

Stevensville Town Council Meeting Minutes

for THURSDAY, JANUARY 22, 2026, 6:30 PM 206 Buck Street, Town Hall

1. Call to Order and Roll Call

Mayor Crews called the meeting to order. Councilmember Bailey, Ross and Smith were all present.

2. Pledge of Allegiance

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

Stacie Barker: I would just like to make note about the amazing lights on the bike path; I think that is a great addition to our town and I appreciate Jim Edwards for getting that done.

4. Approval of Minutes

a. Town Council Meeting Minutes 12/11/2025

Mayor Crews: introduced approval of minutes for 12/11/2025. Bear with me for a second, two out of the three councilmembers were not here for this meeting so, I want you to know, and it is going to come up sooner or later, "I wasn't here for the meeting can I vote on the minutes". I did a little checking on that today, to approve council minutes when no one attended the clerk prepares the draft and the next council meeting with a quorum present approves them potentially with corrections new members can vote to approve minutes as a governing body, but they should abstain only if they have specific reliable reasons like conflict otherwise all members should participate in the approval process as the record of the body according to Roberts Rules of Order. So, just in case that question did come up, everyone can vote on the minutes because it is continuity of government body not for the individuals.

Councilmember Ross: I move that we approve town council meeting minutes for 12/11/2025.

Councilmember Smith: 2nd.

Mayor Crews: 1st and a 2nd. public comments? Council? No comments from the council, Jenelle would you please call for the vote.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Smith: aye.

Mayor Crews: okay, motion carries 3-0

b. Special Town Council Meeting Minutes 12/18/2025

Mayor Crews: introduced approval of minutes for 12/18/2025

Councilmember Ross: I move that we approve the special town council meeting minutes 12/18/2025.

Councilmember Smith: 2nd.

Mayor Crews: 1st and a 2nd. public comment? Council? No comments from the council Jenelle please take the vote.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Smith: aye.

Mayor Crews: motion passes 3-0

5. Approval of Bi-Weekly Claims

a. Claims #20147-#20171

Mayor Crews: introduced claims #20147-#20171.

Councilmember Ross: I move that we approve claims #20147-#20171.

Councilmember Smith: 2nd.

Mayor Crews: 1st and a 2nd. Public comment. Council discussion?

Councilmember Smith: give me a second, I did have, what is the number, 20147, if I can address Gina, I can't even see the number on this Gina, but it is the sewer lift station for \$5,292.00 I am wondering what that was and I do not see Steve here. I don't know what a sewer lift station is.

Gina Crowe: that is the Northwest energy bill.

Councilmember Smith: oh, that is what it is.

Gina Crowe: those can be hard to read; the whole bill has to take into account all of the departments. The sewer lift station, that is the price for electricity for that place.

Mayor Crews: any more comments from council. Hearing none, Jenelle please take the vote.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Smith: aye.

Mayor Crews: okay.

Mayor Crews: before we go into old business agenda item a, I do have some correspondence that I would like to share.

This came from Ross Miller,

Dear Mayor Crews, first congratulations on becoming mayor. Let me introduce myself, I am Ross Miller the towns water lawyer and have been working as the towns legal counsel for the past few years. As a quick update and news, the Department of Natural Resources and Conservation has just issued a complete and correct application for key water right change the application that the town has before DNRC. This is a significant step in the town's water rights issue I have attached DNRC's recent C and C determination and once it is granted this water right change will do two things. Expand the place of use so that the town can legally serve water which will include the Creekside subdivision and Burnt Fork Estates giving legal authority to use the Twin Creeks Well field for all areas served by the towns water system to date the town only had legal authority to use Twin Creek Wells for Twin Creek subdivision. Please note this change application was prepared and filed by Jared Bean at Geosyntec Hydrologist firm that has also been working with the town on its water rights issues. I have copied him on the email to keep in the loop. Recently we have made changes, or progress in completing the mitigation phase of the Twin Creeks water right which is a requirement of DNRC. We had a meeting with Ross Miller last week, council president and I went over our water rights use and looked at the map as far as our expanded use are, it almost doubles our use area, pretty significant. We also received a letter from DNRC stating the same thing. That is good news for the town and the subdivision, as soon as that gets approved we will be able to move forward significantly.

6. Unfinished Business

a. Discussion/Decision: Regarding Implementing Reserve Officer Program

Mayor Crews: introduced unfinished business Discussion/Decision: Regarding Implementing Reserve Officer Program.

John Boe, Chief of Police: in the agenda packet you should have a pretty extensive list of the roles and responsibilities that this is going to play. With the help of Councilmember Bailey, I have added some additional information to the packet, so it pretty much speaks for itself, the benefit of it is it allows or provides us additional personnel, which is always a good thing at no cost to the town. So more or less if you have questions about the reserve officer program that we are wanting to initiate now is the time to ask.

Councilmember Smith: you just said that there is no cost to the town, do reserve officers have to be insured.

John Boe: there is a workman's comp; after speaking with Ms. Gina in HR it could possibly run us \$50-\$150 quarter depending on the number of hours that they work. That is the cost to the town.

Councilmember Smith: when it comes to uniforms or whatever?

John Boe: they are responsible for that.

Councilmember Smith: they are responsible for their own, okay.

John Boe: there is an 88-hour threshold of training that they must complete in the two-year period we will provide that training and document that, you have the blank copies of that training that I provided that is our documentation format, their training comes in that 88 hours that is mandated by POST, our council. They will need that to achieve the level of reserve officer status.

Councilmember Ross: thank you for putting that extra piece in there at the end that helped answer any questions that I had.

Mayor Crews: public comment?

PUBLIC COMMENT

Jim Bassitti: will they have a firearm.

John Boe: yes. they will have the same authority as we have, the deal with the reserve officers is that we have to be in close proximity they can't work on their own they have to be side by side with a POST man, certified peace officer. So, they are going to be more or less responsible for their gear, equipment, apparel everything,

we will provide a weapon system because we all carry the same. And we already have that and they will sign for that and when they leave they will return it and get a copy of that receipt.

Mayor Crews: any further comment from the council?

