

Stevensville Committee of the Whole Meeting Minutes

for WEDNESDAY, JANUARY 28, 2026,

6:30 PM 206 Buck Street, Town Hall

1. Call to Order and Roll Call

Mayor Crews called the meeting to order. Councilmembers Bailey and Smith were present. Councilmember Ross is out due to illness.

2. Discussion on the Following Items

a. Resolution No. 540

Mayor Crews: introduced discussion item a, Resolution No. 540. (the mayor read what a committee of the whole meeting is). It is kind of a brainstorming meeting to come up with ideas. Tonight's meeting, we are going to discuss Resolution No. 540 (the mayor read Resolution No. 540). During that meeting there were some discussions and the council said that they liked these fees. This all arose when I was going to approve some special event permits requests and I went back and read the resolution. I read that line about the annual event fee. (re-read that line in resolution no. 540). That is why I brought that to council because we have an obligation to fix a problem immediately. I will open the floor to discussion.

Councilmember Bailey: as you were reading I thought, you mentioned that the stage set up and moving fee is \$100.00 per event per stage and does not pertain to the Civic Club because they own the stage.

Mayor Crews: that is correct.

Councilmember Bailey: then why does the town charge a rate for the stage that we do not own.

Mayor Crews: because other people might use that stage.

Councilmember Bailey: so, do we give that fee to the Civic Club or do we get that money.

Mayor Crews: that is not specified in the resolution.

Jenelle Berthoud: Public works usually are the ones moving so equipment time, people time.

Mayor Crews: manpower.

Councilmember Bailey: very good. The annual event fee is set at \$100.00 per person not to include permit fees and the other fees, the annual event fee is defined as the following events (read the events). That is a \$25.00 discount from the special event fee. Is that because these are reoccurring. I am just trying to understand why we have a different annual event fee that is different.

Mayor Crews: in the ordinance in town code, it does not say what an annual event is. (the mayor read Section 22-282). Section 22-282 (b) has a list (the mayor read section b.) special event is defined annual event is not.

Councilmember Bailey: that was my point, annual event. My recommendation would be removing the annual event fee and the annual event definition from this resolution and just have special event permit fees, as every event that is going to be requested is probably going to be beneficial to our community.

Mayor Crews: Councilmember Bailey recommends remove the definition of annual event from the resolution.

Councilmember Bailey: (read those lines in the resolution) my recommendation would be that we have one special event permit fee rather than the creation of an annual event fee.

Councilmember Smith: sounds good.

Councilmember Bailey: third paragraph (read third paragraph) periodically is where I am getting hung up.

Mayor Crews: periodically is usually around budget time.

Councilmember Bailey: should we, I think that it should be defined or not in there honestly.

Mayor Crews: I do not see that the development of the budget is the actual time frame to set these fees I think that they should be set and evaluated annually. Whether they occur in budget season or not, so this if council wanted to set a time period on that I guess you could do that.

Councilmember Bailey: follow up question, I think that we discussed it last week, resolutions are not on a revolving renewal or approval cycle, that is correct.

Mayor Crews: that is correct, we have some resolutions on the books for 50 years.

Councilmember Bailey: do some of those resolutions include a revolving like we review this every year. Is that something that logistically makes sense that we create. Or how would we follow up on this every year, a reminder.

Jenelle Berthoud: I can give an example, when the administration asked to separate out everything into their own resolutions. Everything got its own resolution so when we want to change something it is just done by that one resolution. The pool and the fees are a perfect example around budget time when they are assessing how much money was brought in for the pool and what we are expecting for the following year then administration will make a suggestion that we need to look at that fee for coming to the pool \$1.00 let's say, then that resolution will come back with that suggestion from the finance office or maybe even public works or the parks department that would be my example of when it would come back up, it does not have to be around budget time, they could decide in July to bring to council and ask to change from \$3.00 to \$5.00. I agree with the mayor that budget time is usually when that comes up.

Councilmember Bailey: that makes sense because we had these applications for special events and if we get them before January we know what that influx is for the year. Help out with future delays.

Mayor Crews: quick question for Jenelle, do we have a standard check list to look at any of these fees

Jenelle Berthoud: there is not a standard check list but the department heads are really good at reviewing those and going over them especially the pool. Since I do a lot of fingerprints throughout the year I usually bring that up and that may be something that will come up at budget time. Everyone does look over those things.

Councilmember Bailey: I would make a recommendation in that third paragraph to remove periodically and put in annually I guess around budget season or November whatever month that would be start working on that.

Jenelle Berthoud: March and April because your budget goes into effect on July 1.

