

Stevensville Town Council Meeting Minutes

for THURSDAY, APRIL 24, 2025, 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 Bragg were all present. Councilmember Smith has an excused absence.

2. Pledge of Allegiance

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

Vicki Motley: I am just wondering if we have police coverage at night.

Mayor Michalson: we haven't had lately.

Vicki Motley: is that going to change?

Mayor Michalson: yes, now that what's his name is back from the academy.

4. Approval of Minutes

a. Budget Workshop Meeting Minutes 04/09/2025

Mayor Michalson: introduced approval of budget workshop meeting minutes 04/09/2025.

Councilmember Brown: make a motion to approve Budget Workshop Meeting Minutes 04/09/2025.

Councilmember Barker: 2nd.

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

Councilmember Barker: aye.

Councilmember Brown: aye

Councilmember Bragg: abstain.

Mayor Michalson: 2-0, 1 abstain

b. Town Council Meeting Minutes 04/10/2025

Mayor Michalson: introduced approval of town council meeting minutes
04/10/2025.

Councilmember Barker: I move that we approve town council meeting minutes
04/10/2025.

Councilmember Brown: 2nd.

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

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Bragg: abstain.

Mayor Michalson: 2-0, 1 abstain

c. Special Town Council Meeting Minutes 04/17/2025

Mayor Michalson: introduced approval of minutes for Special Town Council Meeting
Minutes 04/17/2025.

Councilmember Brown: I move that we approve the Special Town Council Meeting
Minutes 04/17/2025.

Councilmember Barker: 2nd.

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

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Bragg: abstain.

Mayor Michalson: 2-0, 1 abstain.

5. Approval of Bi-Weekly Claims

a. #19614-#19636

Mayor Michalson: since one of the agenda items is on the agenda, I would ask for a
motion to approve claims #19614-#19636 excluding #19615.

Councilmember Barker: I move that we approve bi-weekly claims #19614-#19636 excluding #19615.

Councilmember Brown: 2nd.

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

PUBLIC COMMENT

Abbey Motley: with holding the one item from the claims this week are you going to have to make another motion to approve that claim, which I am assuming is he radio grant.

Mayor Michalson: yes, if they approve that under the agenda item number c, then that would be approved. Any other comments from the public? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Bragg: aye.

Mayor Michalson: passes 3-0

6. New Business

a. Discussion/Decision: Special Event Permit for the Stevensville Harvest Valley Farmers Market

Mayor Michalson: introduced new business item a, Special Event Permit for the Stevensville Harvest Valley Farmers Market. This is a big event for the community, it has been going on for a long time. I do the music for it and really enjoy it.

Councilmember Barker: I move that we approve Special Event Permit for the Stevensville Harvest Valley Farmers Market.

Councilmember Brown: 2nd.

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

Councilmember Brown: I did notice one thing on the State Farm insurance; I believe that the town should be named on their also besides Stevensville Harvest Farmers Market. I just had one question, the individual people that are coming to market they

are responsible for coming into town hall and get business license correct or is that covered in the fees.

Councilmember Barker: we do not have to have a business license for that because it is a special event. I don't think that we have ever had that, and the town has never been included in the 15 years that I have been on the farmers market been included the insurance. Each individual vendor is responsible for their own losses if anything happens the only thing that this covers is if someone was to get injured on the street that is what that is for.

Mayor Michalson: I would like to add if we start going down that slope and requiring vendors to get business licenses, one they might go somewhere else and two then we would have all of the vendors at Creamery. That is my take on it. Any other questions from council, public comment. Seeing none, Jenelle please take the vote.

Councilmember Barker: abstain.

Councilmember Brown: aye.

Councilmember Bragg: aye.

Mayor Michalson: passes 3-0

b. Discussion/Decision: Consent to the Mayors Appointment of Edwin Dwayne Gibson to the Planning & Zoning Board

Mayor Michalson: introduced new business item b. Consent to the Mayors Appointment of Edwin Dwayne Gibson to the Planning & Zoning Board. He sent us an email and said that he wanted to start participating in our local growth in our town even though he lives a little out of town. He showed up to our Planning meeting, our kickoff meeting for our growth policy. And I am glad that he is here. Like he told me last night, he has kids that are growing up here and he wants to see what happens.

Councilmember Brown: I move that we approve the consent to the mayors appointment of Edwin Dwayne Gibson to the Planning & Zoning Board.