Councilmember Ross: I believe that it mentions in there to be a reserve officer you must meet the full-time officer qualifications anyways.

John Boe: yes, I may have not made that clear, he will shoot with us all training with us at no cost to the town, they volunteer their time.

Mayor Crews: quite a while ago there was a reserve program and over the years it kind of fell apart, nice to see Chief Boe bringing that back it is an asset to the community specially during fire season, we can use that extra manpower significantly.

John Boe: ideally we want to use these guys in the role of added support for special events in town, like the Creamery Picnic, parades, circuses, things like that.

Councilmember Smith: what is the age range.

John Boe: 18, have to be at least 18 to carry a firearm in this capacity.

Councilmember Smith: what about the other end of the age range?

John Boe: to be honest with you councilmember I am not aware of any age being to old as long as you pass all of the tests and do all of the requirements, I am old.

Mayor Crews: any further comments, I will entertain a motion on the floor.

Councilmember Smith: I move to that we consider and implement a reserve officer program for the police department.

Councilmember Bailey: 2nd.

Mayor Crews: motion and a 2nd. Council discussion? Jenelle would you please take the vote.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Smith: aye.

Mayor Crews: thank you chief.

7. New Business

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

Mayor Crews: introduced new business item a. Discussion/Decision: Approval of Special Event Permit for Stevensville Harvest Valley Farmers Market. This is coming in front of the council because of a road closer. I initially approved this and when I read through, what I did when I read through this is that I came across something that put a great big red flag, the special event permits and the annual event permits are regulated by Resolution no. 540. (read resolution no. 540)

WHEREAS, MCA 7-1-4123(7) authorizes local governments to charge reasonable fees for the provision of services; and

WHEREAS, the Stevensville Municipal Code provides that usage rates, service charges, and license and permit fees be appropriately set by resolution of the Town Council; and

WHEREAS, the Town Council periodically sets fees and charges for various services provided by the Town.

WHEREAS, Special Event Permit Fee is set at \$125.00, Special Event Permit Fee for Road Closures is \$25.00 per block that is closed, Power Panel Fee is set at \$20.00 per panel, Special Event W/Alcohol Fee is set at \$200.00, Stage Setup and Moving Fee \$100.00 per event/per stage (this fee does not pertain to the Stevensville Civic Club Events, Bonfire Permit Fee \$50.00; and

WHEREAS, Annual Event Fee is set at \$100.00 per season, not to include Special Event Permit Fee, Special Event Road Closures, Power Panel Fee, Special Event w/Alcohol Fees; and

WHEREAS, Annual Events are defined as Farmers Market, Creamery Picnic, Scarecrow Festival and Country Christmas.

WHEREAS, Pavilion Rental Fee is set at \$40.00 per rental.

NOW THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Stevensville, hereby adopts the fees for special events and park use with an effective date of the passing of the FY 24/25 Budget.

BE IT FURTHER RESOLVED THAT the adoption of this resolution voids previous resolutions pertaining to Special Event and Park Use Fees.

PASSED AND ADOPTED, dated this 11th day of July 2024, after motion and second at a regular meeting of the Stevensville Town Council.

I got to looking at this and reading this and re-reading the format of the resolution and it comes down to this, the annual event fee is set at \$100.00 per season not to include special event permit fee, road closer, power panel fee, so I looked at that, and that means that the special event is \$125.00 plus \$100.00 plus \$20.00 for the power panel and \$25.00 for road closer. That means this event closes the road 23 days so is that 23 times \$25.00 which \$575.00. those fees add up pretty quick I think that when this was written that it was not quiet understood what was being said. So, I am going to recommend to the council that we go back and revisit this resolution 540 before we approve this special event. It is still in the queue as the first item because that is one of the things that you want to do is lock in the date so it is still in the queue, but we need to revisit this resolution to look at how these fees are really supposed to be applied and it bothered me a lot and so I looked under that artificial intelligence thing, I asked the question what does the following statement mean?

WHEREAS, Annual Event Fee is set at \$100.00 per season, not to include Special Event Permit Fee, Special Event Road Closures, Power Panel Fee, Special Event w/Alcohol Fees; and

Al came back and said that the statement means that the mandatory charge for holding an annual event is \$100.00 per season but this basic fee does not cover other potential costs such as the special event permit fee, road closer and power panel. So, when I looked at that it appears to be a grammatical error or oversight or I am not sure if the previous council meant to say what they really said. I am going to recommend that council table this and lets go back and look at this resolution 540 and correct it before we move forward because it is potentially go from they normally pay \$100.00 for the event for the 23 weeks but it actually works out to be like \$1,260.00. with that introduction I would like to open the floor to public comment.

PUBLIC COMMENT

Stacie Barker: after looking at the special event permit fee schedule as well. That special event sheet it says the annual event fee season is \$100.00. This goes clear back to when Mayor Dewey was in office they went in there and they actually considered us as being an asset to the town this is going to be our fourteenth year in the town of Stevensville it draws a lot of business to the town of Stevensville. I was on the council when this resolution was passed through and there were discussions about the wording of this resolution I understand the fees are a thing that you are questioning us it is a hard one to swallow, because there was some talk last year

about some different things on getting farmers market banned. No other town in the state of Montana charges extra fees for their farmers markets. We actually went through this, Missoula does not charge for extra closures, and you want to put these extra closures on us, it is really sad I understand where you are coming from our market does not hold any alcohol in it, we do have one special event put in there for the car show, brought a lot of people out on Father's day. Our people shop the businesses downtown as well, for you to tack on a whole bunch of other stuff onto our market. For a fact we have actually put money back into the community, sponsor events in town we actually put money into our parks we put extra money into it, the money that was raised at the car show went back to the town for our parks. We are a part of the community and for you to add a bunch of other fees to us that market could go away. A lot of people look forward to coming to town on Saturdays not only shopping with us, but they can also go here and there. They are here to spend the money and support the community I would really suggest taking a hard look at charging extra fees for this.

Jim Basitti: I would like reflect some of the things that Stacie said and gets some clarity on what is being raised here. What is currently being proposed is a reversal of the current rules that have been in place for 13 years or so to charge per event instead of that same fee per year. Is that correct?