Councilmember Bailey: we would want to do that in March because that is typically like the beginning of the year, because that is when we start.

Mayor Crews: budget is in the middle of the year.

Councilmember Bailey: what am I missing.

Jenelle Berthoud: our budget runs July 1-June 30. You can make suggestions to change a resolution to take effect on Fiscal Year 26/27. That would be an example.

Mayor Crews: if we were to suggest an annual review we would need to see what we want to look at month by month.

Councilmember Bailey: what would you like it to say. The town council annually sets fees and charges or do we want to define a time of year or month. Do we need to put that in there?

Mayor Crews: I think that the wording is okay.

Councilmember Smith: do we want to lock ourselves into another constant meeting every year that may not need to.

Mayor Crews: we could say that these fees are reviewed at an annual basis.

Councilmember Bailey: I agree with that. Camping rates undefined, but I believe that we referred to it in one of the ordinances. Do we have folks that camp here or request camping.

Mayor Crews: there are some events that do allow camping like the circus and creamery picnic. And did we have a copy of the camping request in here, that may be something that we have to look at. Events are only allowed until 11:00pm unless there is camping so if people are camping there is a requirement to provide sanitation. At one point eight years ago, we opened the pool bathrooms for use, the fire event. Part of the special event process identifies whether or not you are going to camp. I have the special event sheet here and it says is overnight camping requested. If we do camping in Section 22-315 it talks about what you have to do for camping, that may include power or use of water. These are things that you folks need to examine.

Councilmember Bailey: I don't think we should do a camping rate; I think it is part of the special event in my opinion. I do think that we should have a camping deposit. so that there is a bit more risk of folks staying overnight. We want the park returned to how it was.

Jenelle Berthoud: an example of the last time that camping was used was two years ago when the circus was here, the event was being put on by the Civic Club, so the Civic Club carries their insurance for that event and they in turn took on that responsibility for those that camped at Lewis & Clark Park. They took on the responsibility to ask allowing camping for the event and also took responsibility

porta potties, electricity, in that event and in past events it all goes back on who is having the event and who is carrying the insurance.

Mayor Crews: to be honest with you, I do not think that a camping fee should be charged if they are already paying for a special event.

Councilmember Smith: that is why the deposit is a good idea.

Mayor Crews: the deposit is a good idea.

Jenelle Berthoud: who would you be putting the deposit on?

Mayor Crews: for damages at the park.

Jenelle Berthoud: that goes back to, I will use the Civic Club as an example. So, it is going to go back to their insurance because they are the ones that pulled the event.

Mayor Crews: it depends, if you read the town code, the only thing that is required to get deposit is for alcohol based on the number of people and the number sold. Maybe a deposit should not be on camping just alcohol. The town under the code has the option to wave the security fee.

Councilmember Bailey: let's say it is not somebody from the Civic Club they are still required to have insurance?

Mayor Crews: correct.

Councilmember Bailey: so, we would be comfortable without a deposit because they have insurance.

Mayor Crews: you can't have a special event permit without insurance.

Councilmember Bailey: right, so what is the point of the alcohol deposit.

Mayor Crews: that is because it is listed in the alcohol section.

Councilmember Bailey: I understand that, I am just trying to work through all of the details and understand it. So, I could essentially pay \$125.00 and camp as long as I have insurance.

Mayor Crews: I would take that as reasonable, and it would still need to go to the council for approval.

Jenelle Berthoud: but we still do not allow camping in the parks.

Mayor Crews: unless it is a special event.

Jenelle Berthodu: the special event, can it just be camping? Can you open it up to having a special event for 500 people and they are all bringing their campers and tents to Lewis & Clark Park.

Mayor Crews: 10 years ago, this was a subject because they were trying to do a bicycle camp at Lewis & Clark Park. It ended up going over by the Stevi Hotel, he got a grant. They wanted to let people camp at the park, but they could not because it was not a special event. Let's say you had a trail group that wanted to ride through and camp in Stevensville they would have to get a special event permit and then council could authorize it. it would be considered on a case-by-case basis.

Councilmember Bailey: getting to the meat of the resolution. Special event is set at \$125.00; road closures are set at \$25.00 per block, power panel fee is \$20.00, special event with alcohol is \$200.00 we do not have a special event application with alcohol we just have a special event application.

Jenelle Berthoud: we have an alcohol use request form.

Councilmember Bailey: is that an extra \$200.00 or just \$75.00.

Jenelle Berthoud: extra \$200.00 it is on the bottom of that page.

Councilmember Bailey: so, if I want to have a special event with alcohol I am paying \$325.00.

Jenelle Berthoud: yes.