Councilmember Bragg: 2nd.

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

Councilmember Barker: so, this does fill our whole planning and zoning board.

Jenelle Berthoud: yes, it does.

Councilmember Barker: it going to be nice to have you.

Dwayne Gibson: brief introduction, everyone calls me Dwayne. I have been in a leadership role all of my life and I currently work in Missoula with a company for over 18 years. I just started a leadership business in Stevensville where I do some coaching, mentoring, run leadership trainings and I believe that my ability to listen and collaborate and think long range would really help out.

Councilmember Barker: one questions, what is Path to Rise LLC?

Dwayne Gibson: that is my business.

Councilmember Barker: and what is that business?

Dwayne Gibson: it is the leadership development business.

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

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Bragg: aye.

Mayor Michalson: passes 3-0

c. Discussion/Decision: Payment to Grantmasters Inc. for the Radio Grant Application

Mayor Michalson: introduced new business item c Payment to Grantmasters Inc. for the Radio Grant Application.

Councilmember Barker: I move to approve payment to Grantmasters Inc for the Radio Grant Application.

Councilmember Brown: 2nd.

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

Councilmember Barker: if we could have Jeff come up and tell us a little bit more, what is going on and what the grant is.

Jeff Motley, Fire Chief: sure, as you guys have been hearing we are in need of radio communication for the fire department, especially our handhelds. Since the changes and the regulations over time our handhelds are no longer capable like they used to because of the frequency changes and bandwidths. If I am on a handheld

radio I can not communicate with dispatch center, I can in the pickup or the apparatus. Back in December, Florence Fire Department, Rural Fire Department and Sula Fire Department got together and applied for a grant at the time they asked if the town would like to join in on that grant and be part of that with them, from past experience our SCBA's and bunker gear we have found that the larger group of applicants the better success rate is in getting those federal grants funded. So, in December I did sign us on with the other departments to join in on that grant, it is a federal grant from FEMA. The Rural Fire District is the district that is in charge of the whole grant, and we will be signers with them on the grant so all total we are applying for 127 radios each radio is priced at approximately \$5,000.00 that make is a grant for \$635, 000.00. The town has asked for 21 radios, what we have done is contracted with Grantmasters to write the grant and we chose Grantmasters from Florence Fire and their experience with Grantmasters, and they have been very successful in landing grants with them. The writing of the grant is split between the four departments. That happened December 20th and that was the deadline for the grant, it was put together and submitted and the district covered the fee for Grantmasters to write the grant knowing that would be split by the four departments. Which is where we come up with our \$1,800.00 bill. If we are successful in getting the grant or being awarded the grant then we will have a grant match that we will have to pay in addition to the \$1,800.00. That additional grant match is \$6,048.00 the grand total that will cost the town will be \$7,848.00 for 21 radios with a \$4000.00 value. There is no way that the town can go out and buy 21 radios we just can't afford that, but however we can afford to jump in on a grant and try for the grant. So, that is what we have done, and I have signed on to apply and pony up to pay the \$1,800.00. We are still in the running for the grant and we will hope to be looped into the second round. So, I am here tonight to pick up the grant writers fee. If we are successful then I will be back to ask for the grant match, we will need that additional money. Questions?

Councilmember Brown: one questions is, why are they changing the frequency, is this something that the federal government is doing is it just county wide. Is this something that is directed by the government?

Jeff Motley: yes, what has happened is all of the cellular devices, blue tooth all of those frequencies have become so congested, the state of Montana is in the process of moving to 800 Bila hurts so they can take fire, police and state patrol and moving into that, the old radios will not work but the new radios will be. They are doing that to open up band width for people on CB radios, garbage trucks, there is so much air

traffic out there, so they have started eliminating that. It all part of that and getting more and more congested.

Councilmember Brown: is there a deadline that we have to do this.

Jeff Motley: not that I am aware of, what we have run into is distance, and is very noticeable. We were at a fire on the east side from the top to the bottom of the hill did not have radio communications with our handhelds. It is a real day, and that is why we are doing this.

Councilmember Brown: Grantmasters they are familiar with the federal grant writing system is that why you went with them.

Jeff Motley: yes, Florence Fire has had success with them.

Councilmember Barker: after looking at the numbers, I out reached a little bit for more information, and I was under the impression that only 14 radios per department and then if someone wanted to give up an extra radio they could. I did not realize that it was 121 radios. How much does it make these radios a piece?

