve Kruse ordered a lot of them some of those were defective.

Councilmember Barker: those should have had replacements.

Mayor Michalson: yes, and I do not know all of that. We have 44 of them right now and some on back order. 170 not reading if we can get that down to 130. I will just have to work with public works, there are patterns. Jenelle did a good job going through and looking at them. That is part of our plan, here is a section that needs to be re-read, it is up to me to get them to change how the route is read. We need to get that done before the water season comes, that is our revenue.

Councilmember Nelson: is there any time frame on the backorder issue, or do we have that problem.

Jenelle Berthoud: " Mr. Lassiter at the second to last council meeting had mentioned that he had some contact with Core & Main, they had a good conversation.

Councilmember Brown: so is it for just the three of you not public works attending this meeting.

Gina Crowe: this training is just on the system and how to process the information when it comes in. When they get the meter readings then what do we do with it. How to read the meters is a different training/separate issue.

Mayor Michalson: Robert when you talked about the \$10,000 training that was with master meter.

Councilmember Brown: one thing I would be more than happy to schedule a day off to be in the office just to have someone in the office while we are doing the training.

Councilmember Wallace: that is great I had already volunteered for that, so we can work together.

Councilmember Brown: just so there is a body in there.

Gina Crowe: after talking to James, it is going to be about 4 hours. And we are hoping to do that in the morning. So how this is going to work is that each of us will be at our computers in the main office.

Councilmember Brown: you wouldn't have to get up and handle the counter.

Gina Crowe: true, but the problem with that might be that some many questions come in that I can't answer and then you would be needing Jenelle to answer.

Councilmember Brown: at least we could tell the public that you are in training and should be available at such a time.

Gina Crowe: that would be a bit of a distraction in the main office.

Councilmember Brown: any way that you can use upstairs?

Jenelle Berthoud: our computers will not work up there.

Councilmember Brown: I just feel that we should have someone at the front window, even if we sat in the hallway. Might be an idea.

Mayor Michalson: depending on the time, Colette may be available.

Councilmember Smith: make a motion that we approve town hall to have a partial or full day training.

Councilmember Nelson: 2nd.

Mayor Michalson: motion and a 2nd.

Jeff Motley: I think that you are absolutely right that it would be a huge distraction with people coming in and side conversations going on, if you close town hall, maybe someone on the police department side. If they see you in there.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

d. Discussion/Decision: Approval to Move Forward with the Process for an Emergency Facilities & Land Use Agreement Between the USDA Forest Service and the Town of Stevensville Airport

Mayor Michalson: introduced new business item d. Approval to Move Forward with the Process for an Emergency Facilities & Land Use Agreement Between the USDA Forest Service and the Town of Stevensville Airport.

Will Rowe, Airport Manager: I was in contact with Tyler Brothers with the Forest Service. It is up for renewal. Last time signed was in 2020. Need it back by the end of January so that it can be drawn up and get it back to us. This is a land use agreement it is in our benefit to get this in place.

Councilmember Barker: does the fire department get involved with it like before.

Will Rowe: there are different levels with the land use agreement; rates of pay, fire suppression. There has been some agreements when the airport and the town were a pass through for the fire department. That is up to the fire department and Jeff could probably speak to that.

Councilmember Barker: would that be one agreement or two.

Will Rowe: this is a land use agreement between the USFS and the town, if there is something with the fire departments it would have nothing to do with us.

Councilmember Barker: I have seen it in the past, so just not sure if it was not brought to us properly.

Councilmember Brown: move that the council authorize the airport manager Will Rowe to open a line of communication between the USFS for a land use agreement.

Councilmember Barker: 2nd.

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

Craig Thomas: I negotiated this contract in 2016 and has been in effect multiple times. It has been very beneficial. (Gave background to the time when the fire department was involved with the USFS and the airport). This agreement does not come back to the council when the airport is needed to house the USFS. That is why we do this now, so that it is ready to go.

Jeff Motley: following up to what Craig said, it is a win for the town and the whole community. We have to make this happen, when we first put this together. we did say that we wanted the fire department from Stevensville to be involved. To fill that request we, the fire department, went out and involved other agencies to make this work.

Mayor Michalson: any other comments from the public? Seeing none, Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

e. Discussion/Decision: Rescind Resolution No.458a, A Resolution Amending the Membership of the ADHOC Climate Action Advisory Board

Mayor Michalson: introduced new business item e. Rescind Resolution No.458a, A Resolution Amending the Membership of the ADHOC Climate Action Advisory Board. (Mayor Michalson gave brief history on the board).

Councilmember Barker: motion Rescind Resolution No.458a, A Resolution Amending the Membership of the ADHOC Climate Action Advisory Board.

Councilmember Smith: 2nd.