Mayor Crews: it is kind of confusing because of the way that it is worded. When you talk about road closures and power panels is that per day or event. If you go to the city of Hamilton I talked this over with one of their deputy clerks, they charge \$20.00 per day for power. Their farmers market charges \$45.00 per power cord. The event venue only pays \$20.00 per day. One thing that we have to remember is power is paid for by the citizens of the town. Are we giving taxpayer money away or do we need to recover it.

Councilmember Smith: we are bound to recover it.

Mayor Crews: so, you are wanting to charge \$20.00 per day for power. The road closures, I talked this over with the clerk in the office and how these happen, most of these events close their own roads, so this fee should only apply if we are supplying the manpower to do it, would you consider that.

Councilmember Smith: so, they would have to supply their own cones.

Mayor Crews: sometimes they might borrow, in general the roads are closed by the venue, they have to supply a traffic plan. The traffic plan has to be reviewed and approved by the chief of police. Most of these have to have a review from all of the departments including the council before the clerk can issue a permit. So, what is your suggestion on the power, road closure.

Councilmember Smith: I agree and I like what you said about the farmers market if they want to close it down themselves that is fine.

Mayor Crews: they are using their own people.

Councilmember Bailey: I reworded the middle paragraph if you would like to hear my suggestion. This is going to be the fourth paragraph.

“Special event permit fee is set at \$125.00 with additional rates for road closures at the rate of \$25.00 per block requested per day. Power panel rates at \$20.00 per panel per day. Alcohol fee set at \$200.00 with applicable alcohol deposit. Stage set up rates at \$100.00 per stage as requested, bonfire rates \$50.00 per requested and pavilion rental of \$40.00 per event.” I think that we should have a separate line for continuing. Moving on, a special event permit will need to be submitted for each event in a serious. I think that this is something new that we should do, for things like farmers market that are reoccurring each week. That was also in the ordinance that it needs to be submitted.

Mayor Crews: this would be a good time to read this, the problem with this ordinance 22-315, the last general revision was 2008. We have on modification in 2015 when we changed the requirement for the mayor to sign the special event permit if it is less than 1,000 people and if more than 1,000 people has to go before the council. The section that Councilmember Bailey is talking about is. (read sec. 22-315). The last sentence has been overlooked for the past 18 years, I think that it was just something that nobody ever caught, it is in the ordinance, and we have to live to that. I guess the question is if you have a 23-week event as the farmers market is, you have to resubmit to council every two weeks for approval is there an additional fee?

Councilmember Bailey: I think that is a tough one I am thinking specifically the farmers market that has 23 weeks, that is a lot of money. I think that we scale that down, if it is over 20 weeks we charge \$5.00 to resubmit, that is very arbitrary and I do not want to get into arbitrary numbers. That is a tough one, what do you guys think.

Mayor Crews: with an event of this magnitude I would not be thinking \$125.00 every two weeks, I would not do that. I am not sure what that would be. You would already be paying for power.

Councilmember Bailey: do we have any processing fees in the town for paperwork.

Jenelle Berthdou: the only other thing that we are allowed to charge for is records requests. I have a quick question mayor, like you said this has not gone on for 18 years and this event has to come back every two weeks, I will use farmers market as our example. They would come to the council and get two Saturdays approved and then have to come back and get two more Saturdays approved what if council does not approve that next set of two Saturdays. What is that event going to do?

Mayor Crews: good question, I don't know if when this ordinance was written an event of this length was considered, I read the minutes of that meeting and I have them right here and they never talked about anything like that. Talked about charging \$125.00 for a special event. These farmers markets, car shows, gun shows. I remember when I first moved here we had a gun show right on the main street but have not seen any in years.

Sean Doyle: I do not have a comment just a question that ties directly to this. What if following the law every two weeks what if someone else applied to use that and farmers market had not applied yet.

Mayor Crews: it first comes first serve.

Sean Doyle: just a question no comment.

Councilmember Bailey: I know that this is cumbersome, what if we created a renewal application that is separate from the special event application and in the special event application you put in the dates that you want to do it, like March through September and then you have a special event renewal form and that you have to submit every two weeks to the council and we just say, nothing has changed on your application you are approved and we are still meeting that ordinance by reviewing it. Does that satisfy everything or are there issues with that.

Mayor Crews: it still to come in front of council.

Councilmember Bailey: we still would to meet that requirement.

Mayor Crews: state your statement again.

Councilmember Bailey: so, you have your application for special event permit, and it will have the dates of your event of every Saturday from March through September.