Jeff Motley: \$5,000 each.

Councilmember Barker: How much is the grant match?

Jeff Motley: it will be \$6,048.00 for the match.

Councilmember Barker: so, a 5% grant match.

Jeff Motley: correct.

Councilmember Barker: the other question is 20 radios, how many do you have in your department, is this per person?

Jeff Motley: this is a radio per seat, eat apparatus has certain number of seats, so a radio for each seat in each apparatus. The other piece to this puzzle is the money the \$7.848.00 is in this current budget year's budget.

Councilmember Brown: how much does one radio cost without a grant.

Jeff Motley: \$5,000.00

Councilmember Brown: no, without the grant.

Jeff Motley: \$5,000 is the retail price of the radio.

Councilmember Brown: okay. And we are getting them for.

Jeff Motley: we are getting them all for a total of \$7,848.00 if we are successful, for less than the price of two radios we will be getting 21 radios.

Robert Underwood: we had a meeting with Jeff it is in this year's budget, and they have \$14,000.00 left for two months, if this went forward they would not spend the \$7,048.00. if you guys agreed to this, if they did not spend the money this year they would have it for next year.

Jeff Motley: essentially what I have done, and what I would like to do, is reprioritize where that money is going to. this opportunity came up in December back in last June and July when we were doing budgets this was not available. One came open in December and there was money in the budget and there unspent monies in the budget, so it made sense to me to prioritize where those budget dollars were going to go to take advantage of this grant.

Councilmember Barker: the one thing that I don't like is the fact that the money was asked for in the claims before this even came forward, you said you have known this since December and the grant was written when.

Jeff Motley: December 21st.

Councilmember Barker: why did we wait so long to bring it forward.

Jeff Motley: back in January when I got the bill from Rural after they paid Grantmasters I submitted a claim to the town and that was not processed through, there is a copy of it right here (Jeff held up his invoice/purchase order) and that was dated on 01/15 and that was submitted for payment as a claim it was not done submitted a month later then I asked for a meeting with Gina, Robert and the Mayor and asked how can we make this happen and now we are here tonight.

Councilmember Barker: I just wish that it was just a different process.

Gina Crowe, Finance Officer: I just have one questions Jeff, on your list you say here the match is \$6048.00 but that is more than 5%. If it is a \$105,000.00, 5% is \$5250.00. My next question would be, you said 14 radios and that would make a huge difference, so is it 14 or 21.

Jeff Motley: 21 radios is what we are asking for.

Gina Crowe: where did the 14 come from?

Councilmember Barker: that was the other departments, when I reached out to the other departments that were putting in for this, they were asking for the 14, the

minimum, and that was what I was told for each of those departments was 14. So, I said where did the additional 7 radios come from that you are asking for.

Jeff Motley: they are coming from the grant and those 7 additional radios is what it takes to outfit our fire department, that is how many radios we have, 21 handheld.

Councilmember Barker: Gina is correct on the amount even with the additional, I had figured out with the additional it came to \$5,250.00 with the 5% match.

Jeff Motley: I do not have my documentation in front of me tonight to go back and check the numbers on this proposal, but we are in for a 5% grant match no matter if it is 20 radios or whatever.

Councilmember Barker: I have it figured for 21 radios at \$5,250.00 with the 5% match is what I came up with.

Jeff Motley: okay.

Councilmember Barker: and you have an additional here.

Jeff Motley: you also have the \$1,800.00 for the.

Councilmember Barker: that was no including the \$1,800.00.

Gina Crowe: the grand total would be \$7,050.00

Mayor Michalson: so not the \$7,848.00?

Gina Crowe: yes, \$7,050.00.

Mayor Michalson: any other comments from the council? Public comments?

PUBLIC COMMENT

Dwayne Gibson: my only question is what is the life expectancy of these new radios, as far as how long with the bandwidth lasts and is there a service contract as far as upgrades.

Jeff Motley: as far as what is the life cycle, it is really hard to determine, it just depends on what happens in the future with bandwidth. We are not looking at any types of service contract we did look at three different companies. They meet the specs that we would need so we set the highest amount to go with the maximum amount per radio. The current radios that we have we have been parting and piecing them together for years. (unclear audio)

Gina Crowe: I think that based on his question, when we all met we asked if there was going to be an annual fee, or a service contract, and you said no.