Mayor Michalson: motion and a 2nd. Discussion? Public Comment? Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 4-0

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

Mayor Michalson: introduced new business item f. To Nominate and Elect a Councilmember to Serve as Council President in Accordance with Town Council Rules Part XII.

Jenelle Berthoud: read email from Cindy Brown, wanting to be thought

Councilmember Smith: I move Cindy Brown as president of this council.

Councilmember Nelson: 2nd.

Mayor Michalson: motion and a 2nd. Discussion? Public comment? Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: abstain.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0.

g. Discussion/Decision: Appointment of Councilperson to Serve on Planning & Zoning Board in Accordance with Stevensville Municipal Code §2-313

Mayor Michalson: introduced new business item g. Appointment of Councilperson to Serve on Planning & Zoning Board in Accordance with Stevensville Municipal Code §2-313.

Councilmember Brown: make a motion to put Councilmember Stacie Barker on to the Planning & Zoning Board.

Councilmember Smith: 2nd.

Mayor Michalson: I think that you would be a good person to do that. We have a motion and a 2nd. Discussion?

Councilmember Barker: I love being on the Park Board. I feel that it is time to look for something else, I have been on the Park Board since I have been on the council.

Mayor Michalson: any further discussion? Jenelle take the vote.

Councilmember Barker: abstain.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

h. Discussion/Decision: Appointment of Councilperson to serve on TIFID/TEDD Board in Accordance with Stevensville Municipal Code §2-330

Mayor Michalson: introduced new business item h. Appointment of Councilperson to serve on TIFID/TEDD Board in Accordance with Stevensville Municipal Code §2-330.

Councilmember Barker: make a motion to appoint Councilmember Cindy Brown to serve on the TIFID/TEDD Board in Accordance with Stevensville Municipal Code §2-330.

Councilmember Smith: 2nd.

Mayor Michalson: motion and a 2nd. Discussion? Public comment? Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: abstain.

Councilmember Nelson: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

i. Discussion/Decision: Appointment of Councilperson to Serve on Park Board

Mayor Michalson: introduced new business item i. Appointment of Councilperson to Serve on Park Board.

Councilmember Barker: make a motion to appoint Isaiah Nelson as a councilperson to serve on the Park Board.

Councilmember Smith: 2nd.

Mayor Michalson: motion and a 2nd. Discussion? Public comment? Seeing none, Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: abstain.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

j. Discussion/Decision: Appointment of Councilperson to Serve on the Airport Board in Accordance with Stevensville Municipal Code §3-33

Mayor Michalson: introduced new business item j. Appointment of Councilperson to Serve on the Airport Board in Accordance with Stevensville Municipal Code §3-33.

Councilmember Brown: I move that we appoint Wally Smith to serve on the Airport Board.

Councilmember Nelson: 2nd.

Mayor Michalson: motion and a 2nd. Discussion?

Councilmember Brown: I did talk to Wally about this, and I think that it would be a good fit.

Mayor Michalson: public comment? Seeing none, Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Nelson: aye.

Councilmember Smith: abstain.

Mayor Michalson: passes 3-0

7. Board Reports

NONE

8. Town Council Comments

Councilmember Barker: thank you fire department for taking down the Christmas lights. Great job seeing them go up and come down.

Councilmember Smith: regarding an article in the Bitterroot Star regarding an application for mayor raises a lot of questions and I would like the mayor to look into this.

Mayor Michalson: I will do that.

9. Executive Report

Mayor Michalson: had a meeting with Sheriff Steve Holten to discuss police department staffing. They will handle the major crimes but if it is a barking dogs, he wants you to know that those type of calls would cost us. On the 19th Stephen Lassiter, Jenelle and myself had a meeting with Riley Lubbers with HDR regarding developments on Park Street. This is getting a little closer to completion. Pine Street is a different issue, they are on the 5th submittal. Jenelle asked if the development was to be scaled down would it have a better chance for approval the flat answer was no, water is water. HDR is strongly recommending that the town have a proper developmental code Pine Street would not have happened. HDR will put together a task order and I will bring that to the council. This would give us more strength to work with. Water street project, Mission Street. It has been advertised and bids are due 2/22/24 at 2:00 pm. Bid opening on 2/22/24 at the council meeting. Special town council meeting on 2/29/24 for award. One last thing that I would like to say is that I am tired of all of the gravity on the poles in town. I will have Jenelle put that on the website.

10. Adjournment

Councilmember Smith: motion to adjourn.

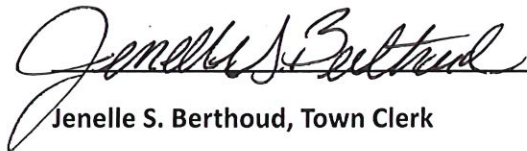
Councilmember Barker: 2nd.

APPROVE:



Bob Michalson, Mayor

ATTEST:



Jenelle S. Berthoud, Town Clerk