Mayor Crews: no that is not correct, let me read this to you again.

Jim Basitti: so instead of the individual increases I understand it was about \$100.00 for them to do this and now the proposal is being put forth to change what is currently and to increase it per event.

Mayor Crews: I will elaborate. It all comes down to this statement right here; this is a resolution that was passed by the council, resolutions have basically the effect of law with council decision. The mayor's office has to obey to these resolutions as do the people in the town. The special event permit fee is \$125.00 a road closure is \$25.00 power panel fee is \$20.00, stage set up fee is \$100.00 and a bonfire permit is \$50.00. If there is alcohol it is \$200.00, but the one sentence in here that is under questions, that was approved by council, on which it happened on July 11, 2024,

WHEREAS, Annual Event Fee is set at \$100.00 per season, not to include Special Event Permit Fee, Special Event Road Closures, Power Panel Fee, Special Event w/Alcohol Fees; and

If you analyze that sentence it says the annual fee for the farmers market according to this sentence a \$125.00 fee and when they close the road \$25.00 and when you rent a power panel \$20.00. those are fees that were approved by council and miss read for a long time. I cannot as a mayor

change this, this is something that the council has to do and what we have to do is rewrite this resolution, bring it back in front of council and adopt it. I am not saying that we are going to add any fees or take fees away and that is what this says.

Jim Basitti: I see, the wording is not about, I think that it was taken a little bit different.

Mayor Crews: it was taken different and that is why I read the whole resolution was so that people could understand where I was coming from and I have the minutes from this meeting when this was adopted and there was almost no discussion.

Jim Basitti: I appreciate explaining it now and that the wording has to be addressed.

Councilmember Smith: now that I understand where you are coming from I do want to move to table this until we can look at Resolution 540.

Councilmember Ross: 2nd.

Mayor Crews: motion on the floor to table agenda item a until we can evaluate resolution 540.

Councilmember Ross: my understanding is that we can go back through this and then maybe create an exception or reword it so there is not a reoccurring fee potentially.

Mayor Crews: potentially yes, this is a council discussion you need, we will need to look at this resolution and word it so that it applies, basically what we have now and the way that one sentence reads there is a fee plus the other stuff, I understand that people think that we are going to add a fee, that is not the case we have to get this resolution rectified before, it not only effects the farmers market, it effects everybody that goes in for a special event fee, I have nothing against the farmers market but this is the way that I look at it, as the mayor I am supposed to enforce our laws and resolutions and that is what this resolution said. I committed to the people of this town that I would enforce them. That is what we have to do. Any other discussion from the council? Hearing none, I will call for the vote, Jenelle.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Smith: aye.

Mayor Crews: this special event permit is tables until we can resolve resolution 540.

b. Discussion/Decision: Approval of Stevensville Harvest Valley Farmers Market Father's Day Car Show

Mayor Crews: introduced new business item b. Discussion/Decision: Approval of Stevensville Harvest Valley Farmers Market Father's Day Car Show. Comments from the public. This is an additional permit and calls for \$125.00, this falls under the same special event permit fees.

PUBLIC COMMENT

Jim Basitti: meaning that this falls under the same wording and needs to be addressed in the same manner.

Mayor Crews: precisely.

Tamara Ross: what is the fee per vendor on both of these events, what do they typically see per booth and what the public is paying to be at the event.

Mayor Crews: what the public is paying?

Tamara Ross: at farmers market when they have a booth what do they typically pay to the farmers market to be there.

Mayor Crews: if you go to the farmers market website they have a fee set up for each one of their vendors, so they pay a fee, and if I am not mistaken it is per day. That would be 23 days. The public does not pay those fees. Any other public comments, hearing none I will.

Public: does that mean that you are going to table this as well?

Mayor Crews: I am not sure what the council wants to do. We have not reached that point.

Councilmember Bailey: I was going to make a motion to table the Stevensville Harvest Valley Farmers Market Father's Day Car Show. Until we can review the resolution 540.

Councilmember Smith: 2nd.

Mayor Crews: motion and a 2nd. council comment? Hearing none, Jenelle please take the vote.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Smith: aye.

Mayor Crews: motion carries. We will review this and would like to bring this resolution back by the 12th of February, Jenelle, can we do that. or should we wait until the 26th. The items are in the queue they are not going to be superseded. They are the first ones there and that is how they will be treated.

Jenelle Berthoud: at this time there is room for the meeting of the 12th.

Mayor Crews: let's get that back on the agenda of the 12th.

Jenelle Berthoud: you are referring to both items a and b.

Mayor Crews: yes.

Jenelle Berthoud: along with resolution.

Mayor Crews: yes, resolution 540 we will do the resolution first and then we will address the permits.

c. Discussion/Decision: Special Event Permit & Waiver of Fees for Stevensville Police Department 4th Annual Chili Cook Off

Mayor Crews: agenda item c.

John Boe, Chief of Police: on the 21st of March we are asking to have the 4th annual chili cookoff at Lewis & Clark Park from 5-8.

Councilmember Smith: it is winter.

John Boe: it is Montana.

Mayor Crews: would you please adhere to the council rules.

Councilmember Smith: oh, sorry.

John Boe: As far as the setup, large circus tent with sides, heaters, be able to seat a couple hundred people. We have a lot of that donated, the tent, the chairs and the tables. We will need power.

Mayor Crews: alcohol?

John Boe: there will be a cash bar and will provide their license and then we will get a percentage of their proceeds.

Mayor Crews: Public comment?

PUBLIC COMMENT

Stacie Barker: my question is, this also falls under what you just said it is the same type of thing that we are going through.

Tamara Ross: I am wondering how advertisement goes and what has worked or the struggles in the past. Might try and help you out.

John Boe: yes.

Mayor Crews: public comment is public comment not question and answer. We did not list it as question and answer. But you can reserve that until later and talk to the chief.

Citizen in the audience: I live by the park, and I have a parking concern. There are times that people park and block in front of our houses.