Jeff Motley: if we need to do maintenance down the road we will do that, there is no annual fee. We have an annual licensing fee with the FCC that we pay for.

Gina Crowe: is that something that we pay for.

Jeff Motley: yes.

Robert Underwood: there are two things here, one is the process, and one is the purchase. I think that we all agree that the process is broken without a doubt. Everything has got to come to your guys first, that needs to be policed up. The value of what they are going to get for the fire department you almost can't pass up. It is hard to not say no to this grant. He did say that he is not going to spend the money, and we all agree that the process should have started back in December and that should have been the first discussions and if it involves money then that comes up first. And now we are in the situation that we are in.

Mayor Michalson: I would like add in that December meeting you gave that in your department report I think that we pulled the minutes and looked at that Jenelle?

Jenelle Berthoud: yes, during the administrative reports.

Mayor Michalson: and I think that you said you did not have a cost at that time. I would say going into the future with stuff like this. We have to have better transparency between me and the finance officer so that it does not play out, so we know, and we don't have to come to this again to where we come, not just you, a good lesson for all department heads. Bring it forward so that we do not have to go back and forth on something that should have been discussed a long time ago.

Jeff Motley: I agree, and I understand your point.

Mayor Michalson: I know that you are busy, Jeff, and that you have a job. Partly my fault as a mayor, when I got the claim in January I got with Gina and got with Robert, and you know why we denied it, because it was not in the budget from last year. And then we had the meeting on the 9th and discussed it and one of the options was to bring it here to the town council, I just wanted to set that straight.

Gina Crowe: if I can make a recommendation, I am learning as well. If there, and those goes for any department, if there is a grant out there let's put it on the agenda and discuss it. then at least we know that it is out there we may not know everything about it but at least it is out there on the agenda. Then we can go back and say that

is where it was at on the agenda, you really can't put it in the admin report. Then it gives us clear guidelines.

Mayor Michalson: especially for something like this, I get confused with working with the rural and working with the town on the fire end, you are all together and I can see where things can get mixed up, but I still think in the long run it should come in front of the council to make the decision and that is why I denied it in January. With that Jenelle would you please take the vote.

Councilmember Barker: aye.

Councilmember Brown: I agree that this was not probably done correctly, I feel that communication could have been done better, and I do remember at that meeting I think it was me that asked if we could maybe seek a grant for this and I personally would not be able to live with myself if one of our volunteers got hurt because we did not approve this. I am for this.

Councilmember Bragg: aye.

Mayor Michalson: passes 3-0.

Councilmember Braker: now that we have actually approved this, can we approve the claim for this.

Councilmember Brown: I move that we approve claim # 19615.

Councilmember Bragg: 2nd.

Mayor Michalson: we have a motion and a 2nd. Any further discussion from the council? Any further discussion from the public. Seeing none, Jenelle would you take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Bragg: aye.

Mayor Michalson: passes 3-0

d. Informational: Cash Report & Budget vs. Actual Report

Mayor Michalson: introduced new business item d, Cash Report & Budget vs. Actual Report.

Robert Underwood, Assistant Finance: first one that we are looking at is the cash report. (Robert referred to the cash report provided in the agenda packet). Building department has come down, we used to have a finding on that account, but we have spent that down. Water fund is doing good. ARPA project is in the negative, but we will be reimbursed soon for that.

Gina Crowe: we are going to get about \$400,000.00 back for the ARPA grant.

Robert Underwood: sewer looking good. Questions with the cash on hand.

Councilmember Brown: I don't remember which one it is, the TIFDT or the TEDD district which one is coming to sunset and what happens to that money.

Robert Underwood: they both are, and we keep that money.

Councilmember Brown: the fire retirement?

Robert Underwood: that has been there for years, and it keep it on the sheet, that is the fund that we get the fire department pension money, and we got it last year and then we turn it over to the association and then they pay retirement out of that.

Councilmember Brown: and also, since water and sewer assets are growing as they are supposed to are there any possibilities in getting our loans paid off a bit earlier than we thought.

Robert Underwood: the loans are at a pretty good rate, if we were to try and do a major project right now like the street that we did that was almost \$800,000.00 for one street out of the water fund. You can see that it seems like a lot of money but in the big picture that money, the grant shares can be so much that we need that money there. We need to keep that cash on hand for grant matches if needed.