That is your special event permit, we would approve that through council and look at the dates and say that is appropriate and approve the dates, but there is also an additional part to that and that is the renewal, the renewal comes to the council every two weeks and we review it so that it locks in the application locks in the dates for farmers market and then you have the renewal application and that meets the requirements.

Mayor Crews: so, if someone puts in a special event application for a 12-week event council would approve that for 12 weeks, however they have to come back and confirm that they still have it.

Councilmember Bailey: yes, we are going the best that we can to honor their request and the ordinance. I think that seems fair to everyone.

Jenelle Berthoud: we already talked about this in the office; I think that you will no longer have this as an event in the town of Stevensville. that is a lot of work to put on the event holders to hold that they get it back. I get the ordinance and we have found a lot of things through out the years that just don't get followed because there is not the time or there is to much procedure involved and it was easier for a mayor to say it is good lets move forward it is okay. That is just my personal opinion that you will see an event 12 weeks, or 23 weeks taking place on one of our streets I think that it will go to a private lot.

Mayor Crews: an alternative would be to change the ordinance, but we still have to fair to everybody. Jenelle how many other venues have come to town and wanted to use the same space at the same time as the farmers market by chance.

Jenelle Berthoud: farmers market, no. except for when there are times like Creamery Picnic and Scarecrow Festival and they have learned to really work together through the years and work with each to say we are going to be there until 2:00 pm and then you can have it for a teen dance, Scarecrow Festival, we will be out at 2:00 and you can have it for a dance. The only place that I see it is at Lewis and Clark Park people will plan to use the large field, pavilions rent out fast.

Mayor Crews: the only thing that I get concerned about is if council approves something to go for 12 weeks and somebody comes in and says that you are not giving an even break to everybody and that is where the rub is, what do you do in that case.

Jenelle Berthoud: if you are following the town ordinance and I like the suggestion that Councilmember Bailey said, you can't legally approve that special event permit for all 12 weeks for something because you are making them come back every two

weeks, and you just made a good point and that was then what is someone else wants it and everyone is supposed to be reviewed every two weeks. That is my concern with that.

Councilmember Smith: the sticky of that is when they put in for it they already put in for the 12 weeks and we have approved that, and if I am a vendor that will sit back and say why do I have to do this every two weeks I have already done it once why do I have to do it every two weeks.

Jenelle Berthoud: councilmember Smith is right on, that is why that ordinance has been overlooked for so many years, I have been here nine years, and I can't think of anytime that has been used for farmers market, can I ask how many years has farmers market been here.

Jess Bundren: is this location it will be 14 years and 20 years in the Stevensville area.

Councilmember Bailey: so, that is how long we have been ignoring this ordinance.

Mayor Crews: for 18 years. I only went back to 2008 that is when the revision to the ordinance was made, since then I can't think of when this was used. I don't mean to use farmers market, but it is our prominent event, we are trying to obey the law and make it fair for everyone. It can be a bit tough, in Hamilton they block off two blocks, they charge a lot more fees, they are a co-op and you have to join the co-op, and you have to pay a fee, and a fee for power and it gets pretty expensive. We are looking at base rate of \$20.00 per day because we do not have individual kilowatt meters to measure power usage and charge on kilowatt hours.

Councilmember Smith: are we interested in charging the power rate at \$20.00 per day for the overall general vendor or to each individual vendors.

Councilmember Bailey: I said, per panel per day.

Mayor Crews: per panel per day. We have one meter down there that everyone plugs into.

Jenelle Berthoud: that is correct, there is no panel at 3rd Street.

Mayor Crews: right now, there is one panel, the right way to do it is to use a meter and charge for amount used, that is ultimately what we should use, but we do not have that capability right now. The \$20 per panel per day is the best right now.

Jenelle Berthoud: if you use the word panel, like you said there is one power pole at 3rd Street, and a power panel is using only used at Creamery Picnic and Scarecrow.

They are actual panels that get plugged in, Snow Mountain Electric comes out and does those.

Mayor Crews: doesn't the civic club supply the panels?

Sean Doyle: they belong to the civic club, like the stage they are held onto by public works.

Mayor Crews: I would think right now, that \$20.00 per panel.

Councilmember Bailey: does that make sense.

Mayor Crews: the biggest draw right now is the food truck.

Councilmember Smith: how many extensions cords can go off of that panel.

Jess Bundren: two. Food truck and music.

Mayor Crews: is there any other thing on this resolution that need to be changed? This was written in 2024 and we are in 2026. We can bring back a resolution to the council for approval; can we close this agenda item.

b. Revisions to Special Event Permit

Mayor Crews: I was not aware that Jenelle gave out a permit. I have drafted one, it is in you packet. (went through the permit). This is a little more cumbersome then what the clerk is used to, do you have what we are using right now.