John Boe: I have a couple of groups helping with that, the Civic Club and the American Legion will assist us with parking. So that we do not park in peoples yards.

Councilmember Bailey: I would like to make a motion to table the Special Event Permit & Waiver of Fees for Stevensville Police Department 4th Annual Chili Cook Off until we can review resolution 540.

Councilmember Ross: 2nd.

Mayor Crews: motion and a 2nd. Any comment from the council?

Councilmember Bailey: can we bring that back on the 12th as well?

Mayor Crews: I am sure that we can, I will check with the clerk. any other comment, Jenelle, can we bring this back on the same day.

Jenelle Berthoud: yes.

Mayor Crews: we will be as quick as we can on this and as fair as possible for further discussion. Jenelle, please take the vote.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Smith: aye.

Mayor Crews: pass 3-0

d. Discussion/Decision: Agenda Item Request Forms for Boards

Mayor Crews: introduced new business item d, Discussion/Decision: Agenda Item Request Forms for Boards. Right now, there is no real formal way to get agenda items on their agendas. We want to introduce this each of the boards. Public comment on this issue?

Councilmember Smith: why would any board need a request form if they don't, when it is advisory.

Mayor Crews: because there are items that need to be addressed for these boards for example the Park Board is going to be taking a look at the shared used path and revitalization of the river park we also want to look at things down there. We already have bicycles at River Park, and we have multiple trails that have been cut into the park these all need to be brought to the board and there are things that airport board members would like to be put on the agenda, they have had no way to do it besides call up the clerk and say that they want this on the agenda. This gives all of the boards a standard way to follow suit with town council and to include their supporting documentation.

Councilmember Ross: anybody can submit an agenda item not just a board member.

Mayor Crews: that is correct. These boards belong to the people of the town of Stevensville, that airport board belongs to every citizen in this town and they have the right to say something on anything that goes on up there. Let's give them the opportunity, let's give the town back to the people where it belongs.

Councilmember Smith: I move that we consider a, I will get it out, give me a second. I move that boards will use the same agenda form as the council.

Councilmember Ross: 2nd.

Mayor Crews: motion and a 2nd. They will include just like our town council with dropdowns, make it easy. Part of the problem is that not all of our agendas have what the council or boards need. I think that the more that we supply the more active they will be. Council comment or discussion? hearing none Jenelle please take the vote.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Smith: aye.

Mayor Crews: thank you

e. Discussion/Decision: Planning and Zoning Board Member Appointment

Mayor Crews: introduced new business item e, planning and zoning board member appointment. As you know the mayor does not make this appointment the council does, the council needs to nominate a member of their own. Public comment?

PUBLIC COMMENT

Stacie Barker: I have a question, you just made the comment that you do not appoint but you have the appointment of Talon Ross to the Park Board, how is that.

Mayor Crews: I will explain that when we get to that agenda item.

Councilmember Ross: I make a motion that we appoint a member of the council to the planning and zoning board.

Mayor Crews: do you have a particular person in mind.

Councilmember Ross: can't we discuss that.

Mayor Crews: you have a motion on the floor, would you like permission to retrack the motion. So, Councilmember Ross requests permission to retrack his motion. Is there any discussion about that. Jenelle, would you call for the vote to retrack his motion.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Smith: aye.

Mayor Crews: there is no motion on the floor at this time, normally there would be a motion on the floor before we would discuss it. You can lead forward if you would like. Would you like to suspend council rules to discuss this? If so, it is okay. This is a learning process, we must follow council rules, but you can ask to suspend council rules and open discussion about appointment to the board. Then you would vote on that and then suspend it for that item.

Councilmember Ross: motion to suspend council rules.

Councilmember Smith: 2nd.

Mayor Crews: motion and a 2nd to suspend. Any discussion by the council. Jenelle, please call the vote to suspend council rules.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Smith: aye.

Mayor Crews: okay, now you can discuss. Is there a reason that you cannot.

Councilmember Ross: yes, my wife is the chair on the Planning & Zoning Board so I will recuse myself from that.

Mayor Crews: perhaps there is a volunteer.

Councilmember Smith: nominate me.

Councilmember Bailey: can I nominate you? I would like to make a motion to nominate Councilmember Smith to the Planning & Zoning Board.

Councilmember Ross: 2nd.

Mayor Crews: motion and a 2nd. Call for the vote.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Smith: aye.

Mayor Crews: Ms. Ross, Councilmember Smith is now your representative.

Councilmember Smith: I am finally off of the airport.

f. Discussion/Decision: Airport Board Member Appointment

Mayor Crews: same situation we have the airport board member appointment.

Councilmember Smith: I would like to nominate Miss Bailey.

Councilmember Ross: 2nd.

Mayor Crews: motion and a 2nd. public comment? Council comment? Jenelle would you please take the vote.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Smith: aye.

Mayor Crews: motion carries. Councilmember Bailey is now the airport board representative.

g. Discussion/Decision: Approval of the Mayors Appointment of Talon Ross to the Park Board

Mayor Crews: introduced new business read resolution no. 11.

A RESOLUTION OF THE STEVENSVILLE TOWN COUNCIL FOR THE CREATION OF A PARK ADVISORY BOARD, AND FOR THE DESIGNATION OF THE POWERS AND DUTIES OF THE PARK ADVISORY BOARD AND THE TERMS OF THE MEMBERS.

WHEREAS, the Town Council of the Town of Stevensville are the Trustees of the Stevensville Community Park, and have jurisdiction over others parks within the Town of Stevensville; and

WHEREAS, to more fully acquaint the Stevensville Town Council with the recreation needs of the community and assist in the management of the Park System under the jurisdiction of the Town, it is to the interest of the citizens of the Community that a Board of interested citizens be created to advise the Stevensville Town Council as to the needs of the community for recreation facilities and for the management thereof;

BE IT THEREFORE RESOLVED that a Board of citizens, consisting of seven (7) persons be, and the same is hereby created to advise the Stevensville Town Council as to the needs of the Community for recreation facilities and proper public use of the parks under the jurisdiction of the said council, and to assist in the management of the same under the authority of the Stevensville Town Council.