Mayor Michalson: I would like to add that this came up last year at this time in May when I went to the meeting with Jennifer, the head of the DNRC, they are the ones that handle our loans on the water and sewer and I asked if we had a bunch of money would there be any chance to pay off our loan quicker, and she said why would you want to do that, I know that a lot of towns ask me that question and we highly discourage that when you dip into yours and then it leaves you short for the next upgrade as long as you are in good standing with our loans and that is huge. We are going to need an upgrade every ten years, and we will need that money down the road.

Gina Crowe: some of the grants are going to be in the millions of dollars, and those grants require a 25% match and that is a huge chunk.

Mayor Michalson: as far as the water and sewer capital asset for pumps and things like that. They come out of that.

Robert Underwood: yes, correct any major repair would come out of that. If a pump goes down, it was \$100,000.00 last time could be \$150,000.00 next time. It seems like we have a lot of money.

Mayor Michalson: lets say that we need a new storage tank, we are going to have to come up with a match for that.

Councilmember Barker: and I think last night and what we learned in a growth policy information, once we get that going that will actually help in getting those grants and how those are divvied out.

Mayor Michalson: I think this was a good idea so we can see how much we have for grants, and pieces and parts.

Councilmember Brown: do you have that exact date when those are going to go to sunset. I thought that it was 2026.

Robert Underwood: I looked at that last fall, and I just don't have that off the top of my head. There is two or three years left, we will get you that date, it is great for the airport they are going to pay off their loans and still have some left over. The next things is the budget vs. actuals. General fund we are looking good, planning fund we are going to have to do an amendment on that, I will get you more information on that next time., everything is looking pretty good. Lighting districts are where they should be. Gas appropriation will be looked at. If you look at water and sewer, they are little high right now and that is because we transferred money into the asset accounts. We set it all up. Questions with the budget vs. actual?

Mayor Michalson: I would like to commend all of the department heads over this past year keeping the budgets in line which will help us with this years budget. Robert and Gina are just starting to look at numbers, looks like some small raises, and give the council back what we took away last year. Any questions from the council or public.

e. Discussion/Decision: Resolution No. 519a, a Resolution Establishing User Fees for the Stevensville Swimming Pool

Mayor Michalson: introduced new business item e, Resolution No. 519a, a Resolution Establishing User Fees for the Stevensville Swimming Pool. As you know the pool is always tight, we are always looking for donations and as you can see we

have not had an increase in two years. With the cost of pool, lifeguards, chemicals it is all going up, I would ask the council to approve this.

Councilmember Barker: I move that we approve Resolution No. 519a, a Resolution Establishing User Fees for the Stevensville Swimming Pool.

Councilmember Bragg: 2nd.

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

Jeff Motley: why such a small increase, why don't we bump this up a little more. It is nowhere compared with Missoula or Hamilton.

Mayor Michalson: we did look at that and I don't like to compare with our towns; they are much bigger and have bigger budgets. We did not want to put to big of a burden, times are hard, I struggled with this increase, but the girls came to me and said that we really need to do it.

Councilmember Barker: Last year I know that we discussed that the pool actually made money is that correct.

Robert Underwood: made more money.

Gina Crowe: we have to remember that we did a lot of repairs and the Tadvick's and Jeff Newsom donated money and a donated pool vacuum. We look at it every year how do we keep the pool going. Raising the wages for the lifeguards.

Councilmember Barker: what are the wages for the lifeguards?

Robert Underwood: last year we did not give them a raise, this year we are going to give them fifty cents. So, it will be \$11.50.

Councilmember Barker: so are these fees here that we have are those going to be comparable. It maybe keeps the kids and adults here, is a dollar feasible.

Mayor Michalson: we can raise it again next year; I did not want to get greedy.

Councilmember Barker: I understand.

Mayor Michalson: I will say now, I was going to say it in the executive report, but I will read it now. Mayor Michalson read a letter from The Rapp Foundation to Stephen Lassiter where the Rapp Foundation has awarded to the town \$1,700.00 for the painting of the pool. The pool really does need to be painted and fix the cracks. The

girls went to Jeff Newsom of Jeff's Towing, and he came to us and wanted to know what he could do this year. And Jenelle and the ladies told him the pool.

Councilmember Barker: he was here at our last council meeting and wanted to know where he could help. He has a car show every year and those fees are what he raises.