Jenelle Berthoud: I included it in the packet. There is the one that we are using now and then the draft from the mayor.

Councilmember Smith: Jenelle you are saying that the last page is what we are using now.

Jenelle Berthoud: no, what we are using now is pages 5-9.

Mayor Crews: what this new permit would do is show you what you are allowed to do.

(side discussion took place about what is being used right now)

Mayor Crews: anybody would be able to come up and look at that. the first two pages are to be filled out by the person holding the event. Everything that is required by code is in this form.

Jenelle Berthoud: on the section about stages, we still need to have the exception of the civic club. I just found out that the power panels are the property of the civic

club. That is another item that is owned by the civic club, which is very similar to the stages.

Mayor Crews: at this time, we cannot charge for the use of the panels just the electricity. That is something that we would have to work out with the civic club and when we can use them and how much to charge the town to use them per event. (discussed the draft form, read it to the council). One of the things that will get the permit disapproved is if you need police department and it is going to tie them up you will need to pay for that time.

Councilmember Bailey: if we are going to charge for electricity and pay back to the civic club for the use of the panel, then my suggestion would be that we charge \$20.00 per panel per day over what we are charged as a town.

Jenelle Berthoud: say that one more time.

Councilmember Bailey: I want the town to be able to collect \$20.00 over what we are charged, essentially. If they charge us \$20.00 per panel per day and we charge on the application \$40.00 and we have to pay them for the panel then we are collecting the \$20.00 for electricity.

Jenelle Berthoud: you are looking at two things, right now it has been great, and the civic club has just had them here. We the town is getting the \$20.00, nobody else was but the only way to charge the rate fairly is to go with the meters and that needs to go into the budget.

Mayor Crews: they are not very expensive, they are digital, they have a code. You plug into them and charge for that usage, that is the fair way to do that.

Jenelle Berthoud: you would then have to bill them the following month after the northwest bill comes.

Mayor Crews: we should not have to buy more than a few of these.

Sean Doyle: I apologize, outside of the town clerk I have filled out more special event permits than anybody, I am very familiar with the power set up at the park and at 3rd.

Councilmember Smith: how many panels did you install?

Sean Doyle: if you are talking about the spider boxes I believe that there are five or six and we do not charge anybody for them, similar to the stage if people want to use them for events in town they can use them and that is why they sit at town if they sit in my barn you have to wait until I am available and that is why they have been with

public works. If the church wants to use it they can use them anytime as long as public works is around just like the power panels. If you are talking about the plugs around town that are owned by the town, except for the one that we paid for along E 3rd, because the power was already there.

Councilmember Bailey: that is what I was trying to clarify was if the town is being charged then we need to charge for that.

Councilmember Smith: I think that we should just buy them from you.

Sean Doyle: I do not charge the town, it is under our insurance instead of the town, if something happens to the panel/spider box it is on the civic club. Power is something that the town needs to look at. Power is something that needs to be revisited, town clerk and I have had many conversations around this. Scarecrow Festival alone food court, we put 5-6 trucks over there for two days, that is a lot of power not including the DJ. At Creamery we had 12 food trucks in the park the last two years, plus for the beer trailer, inside the tent and band. I think the idea for the kilowatt is a killer idea, get ones that lock.

Mayor Crews: Sean has made a good point, Myla at the ranch over here her husband made his fortune providing power to events, it is very expensive to the venue.

Sean Doyle: right now, for Scarecrow the town is really getting power from, they are not counting it on wall plugs they are basing it on the spider boxes, Scarecrow is using 3 spider boxes for \$60.00 I can tell you they are pulling more power than \$60.00. For Creamery we use all 6 of them the civic club was using \$120.00 for power, I am sure that is going to be more than \$120.00. when working with the town, we are not here to rip off the town.

Jenelle Berthoud: in 2025 between the town, Sean and Northwest we were able to get the power on 3rd figured out and restructured. I really hand it to Sean, Public Works and Andrena.

Mayor Crews: that brings us to page 3, (read through the draft of page 3)

Councilmember Bailey: on the alcohol deposit how will we arrive at that amount.

Mayor Crews: that is what they put in the ordinance, council has the authority to either wave that or provide a number, they get the deposit back after public works gives the okay, it goes back to the finance officer to put on claims for reimbursement. (went through the rest of the draft). Road and traffic control by the council, we need to change that because it has to go in front of the chief and the clerk give that out.

Councilmember Smith: it does look like this draft that you have created has covered all of the bases.