BE IT FURTHER RESOLVED THAT The Board shall consist of (7) seven members, six (6) of whom shall be appointed by the Mayor with the approval of the Council, and the Mayor shall appoint a member of the Council to the Board. Each member shall be appointed for a term of three (3) years, excepting only that two (2) members of the initial board shall be appointed for one (1) year only and two (2) members shall be appointed for two years (2) only, and thereafter all appointments shall be for a three (3) year term. All members of the Board must be at least eighteen (18) years-of age, and reside within fifteen (15) miles of the Town of Stevensville. The Board shall elect a Chairman, Vice Chairman and Secretary from their members, each year.

BE IT FURTHER RESOLVED THAT the Advisory Board shall have no policy making powers, the same being reserved to the Stevensville Town Council, but shall be empowered to investigate and make recommendations of policy to the said Council. The Stevensville Town Council shall, from time to time provide in writing, guidelines to the Park Advisory Board, setting forth the powers and duties of the Board and providing the procedure under which the board shall operate. This resolution says that the mayor can appoint a member, and the state says that the council will appoint. I am sure that state

laws has changed because this resolution was written in January of 1975, we need to meet and change this resolution in the meantime I am going to let the council appoint one of their own. Is there any comment?

Councilmember Smith: I move to nominate Talon Ross to the park board.

Councilmember Bailey: 2nd.

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

Councilmember Bailey: is there a standard in how often resolutions are reviewed?

Mayor Crews: no there is not but it is a good idea, Ms. Barker did that resolve your issue.

Stacie Barker: yes it did.

Mayor Crews: Jenelle would you please take the vote.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Smith: aye.

Mayor Crews: motion carries 3-0. Chairman of the park board is Tawnya Eckert

h. Discussion/Decision: Create a Water and Sewer Rate Study Committee

Mayor Crews: the town of Stevensville citizens have expressed a desire to form a water and sewer rate study committee in order to assess the towns staff and elected officials in determining if there is a method to adjust utility rates to make water rates more affordable to the town. The mayor is requesting councils consent to for the study committee, determine the bylaws of the committee and provide administrative support documents to the committee. The committee will set its goal, maintain meeting schedules, maintain minutes, report the same to the council on a regular basis. The committee appointees will be made by the mayor and with approval of the consent of the council one member of the council, 4 members from the citizens of the town. So, the people of Stevensville want to be active when looking at our water and sewer rates and see what we as a town can do to reduce them. There is no guarantee that it is going to happen, but the citizens want to participate, and I agree wholly that they should be able to look at this and see what we can do and what we can't do. So that is where we are at. Is there any comment

from the public? I will explain how these appointee's will occur I need one appointee from the council and I am going to suggest Melissa Bailey be that appointee. So, council will need to consider that the other four members will need to send an email to me whoever wants to be on that committee with a description of your background and will make an appointment based on that. This is a temporary committee, under state law the mayor has the authority to form a committee without commission of the council, but I do not want to do this so that is why I am bringing it in front of the council. It will initially be for six months and extended as needed. With the consent of the council.

PUBLIC COMMENT

Stacie Barker: I just have one question I know sitting on the council prior to that we had Bobbi Schuler come out and talk to the council several times about why our water rates were high. I would love to see the water rates go down, but with everything that is going up it is going to be really hard to have that happen. And promising that this is a possibility I see it really hard to tell our public this is what is going to happen. We have an increase coming up again and we cannot default on any of those increases and we had a big discussion on this, I think that it is great what you are trying to do, but we have to look at the real picture here it is across the state, not just here, everyone's water rates are going up. If you guys can find a solution kudos to you, shame on us for not doing on the last council or whatever but it is going to be hard. Electricity goes up, chemicals go up all of these different things have to be factored. I hope that you can find a solution for it, but it is going to be a tough one, we are in a time when it is tough for everybody. Good luck.

Mayor Crews: I am sure that the citizens that will be on this committee, they will have information overload very quickly, but I think the citizens of this town are smart enough to look at things and make some evaluations of their own. Maybe they are seeing things that we cannot see and that is why we need this committee.

Jim Basitti: the way that the water system is set up now, I am glad that it is being taken care of I guess. It is not fun to pay too much, I am unemployed I am wondering if just looking at how we pay for the water might be enough, what I mean by that is you know price per gallon is something that people can see differently, you are pumping it into your car and you only have so much money to pay for your gas, so right now it is kind of like that until you get above the three thousand whatever that limit is, then those chunk payments, whatever I have to pay a bunch so I just turn the spigot on and it is an ambiguous end. So, it would be nice to know what we are paying now to maintain the system at its level if we converted that to price per

gallon, because right now there is enough information in the system by the electronics we know how much a certain household spends, whether or not they water their property or have a garden like I do. I feel like I would be more apt to save water that I feel like is the goal we are going to save that way if we just keep spraying it everywhere and not having a real idea it is hard to bring the price down. Thanks.

Mayor Crews: I will presume that you will be putting your application in?

Jim Basitti: for?

Mayor Crews: for this committee, this is open to the public it is not limited to anybody, you just have to apply. Send an email to mayor@townofstevensville.gov

Jim Basitti: I don't want to say no to it right away; I am a pretty irresponsible person. But what would be the time commitment?

Mayor Crews: I do not know. That is up to the committee.

Jim Basitti: I might give it a try.

Enrique McGowin: this is something that we discussed earlier. This water right thing is coming up is that going to, are we looking at that being a big impact on our current rates.

Mayor Crews: I cannot answer that at this time. I am going to a little later on, I am going to explain a few things in my executive report on people that want wells. Any other public comment. The motion on the floor, do I have a motion on the floor?

Councilmember Smith: I made a motion.

Jenelle Berthoud: there is no motion in the floor.

Councilmember Smith: well, I was going to make a motion. I move that we create a water and sewer rate study committee.

Mayor Crews: and? You have a member that you want to appoint at the same time.

Councilmember Smith: who are we, oh Miss Bailey.

Mayor Crews: so, the motion on the floor is.

Councilmember Smith: to create a study committee a sewer rate and water rate committee. Am I on the wrong one?