Jenelle Berthoud: this year he is donating \$3,000.00 to paint the pool.

Mayor Michalson: His brother is going to be painting the pool. The girls have been working, what bank is that?

Jenelle Berthoud: a couple of places that we have been talking to about getting the bathrooms up to usable. Andrena, Stephen and I walked through the park today to see what things on each side need to be fixed and those that want to contribute and help with that they just want to know how much that would cost. We will make some phone calls on Monday, and we have a lot of interest from the community that just want to help with the whole park.

Councilmember Bragg: I just want to say if you go up to high with the prices people are going to just play in the Splash Pad I think that this is good to keep it at a relatively small increase and I know some parents will go with the free option instead of paying for it.

Robert Underwood: we made about \$29,000 last year and our budget was \$53,000 May and June come out of this budget. We loose about \$20,000 per year.

Mayor Michalson: any other comments from the council? Public comments?

Jeff Motley: so, just to clarify those rates are for lessons?

Councilmember Bragg: Lessons are going up about \$10.00 or more. It is a bigger jump for lessons.

Jeff Motley: I have had several people tell me that they bring their children from Missoula to down here because of the price and room to get them into lessons. It would seem to me that if they are willing to come from Missoula for the cost.

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

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Bragg: aye.

Mayor Michalson: passes 3-0

f. Discussion/Decision: Install a Yield Sign at the Corner of Sassafras Court and Creekside Drive

Mayor Michalson: introduced new business item f, Install a Yield Sign at the Corner of Sassafras Court and Creekside Drive. Chief Boe and I went out and looked at it and he decided that there should be a yield sign there.

John Boe, Chief of Police: when they develop that area it will be more important to put stop signs. There is not a lot of through traffic at Sassafras.

Councilmember Barker: I move that we approve the Install a Yield Sign at the Corner of Sassafras Court and Creekside Drive.

Councilmember Brown: 2nd.

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

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Bragg: aye.

Mayor Michalson: passes 3-0

g. Discussion/Decision: Fuel Supply Contract Between CityServiceValcon, LLC and the Town of Stevensville

Mayor Michalson: introduced new business item g, Fuel Supply Contract Between CityServiceValcon, LLC and the Town of Stevensville. With permission from the council Brian to come up and discuss this.

Brian Germane, Airport Manager: these next two items are to put fuel back at the airport. This is a provider contract with CityServiceValcon has purchased the existing fuel tank at the airport and they will provide the fuel until we get our own tank. It is about a 5,000 gallon tank and should last us about the summer.

Mayor Michalson: with that can I entertain a motion.

Councilmember Barker: I move that we approve Fuel Supply Contract Between CityServiceValcon, LLC and the Town of Stevensville.

Councilmember Brown: 2nd.

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

Councilmember Brown: I think that you just answered one of my questions. I could not understand why the fuel lease was for five years and the tank lease was for eight months. I did not see an actual price on the fuel.

Brian Germane: it goes up and down.

Mayor Michalson: did you have a cost on the first fill up.

Gina Crowe: \$22,300.00.

Robert Underwood: we will have to do a budget amendment for that.

Councilmember Barker: by how much will that go over.

Robert Underwood: they have the funds we just did not appropriate it. We are going to get some money back.

Councilmember Barker: is that part of the grant?

Brian Germane: that is two different things, the grant is for a brand-new fuel tank that will be our fuel tank, on the next agenda item we will be leasing that tank. The grant money has nothing to do with this; it is for the new tank. This is temporary, to get the fuel back at the airport for the summer.

Councilmember Brown: page 67 under number 11, stated that the insurance policy for two million. Does the airport have that amount.

Brian Germane: we have a one million policy, and by going branded FBO with them, because of the inspections and maintenance that policy has been reduced to the one million, our one-million-dollar policy will be adequate.

Councilmember Brown: what does it mean to be branded with them.

Brian Germane: it is a little bit more critique of us, inspections that we have to do daily and inspections of the tank. If we are unbranded it would be more unregulated. Branded they will put up their sign and as a result we only have to have a one-million-dollar policy.

Councilmember Brown: exhibit a, for branding. The pilot lounge.

Brian Germane: all of the red highlights should come out from that, the training, having at least one person, there is nobody up there to staff the airport. So, I was concerned about those points.

Brian Germane: all of that red were my comments; I can send you the other version.

Jenelle Berthoud: they would not let me leave that in there.