Mayor Crews: when I started going through this, this is a council decision. I sat down with the ordinance line by line and that is what I put in here. That is why I sent out required reading for you folks. How long did it take you to read it?

Councilmember Smith: you asked how long did it take, two or three hours.

Councilmember Bailey: two hours, I do have some changes that I wrote down on the permit application. We are ready touched on the permit every two weeks. The start and end time, the ordinance says no event between 11:00pm and 8:00am unless camping is approved. do we want to put that in there, so we are setting the expectation. It also says in the ordinance we may grant some provisions to insurance and hours of the event. Maybe we should put in these are the hours that we want you to operate in.

Mayor Crews: that is reasonable to me, what about you Councilmember Smith?

Councilmember Smith: that is reasonable.

Councilmember Bailey: do we have any events that go outside of those hours.

Mayor Crews: how late do the dances go.

Sean Doyle: we have had the dances go after 10:00pm, in 2024, 2023 the crowd was into it and the band kept playing and they played until after 11:00pm on Main Street. They are always scheduled to end at 10:00pm. the only town that officially goes past 10:00 is the fire department with the fireworks show.

Councilmember Bailey: maybe we can put in there that we would consider exceptions. Location requested, is there any way to include all of the locations that folks can rent or suggest. Alcohol use, if yes, please attach alcohol request form, the ordinance states liquor license, do you collect that.

Jenelle Berthoud: that is on the state level, and they have to fill that out with the state and bring it back for law enforcement to sign off.

Councilmember Bailey: so, there is verification that they have a liquor license.

Jenelle Berthoud: they have to attach that to the alcohol form, because it is the state, we will sometimes get in all of their forms, and we are still waiting on the state to provide us with their alcohol and MDOT's road closure. In the past you would have seen where they came forth to get their dates and then I would bring it back to show

that they got their approval to show that they got their approval for both of those things.

Councilmember Bailey: as long as we have it, it says in the ordinance that it has to be attached. Also, it says an activity permit form, what do we think that is, our special event form?

Mayor Crews: yes.

Councilmember Bailey: nothing on page 2, on page 3 deposit for alcohol and that we be determined at time of application by town council. We already touched on page 4. I guess that we can take insurance in a case by case.

Mayor Crews: it is a longer form from what is going to go on.

Councilmember Bailey: I think that it is great because it is all in one place. I do have a question, changing an ordinance, can you fill me in on that.

Mayor Crews: you can change an ordinance, get the ordinance written out, have your town attorney review it, and then you have to have two meetings before you can approve it, and then it does not go into effect for 30 days after that and then the mayor has the option of vetoing it. it is a process and takes about a month to get it going and then takes another month before it is in effect.

Councilmember Smith: does that have to go into the paper too?

Mayor Crews: yes. public notice, two hearings and readings.

Jenelle Berthoud: the newspaper costs us about \$160.00 and then after that is complete has to go in for codification and that is where you get your costs from \$350-\$850. It is very expensive to update, unfortunately they do not take it as a lump sum it is all individual and how they have to fix those in the town code for us. This is something that we need to look at with the budget so that we can afford this.

Mayor Crews: we have one ordinance that has changed but that ordinance effects other ordinances, the growth policy and the P&Z By laws. If we are done with that then I would like to read from Councilmember Ross, he is not at the meeting tonight.

Passing along that I will not be able to make the COW meeting tonight due to illness.

I do have some thoughts I would like to pass along that can hopefully be considered in the discussion.

I would like to preface all of this by saying that I agree with the Mayor in stating that we need to take a closer look at the language of this resolution. I agree that as it reads, there may be some confusion as to the intent of the resolution.

First and foremost, reading through the minutes from when Resolution 540 was approved, my interpretation was that the original intent was to ensure there wasn't a bunch of extra fees tacked on to these special events, as it was believed we were losing out on events due to the large fee costs, and to instead limit it to one special event fee.

2 quotes from meeting minutes:

Councilmember Barker: I just want to say that I like the structure of this, it is not about the fees, it is about bringing people to our community.

Councilmember Barker: How this came up was when Civic Club came in, they had a whole slew of fees totaling over \$750.00. I think that is where we have lost some of the events coming into town because of those high fees.

I believe we should maintain that same premise. I think it's important to empower the town to have these events, bringing people to the town and our local business's.

I believe if the current resolution is going to be read that the special event fee does not waive the need for all the other fees, than we need to pursue changing the language to read that special events may be exempt from some or all of the extra fees.