Mayor Crews: you are on the right one, it is just your giving me an incomplete motion a sample would be.

Councilmember Smith: from the top we will try again. I move that we create a sewer and water rate study committee and I also move that we appoint Ms. Bailey on that committee.

Mayor Crews: so, the motion on the floor is to create a water rate study committee and nominate councilmember Bailey as the councilmember to that committee, correct?

Councilmember Ross: 2nd.

Mayor Crews: motion and a 2nd. any other comment?

Councilmember Ross: for this committee are they limited to only studying the rates or can they look into updating our system.

Mayor Crews: the committee is pretty much unbound and can write their own agenda they just need to be productive. Any other comments? Jenelle call the vote please.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Smith: aye.

Mayor Crews: I realize tonight that this is an unusual agenda and there are some interesting concepts that people have not considered or heard before. So, you guys are doing great getting through this it is just not our standard council meeting there are some things that we have to get done. You know there is an old saying you can eat an elephant you just can't eat him in one sitting. You have to take him at a tablespoon or a fork full at a time, it takes a while. Our staff has done a great job, they really have, I came into this office thinking there were some difficult times ahead but the longer that I am sitting in this chair, we have a good staff, and they are working hard to help the council and the mayor do their job, they really are. We just have some fine tuning to do, and it is just going to take a little bit here and there. I plug along with it every single day.

i. Discussion/Decision: Make updates to the Town of Stevensville Code, Section 10-1

Mayor Crews: introduced new business item i. The next agenda item will affect our Planning & Zoning Board as well as our development code, I am requesting authorization from the town council to pursue the process to change the town's development code specifically Section 10-1, definitions, to add a definition to the urban area as it relates to the towns development code, planning & zoning board

appointment and the Stevensville's development code and the town of Stevensville jurisdiction for the planning & zoning board. I know that this came up during the growth policy, and I don't think that a whole lot of people understand it. It is not going to affect any current board members I want to make that clear right now, the people on the board right now remain on the board until their term is up. What we have to look at is the definition of what is called the urban area. The Planning & Zoning Board is this, the membership of the Planning & Zoning Board shall consist of not less than seven members

One member to be appointed by the town council from its membership.

One member to be appointed by the town council who may, in the discretion of the town council, be an employee or hold public office in the town or county.

I have not approached anyone in our public works department yet, but I think that it is important that public works is involved in the growth of the town they know what we can do and what we can't do with what we have.

One member to be appointed by the mayor upon the designation by the county commissioners of the county.

We have three county commissioners and we have one, Greg Chilcott at this point he has been here a long time.

Four citizen members to be appointed by the mayor, two of whom shall be resident freeholders within the urban area, if any, outside the town limits over which the planning and zoning board has jurisdiction under this Code, and two of whom shall be resident freeholders within the town limits.

Does everybody know what a freeholder is, a freeholder is somebody that holds property, you have to own your property. So, four members of our Planning & Zoning board are to be two from the town limits two from the urban area, the question is what is the urban area. And that urban area was defined by resolution no. 144 that is also recorded at the county as well, it is that section on the map that is right outside the door, blue area, one mile south of town, to the Bitterroot River to the west and to the supply ditch to the east, that is our urban area and that area is zoned 500 feet on either side of Eastside HWY zoned commercial, everything else is R-1 or R-2 that is where our urban area is where they are supposed to come from, I know that we have difficulty filing the boards and we have two people that don't fit that criteria and they are not going anywhere until their term is up. Once their term is up we have to look at complying to that requirement right there.

The clerk of the town council shall certify members appointed by its body. The certificates shall be sent to and become a part of the records of the board. The mayor shall make similar certification for the appointment of citizen members.

That is where we are coming from and in our town code we do now identify where we are coming from and in our growth policy we do not identify where that urban area is. And in our development code we do not define it, that is why I need council consent to move to add a definition to 10.1 to identify urban area, once we define the urban area in our town code we will send that over to the town ordinance we can move it over to the planning & zoning board and the bylaws of the planning and zoning board that has to be defined in there and it is not. It is not cheap to change these codes the clerk can elaborate more but once we change it we have to upload it to the Municode and that costs us money, Jenelle about how much is that.

Jenelle Berthoud: codification can run anywhere from \$350.00-\$650.00 the average is about \$500.00 every time we change an ordinance.

Mayor Crews: we have one that we already have to change and that is 141, you do a whole bunch of them you do it all at one time, right.

Jenelle Berthoud: we would hope for that.

Mayor Crews: we need to get this changed to make it consistent with the city of Hamilton. The city of Hamilton actually defines in Sec. 2.44.50, commission of the board, 4 citizen members to be appointed by the mayor, 2 who should be resident freeholders, 2 outside the city limits and the board has jurisdiction one mile outside of city limits. So, this is consistent with other cities they have there areas. If you look at the planning and zoning board, those are areas that are not zoned into the county and that is why resolution 141 came in. it was a long time ago, 1990 I think.

PUBLIC COMMENT

Stacie Barker: can you tell me what members on the planning and zoning boards terms are up I did not know there were terms. They are volunteers already.

Mayor Crews: they are volunteers, but they are three-year terms. That is why I have already asked Ms. Ross to look at when they were appointed to the boards.

Stacie Barker: I think it was this last year that it was the first time we had a full board and it is hard to have that when you do terms, they are there to help out.

Mayor Crews: agreed.

Stacie Barker: I do not think there should be a term, I think that should be for elected officials.

Mayor Crews: for example, resolution 11 talks about park board terms they are for three years at the end of three years they need to reapply just like on the airport board. They are terms.

Jim Basitti: the urban growth policy adoption I wonder how that will affect the voters, I have heard two things, one mile radius and outside the town.

Mayor Crews: state law allows the town to enforce zoning codes one mile outside the town limits providing the county hasn't already zoned that, the county has not.

Councilmember Smith: would that be one mile from the boarder of our city?

Mayor Crews: one mile from the perimeter of the town. I am sorry did you finish your comment.

Jim Basitti: I sounds like codifying something that was nonexistent instead of what was in policy.