Brian Germane: they acknowledges all of my comments if you want to look at those.

Councilmember Barker: what was there comment on the training?

Brain Germane: training, they say for all employees that would be me and one more that I would delegate. And they will cover that cost. if you go to 1B I told them that we did not have staff, they said as long as he daily checks are being made it would be okay. It says that we qualify for the exemptions for trainings.

Councilmember Brown: that is about all that I had, how is the airport planning on, you are getting enough to run for those four months but then where is the money going to come from to fill the tank again. how is the airport proposing to pay for it.

Brian Germane: really the same way, all of that. Lets say 5,000 gallons, we would recoup \$1.00 for every gallon. We would make back \$27,000. We are going to spend \$23,000 to buy the fuel and through those fuel sales we will get \$27,000 and then we will put in another 5,000 gallons, so every time we do this we make about \$1.00 per gallon.

Councilmember Brown: and they do not have that money in their budget right not Robert?

Robert Underwood: they have that in the account but not in the fund.

Mayor Michalson: so, last year when we did the budget discussion we discussed fuel.

Councilmember Barker: where do we plan to get that money from?

Robert Underwood: right now, we have it in the airport fund, and it will come out of there. Between the transition of our tank and their tank there might be some, I think that it is going to match out. This is a revenue source for the airport.

Councilmember Brown: but if the fuel prices go up you might have to raise your prices.

Brian Germane: you are right, to keep that same \$1.00. Every airport does some sort of adjustment to the price when they fill up. There is the price of fuel, point of sale system and insurance.

Mayor Michalson: any more questions from the council? Public comments?

PUBLIC COMMENTS

Jeff Motley: as fuel prices go up are you adjusting your retail price so that you can afford the next 5,000 gallons. I understand the \$1.00 profit.

Brian Germane: no, we would not be adjusting the price every week, we might see about it if something drastic was to happen then we would evaluate that. We are controlling the price per gallon. Fuel has stayed pretty consistent all year.

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

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Bragg: aye.

Mayor Michalson: passes 3-0

h. Discussion/Decision: Aviation Tank Lease Agreement Between CityServiceValcon, LLC and the Town of Stevensville

Mayor Michalson: introduced new business item h, Aviation Tank Lease Agreement Between CityServiceValcon, LLC and the Town of Stevensville.

Councilmember Barker: I move that we approve Aviation Tank Lease Agreement Between CityServiceValcon, LLC and the Town of Stevensville .

Councilmember Bragg: 2nd.

Mayor Michalson: motion and a 2nd. Discussion from the council or Brian?

Brian Germane: the tank has been owned by Hawthorn Aviation that is who chose to no longer service that tank, so CityService now owns that tank. This is all until we get our own tank.

Mayor Michalson: this is for eight months, right.

Brain Germane: it is a very loose eight months, if our tank was done in seven months we would be done, if we needed ten months we would keep it. very loose on the lease.

Mayor Michalson: I forgot to say this, but these were both reviewed by Greg Overstreet.

Councilmember Brown: so, it is a thousand dollars per month for this agreement eight months is \$8,000 I know that the airport budget is super tight, and I hope that they have this in the fund. And if you don't go the full eight months is there going to be a penalty.

Brian Germane: no penalty.

Councilmember Brown: I couldn't find one.

Brian Germane: there is no penalty, there is no penalty for going shorter or longer.

Councilmember Brown: so, I guess the big question is, is there money in the budget. Or are we hoping for fires.

Brian Germane: we are always hoping for fires because it is our biggest source of revenue, but not really.

Robert Underwood: this is just a service, the amount of money that we are going to make has to go into this lease agreement. In the end it is just a couple of bucks, just providing a service.

Brian Germane: our tank will be the big revenue generator; this is just getting fuel back at the airport if we sell fuel at the same rate as prior to losing fuel we would make maybe \$1,600-\$1,800 at the end of the eight months. We are calling this a wash. The long game is getting our own tank.

Mayor Michalson: Discussion from the council? Public comments? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: since we approved the fuel I guess we better approve the tank.

Jenelle Berthoud: I will take that as an aye.

Councilmember Brown: aye.

Councilmember Bragg: aye.

Mayor Michalson: passes 3-0

i. Discussion/Decision: Resolution No. 564 a Resolution of the Stevensville Town Council Adopting Mayoral Duties for the Town of Stevensville

Mayor Michalson: introduced new business item I, Resolution No. 564 a Resolution of the Stevensville Town Council Adopting Mayoral Duties for the Town of Stevensville. When we did the job descriptions last year we did not put this in.