I know the Mayor brought up the power hookup fee and other costs that could reoccur like in the case of the farmer's market. I agree this does need to be considered but the town should be cautious about raising the cost for these applicants. In doing so, it only makes things more difficult for the applicants, likely leading to them needing to raise their own fees, therefore discouraging local and small business from participating.

I think it is important that we approach this with a mentality that prioritizes what is important and best for the town. Supporting local business and providing opportunities for them is vital for the future of our town. An increase in fees will not aid the town in any way and is more likely to hurt it and disincentivizes people from holding invents in our town, especially if other communities may be more cooperative and supportive.

Apologies for not being able to make it tonight. I really wanted to be there in person to talk about this.

Thank you!

Mayor Crews: very well thought out. Are there any more suggestions on these forms?

3. Public Comment

Sean Doyle: as far as fees go and long-term existing events, they are not going to go anywhere the club is not here to rip the town off, they are there to at least break even. A couple of things on the form here page 1 of the application, close down the street, there may be a piece that is missing, one thing that the civic club has is that public works distributes the road closure signs, but they do not close the street for us. The barricades, we get them all dropped off at the town annex public works volunteers to distribute the equipment, my questions is are they closing the street or distributing, if the answer is yes then charge us. We are using town resources, that also happens for country Christmas, the one thing that we are not allowed to do is shut down Main street north and south that has to be done by emergency services only. Highway closure, is yes please attach, Jenelle and I have discussed this, the town says you have to have the transportation permit and transportation says you have to have the town permit we end up in a position, you have to have both to get the other, this is one the reasons that we come back, we come for the initial permit application, prior to that we have submitted it to Chief Boe, then we come back the second time with the transportation permit, same with alcohol that process for beer and wine, we start it on line, then we are forced to stop there is a special page that we have to print and fill out and take to a member of law enforcement to give his approval, then we go back onto the state website and scan it back to them and then turn it in. Hours for events that you are mentioning I do not think it is an issue even for after ten. Power is a big one, I have played a lot with power. I retired from the civic club, but I am not going anywhere. The one that is causing me, two things, on page two do you have insurance yes or no, I think that there should be a third option, one thing that we do every year, we give a copy to the town clerk in the morning, I think that there should be an option for "on file" . The other thing is deposits. We would have to pay the amount and eventually get that money back; I think that puts an extra load on the town. If we are talking about deposits or security deposits, that is what our insurance is for, and our insurance agent is local and everything happens quickly if there is a claim, I would like to see that part go away.

Jenelle Berthoud: I will add to the deposit part, you need to check in with Gina, an auditor is going to be watching. Lets say we did a \$500 deposit, what is going to be our deposit policy are we holding the check or are we cashing and depositing it, and then if we deposit it can take as much as 4 weeks for that person to get it back because it has to come back as a claim to be paid out. We stopped giving back almost two years ago, if someone rented the pavilion and canceled, the process for Gina to give back that money is insane, we left them know that we keep track of that and use it at a later date, and they are fine with that. we need to really check with Gina on how to do this and I have never taken a deposit for anything and that is why I go back to the insurance piece. I went and did a training with MMIA about our coverage insurance and why we have to have it. It is \$1.5 million by MCA, and the insurance companies can only do it at \$2.0 million.

Mayor Crews: the only place that it talks about a deposit is involving alcohol. (read the town code about this). I like the idea of not depositing the check and that makes it easier to give the check back and we do need to talk to Gina about this.

Jenelle Berthoud: did you just read in that section that the person can ask for a variance to that.

Mayor Crews: it says, "the town council determination may be appealed by filing a request for consideration to the town council"

Jenelle Berthoud: perfect example would be civic club has to put their volunteers through their own training to serve alcohol, would that be an example of when we would not take a deposit.

Mayor Crews: the special event permit through the town council would be a time to ask for the variance.

Sean Doyle: we require at least three of the board members do safe serve certification for that year. Safe Serve Certification that the state of Montana requires, they have to read through and sign and then signed off by Chief Boe based on the amount of alcohol being served and we do not know how much we are going to have. Rather than pre order, we get it delivered on demand, there are some years we went through 16 barrels and some years we went through 28.

Mayor Crews: I would think that past performance would be a determination

Councilmember Smith: you always leave everything clean.

Sean Doyle: I don't think anyone knows but it takes a lot of money to do that. We pay groups to clean up the park and Main Street.

Mayor Crews: it is not cheap; Ramona had her property cleaned up and it cost her over \$700.00.

Sean Doyle: we pay over \$3,000.00 last year. That is all of our events, we pay for all of them, I am friends with the public works director, and it is the last thing that I want a call from him that there is trash in the park. I told him years ago that I would make sure that it would be cleaned up.