Mayor Crews: no, it is there we just have not as a town has addressed it properly. There are many things that we have to do to tweak our system. I will give you another example. Today I talked to the clerk about a special event permit form, our special event form has no place on it for the mayor to sign it and approve the special event. That is not a form that we have to run through council so I asked the clerk if she would please address that form and add a spot for the mayor. We have other items that we are biting off a piece at a time. Back when I was on the council in 2015 we would be here until 11:00 at night fixing things, and as laws change we have to fix things to address them. In my executive report I will give you a couple of other examples of things that are changing.

Councilmember Bailey: so, you are asking the council to approve the concept rather than the actual definition tonight.

Mayor Crews: I am asking permission of the council to pursue changing this law

Councilmember Bailey: so, when you draft those changes they will come back to council.

Mayor Crews: precisely, we will have two public hearings public readings.

Councilmember Ross: a quick question on the cost. what funds do those come out of?

Jenelle Berthoud: general fund, when we need to codify something doesn't that have to come out of the general fund.

Robert Underwood, Assistant Finance: yes it is.

Mayor Crews: this is something anytime that you change a law you have to do, it is a given.

Councilmember Ross: I make a motion to make an update to the town of Stevensville code, Section 10-1

Councilmember Smith: 2nd.

Mayor Crews: motion and a 2nd. This will cause a daisy chain, then the board definition will have to be changed if we change 10.1 then we have to change the planning and zoning section, so we are actually changing two laws. Then the planning and zoning board will change their bylaws and then the growth policy will have to be amended as well. Any further discussion, hearing none, Jenelle please call for the vote.

Councilmember Bailey: aye.

Councilmember Ross: aye.

Councilmember Smith: aye.

Mayor Crews: okay thank you.

John Boe: while we are on new business can I ask a question.

Mayor Crews: sure, chief go ahead.

John Boe: going back to my special event permit I have been doing some thinking, collectively the four of you are going to get together and discuss resolution 540 as it relates to special event permits.

Mayor Crews: chief what we are going to have to do is we are going to have to hold a committee of the whole meeting to discuss this resolution and brainstorm these ideas on what we need to do.

John Boe: I am tracking but the difference between my event and Ms. Barkers event is I am going to lose 21 days of advertising for my event; I am two days out from holding the event.

Mayor Crews: why would you lose advertising?

John Boe: because until I get approval from council I can't put out posters.

Jenelle Berthoud: you guys tabled his event.

John Boe: I guess what I am saying is if I agree with whatever is in the resolution ahead of time and just be accountable for that, would that work.

Mayor Crews: chief, I don't think we can answer that question because it would require a decision of the council. I would suggest to just trust the process. I don't see your reason.

John Boe: I assume that on the 12th you will have an answer for me but that will be too late for me.

Mayor Crews: I do not see why you would have to quit advertising.

John Boe: on my advertisements I was going to state in the Lewis & Clark Park on a specific date and time and if I can't get that advertisement out because I have not been approved yet until the 12th of February then I lose 21 days. That will be an issue for us and alter the success of our event.

Mayor Crews: I can tell you we will have this resolved by the 12th we will have it done by the 12th. We are sitting at the 22nd and can hold a committee of the whole meeting next week with council's consent.

John Boe: the point that I am trying to make is when we come back on the 12th it is not going to matter anymore.

Councilmember Bailey: I think he is asking us to approve the use of the park and the concept, but we can't waive the fees because we do not know what the fees are. We are kind of stuck in the waiving of fees.

Mayor Crews: we are actually outside the agenda right now and can't make this decision. I think that we can talk about it after the council meeting if you would like.

John Boe: thank you.

Mayor Crews: you had a comment.

Jessica: we are in the same boat for advertising.

Mayor Crews: I understand, I did not ask for this, and I am going to close comment on this because we are out of the agenda. we can't make a decision on this, and we already closed the item. I know that it is unusual and that is why we discuss it at council the words are there and I cannot help the fact that it was written that way.

Jim Basitti: what is being questioned here is the cost, because the cost is being questioned the cost of them not having it cant be made.

Mayor Crews: not right now.

Jim Basitti: so, you changed the rules right now to make that happen so like you instantly caused a problem.

Mayor Crews: we cannot change this rule right now, we cant do it, this is a matter of significant public importance it has to be on the agenda it could be done via special meeting and that is something I am going to have to get with the chief after the meeting and discuss. You just can't go through and table something and then reopen it, because that business is done. We already made a decision on it.

Jim Basitti: so, this was an oversight then by you.

Mayor Crews: no, this is not an oversight by me this is something that has been going on about eight years.

8. Board Reports

NONE

9. Town Council Comments

(mayor did not call for town council comments)

10. Executive Report

Mayor Crews: okay, the executive report. The council president and I met with Ross Miller the water rights attorney on 1/14 at 2:00pm to discuss the current situation regarding our water rights and what we should look at in the future I have read you the correspondence from Mr. Miller so you are up to speed as much as I am regarding our change application before the DNRC regarding where we can use our water. I have had an email briefly from Fred Simpson concerning the litigation with Two Ravens, again at this time we have the content of that letter but let it be known I have simply been briefed. Water and sewer committee you are up to speed on that. we have the water and sewer committee approved and we have one person on the committee. The committee will determine its mission, meeting schedule, bylaws and with assistance from the clerk publish their agenda. Montana state code 7-3203, duties of the executive and this is where you get back to the board members the executive shall appoint with the commission all members of boards except the executive may appoint temporary advisory committees. That is where it comes from, the mayor cannot just appoint anyone to a board it is a state law, council has