Councilmember Barker: I make a motion that we approve Resolution No. 564 a Resolution of the Stevensville Town Council Adopting Mayoral Duties for the Town of Stevensville.

Councilmember Brown: 2nd.

Mayor Michalson: motion and a 2nd. Discussion from the council? I would like to add that we do not have the money to hire a zoning administrator, I will come back to the council and let them know of my findings. Public comment? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Bragg: aye.

Mayor Michalson: passes 3-0

Mayor Michalson: I would ask that you to shorten this up instead of going through each one that you make a motion to approve items J-N that way we can bring it back under unfinished business.

Councilmember Brown: I move that approve the job descriptions J-N

Councilmember Bragg: 2nd.

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

Councilmember Brown: I brought these four forward as we are growing and changing, I thought that it would be a good way to set them up.

j. Discussion/Decision: Town Council Member's Job Description

k. Discussion/Decision: Floodplain Administrator's Job Description

l. Discussion/Decision: Zoning Administrator's Job Description

m. Discussion/Decision: Building Inspector's Job Description

n. Discussion/Decision: Building Official's Job Description

Mayor Michalson: motion and a 2nd. Discussion from the council? Public comments? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Bragg: aye.

Mayor Michalson: passes 3-0

o. Discussion/Decision: Schedule a C.O.W. Meeting to Discuss Stevensville Fire Interlocal Agreement

Mayor Michalson: introduced new business item o. Schedule a C.O.W. Meeting to Discuss Stevensville Fire Interlocal Agreement. We handed them out a meeting or two ago, we need to schedule a COW meeting to discuss this. It is something that we have to do.

Councilmember Brown: I make a motion to schedule a C.O.W. Meeting to Discuss Stevensville Fire Interlocal Agreement.

Councilmember Barker: 2nd.

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

Councilmember Brown: before we schedule this I want to make sure that it is a good time for the fire chief and to make sure that we get a copy to Councilmember Bragg.

Jenelle Berthoud: we have meetings coming up, the 29th is a P&Z Board Meeting, Budget workshop, we are out the week of the 5th for training there is a special town council meeting on May 12th, and a town council on May 22nd.

Mayor Michalson: we have the 13th at 5:30. Public comment? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Bragg: aye.

Mayor Michalson: passes 3-0

p. Informational: Mayor to Issue Instruction to all Town Staff Regarding Personnel Conduct During the Election Process

Mayor Michalson: this is an election year, and I will be sending out memos to all of the staff, that you should not be endorsing any candidates.

7. Board Reports

Councilmember Barker: we had a Planning & Zoning Board Meeting with the group last night, very informational. We had Dani Arps and Jerry with us. We talked about a lot of things that we need to do. They went through guidelines and actions on how to engage with the public. Getting the public in., they are coming to us at no cost, this is about a year process. We just brought on a new person tonight and Tamara Ross.

8. Town Council Comments

Councilmember Brown: I would like to ask Gina and Robert to meet with Sam to go over their presentation. You can reach out to your fellow council person for help on anything that you need, you can always ask the girls at the office. We do have a council packet for you to read through.

9. Executive Report


Mayor Michalson: on May 14th had a meeting about Jesse Reeves property and the water rights. Had a SCADA meeting about the well house communication, it is an aging service. I have been putting out flyers around town for the CCR report. Had a meeting about the pumper truck waster disposal. It is in the beginning stages, it is a big deal in the valley right now, Hamilton does not have the space at this time. This is a process, and we will need to do some contacting to get some help on this. On the 22nd, we did an inspection of Berta's Farm. On the 23rd we had a kickoff meeting with Dani Arps and Jerry on the growth policy. Spring Clean up starts next week. I would like to thank Brian Pottan for paying for the cleanup of Creamery Park. Bobbi with Rural water came by and signed off on the disaster plans, Andrena has worked really hard on that. I want to thank you all.

10. Adjournment

Councilmember Barker: make a motion.


Councilmember Brown: 2nd.

APPROVE:

A handwritten signature in black ink, appearing to be 'B. Michalson', written over a horizontal line.

Bob Michalson, Mayor

ATTEST:

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

Jenelle S. Berthoud, Town Clerk