Mayor Crews: and we appreciate that.

Jess Bundren: Talon hit it on the nose with what he had to say and thank you Jenelle to. Comparing us to the Hamiltons Farmer Market, and you said that you talked to the clerk down there, and them being a co-op and paying their fees, that market does not go in front of their council. I have not seen it come to their meetings. They pay their fee, I am not arguing the power charge that we use on the street, the comparability to their market, they are much larger than us and way better established with 80 years compared to our 14/20 years. I disagree with removing the annual fees and putting it into a special event permit. I think that now puts the civic club into like 3 or 4 events instead of one annual event. They are now paying each of these fees. That was the point with resolution no. 540 was getting our town events under one fee for the year. Other small towns compared to us, Polson, Thompson Falls, Ronan and Plains do not charge their markets because they are part of the town. I am not against an annual fee or the power, part of the point that I wanted to make tonight that we really like where we are at, we have put over \$3500 into advertising for downtown Stevensville, next to Valley Drug and Variety it is on our signage, on our radio ads in magazines throughout western Montana, and \$2500 did come back to the local community, whether it was soccer, civic club, booster club and town parks. When we do our monthly events any extra fees after our bills are paid goes back into the community because we are nonprofit.

Mayor Crews: are you a 501C3.

Jess Bundren: we are in the process yes. it is still pending and this would be our first year under a 501C3.

Mayor Crews: Hamilton is getting ready to revise this whole process just like we are looking at. I talked to them on the phone and I looked at their fees, and I called them up and talked to them. They said that they are getting ready to change all of this.

Jess Bundren: they have several markets. I just know that the co-op does the farmers market. The two-week thing, not knowing if we are approved for the downtown, for me to have to come in every two weeks and hope that we are going to

get approved, our advertising is already out there, we guarantee our vendors and our advertising goes out May 2-October 1.

Mayor Crews: it is something that we have to figure out.

Jess Bundren: I understand, our vendors money is already in that, and it is pending.

Mayor Crews: I do not see a huge issue about getting them renewed, you put your special event permit in, and you know that every two weeks you need to have council review this. I don't think it will be that big of a deal.

Jess Bundren: like Jenelle and Sean said, the only other event that comes in is Creamery Picnic and Scarecrow to put the stage at the end of the road. Which I do not put somebody in that spot that day.

Mayor Crews: it is a shame in this town that we do not have a place to sit this up without having to do one of these permits.

Jess Bundren: I have thought about it a lot.

Mayor Crews: if someone had a piece of property to do this, it kind of takes the town out of the loop. One other thing that we did not discuss in this process is when we have fundraising for fire and police we need to consider waiving those fees because it is a town event raising funds for the town to assist our budget and council does have that capability.

Councilmember Smith: wild hair question for you, have you ever considered having the market at the park.

Jess Bundren: it still has to come through town and because it is a weekly event, I have concerns about tearing up the grass and two with the Miller Colony that sits right outside of Cenex one hour before us, we have had an issue with them moving our signage before and moving directly down the road from them, it is not about the park, but what about the people that are renting out the pavilion or the pool where are we going to park versus our vendors.

Councilmember Smith: first come first serve. It is kind of what it is now, isn't it.

Jess Bundren: no, we offer them main street, and we ask that the vendors do not park on Main street and leave the first two rows of parking open at the Kohl parking. Chad did open up the other two rows for us; there is still Buck Street and the parking behind Valley Drug.

Mayor Crews: how do the vendors in the Kohl building respond to using the restroom.

Jess Bundren: we provide a porta potty, and they have a sign on their door that you must be a customer to use their bathroom.

Mayor Crews: I was just wondering how that was being handled.

Jess Bundren: we offered to clean it up for the day, buy toilet paper clean the restrooms, but we ordered a porta instead.

Councilmember Smith: the other concept that I had was the park has the restrooms, not everything is perfect.

Mayor Crews: what we will do is, Jenelle and I will sit down, and I am not sure if we will have this ready by the second.

Jenelle Berthoud: that is a special town council meeting I don't think.

Mayor Crews: I think that we could bring it back on the 12th.

Jenelle Berthoud: tomorrow night I will post the special town council meeting for the purpose of candidates.

Councilmember Smith: how is that looking? Do we have applicants?

Jenelle Berthoud: yes.

Mayor Crews: 2. If there is not further comment or discussion I will entertain a motion to adjourn.

4. Adjournment

Councilmember Smith: I move.

Councilmember Bailey: 2nd.

APPROVE:



James Crews, Mayor

ATTEST:



Jenelle S. Berthoud, Town Clerk