the consent, but a study commission I can do. I would like to make sure that all board members know what a public employee is. Montana code 2-2102a, public employee means any public employee of the state including a member of the judicial branch, any temporary or permanent employee of local government, a member of a quasi-judicial board or a commission or a board, commission or committee with rule making authority. A person under contract with the state, this definition is under state ethics law so if you are a member of the board you have to comply with the ethics laws in the state of Montana. Well drilling regulations, a change in the law regarding private wells. Form 602I must be completed and a filing fee of \$400.00 it is a six-page form this applies to all wells that are being requested at the airport as well. As noted in the council agenda there are new forms for the boards to use for the agenda and used to supply all supporting documentation in order to meet state law requirements for the public be properly informed and all items under consideration for each of the boards. The public has a right to know and a right to participate they effectively cannot do so without proper notification and without a source of notification regarding what is going to be discussed and decided upon. Business license application, the clerk, deputy clerk and the mayors office have added an additional page to the business license application in order to meet the requirements of Stevensville municipal code 10-27 the change will be implemented Monday January 26th. Briefly what that additional page is it will ask what the nature of the business, Does this business stock, store, sell junk vehicles Yes No If yes, are you licensed by the State of Montana? If so, please enter you MT Department of Environmental Quality License Number. Zoning administrator review, zoning administrator is required to review all business licenses to make sure of the required zoning for the business and we will review to make sure that the business is actually located in the appropriate zoning area. A sanitation permit is required for the following types of business licensed in Ravalli County but not limited to a Campground, Motel, Hotel, Trailer Parks, Pools, Body Art, Food Vending and Restaurants. Is a Sanitation Permit required? Yes No If yes list the number. Does this business or proprietor rent residential dwellings, such as single-family homes, duplexes, apartments, condos, vacation rentals, mobile homes or other structures that people would reside? Yes No What is the address of the rental property? The zoning administrator will approve it, sign it and date it. This is required by 10-27 of the Stevensville municipal code. The Stevensville Municipal code 10-27 is enforced by the zoning administrator. No building permit, occupational use permit should be issued unless by the provisions of this chapter without the approval of the zoning administrator. We don't have a zoning administrator separate from the mayor there is a resolution that the town passed last year that is a reinforcement that the mayor

is designated as the zoning administrator so that is the calibrate duty along with being the flood plain administrator, we initially put this in 2017 I believe. Definition of zoning administration means that the designated mayor is responsible for reviewing building and land use permits for conformity to the development code and for interpretations and enforcement of its provisions. I told you what that is going to ask. Town attorney meeting I met with our town attorney on Monday morning regarding litigations that the town is in engaged, I am not at liberty to discuss the fine details, but the meeting revolved around Jessop, Two Ravens and Berta's Farm suits. We have requested his opinion regarding qualifications for the current applicant for town city attorney, he gave a positive response, when we have completed our advertisement we will schedule an interview and appoint via a special town council meeting. We had a loss of water casualty yesterday here in town I will give you the results of that and what caused that. from Mr. Lassiter, Public Works Supervisor:

This was a temporary communication failure between the reservoir and the wellhouse. Sometime during a phase of the SCADA upgrade at the wellhouse, a communication port was blocked. The reservoir could not call for the wells to pump more water, and the reservoir drained too low to supply the outlying areas of town, specifically Twin Creeks, Creekside, and the school. There was still enough water for the majority of town, and the people I talked to in town never even noticed. I was notified around 7:00 a.m. by a citizen in Twin Creeks that he had low water pressure and within 45 minutes we had the pumps going again. Within another half hour Twin Creeks was restored. Another half hour or so after that we got the booster station going and restored Creekside and the school. HDR was very responsive and on scene just after 8 a.m. They resolved the communication port problem and assured me that it was fixed. Everything is talking again and the pumps are back in auto mode. An unfortunate growing pain of this SCADA upgrade is that we have temporarily lost our emergency notifications from the wellhouse. Had the emergency phone rang in the middle of the night, we could have responded, turned the pumps on manually, filled the reservoir back up, and called HDR in the morning. This episode was worrisome and inconvenient for a couple hours but certainly not catastrophic.

Mayor Crews: when we talk about casualties it is an old term when a pump goes down we call it a pump casualty that is what that means in this case it was a lose of water casualty. Stevensville River Park Mr. Gaylor and I took a fast walk through the River Park on Tuesday; it was fast because it was cold. What we did do was investigate some activity at River Park look at the trail usage and the bicycle tracks that are increasing at the park. Public Works Supervisor, Mr. Gaylor, the Park Board

and the mayors office is going to come up with a revitalization plan for the River Park, opening up many of the foot trails so that it connects the trails, clean up the debris in the park and along the river bank this of course will involve a lot of work hopefully we can get some volunteers to assist it would be nice to remove all of the floats on our launch site with in our park, it is a nuisance, unsightly and can be dangerous plus it robs our citizens of a nice kayak and launch and beach for family use our citizens do not need to interfere with the fishing industry on the river and we actually have a much nicer beach head than all the traffic noise from cut off road. Currently our parks are open from 6:00am-7:00pm each day we have had some issues down at the River Park and the chief of police and I are looking at the possibility of altering the park hours of River Park by resolution. We do have a gate down there that we can shut and lock that is authorized by Stevensville municipal code 18-20 hours of operation, the town may direct by resolution that certain parks be closed during other specified hours based on the time of year and individual park security issues, provided such closed hours should be prominently posted by Chief Boe at the park entrance. Town council we will interview and appoint for the final seat of ward 2 on February 2nd at a special town council meeting. That concludes the executive report. Is there a motion to adjourn?

Councilmember Smith: we don't get any town council comments?

Mayor Crews: I am sorry, I apologize.

Town Council Comments

Councilmember Smith: I just want to make a special, welcome to the board, glad that you are here. And the other thing the meeting today with the permits and all, I don't think that you should stop doing anything we are only tabling to take care of some verbiage and get that straightened out, it should not hurt your programs at all, advertise.

Councilmember Ross: is that something that we can look into, you mentioned maybe having special council meeting to.

Mayor Crews: possible.

Councilmember Bailey: that is what I was going to suggest, review it earlier.

Mayor Crews: the mayors office has no problem with that. Any administrative issues that the council would like to discuss. Under council rules administrative issues can be handled off the agenda during council comments, read your council rules and see what they say.

11. Adjournment

Councilmember Ross: I motion to adjourn.

Councilmember Smith: 2nd.

APPROVE:



James Crews, Mayor

ATTEST:



Jenelle S. Berthoud, Town Clerk