



**Stevensville Town Council Meeting
Agenda for
THURSDAY, JANUARY 27, 2022
7:00 PM
208 Main Street, NVPL Community Room**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Please Mute or Turn off all Electronic Devices and Cellular Phones, thank you.
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
 - [a.](#) Special Town Council Meeting Minutes, January 11, 2022
 - [b.](#) Town Council Meeting Minutes, January 13, 2022
5. Approval of Bi-Weekly Claims
 - [a.](#) Claims #17234-#17258
6. Administrative Reports
7. Guests
 - a. Joan Mell
8. Correspondence
9. Public Hearings
10. Unfinished Business
11. New Business
 - [a.](#) Discussion/Decision: Consent to the Mayor's appointment of Pamela Sosa as Finance and Human Resources Officer
 - [b.](#) Discussion/Decision: : Consent to the Mayor's Appointment of Dustin Tribby as Firefighter Cadet
 - c. Discussion: Time Change of Regular Scheduled Town Council Meetings
 - d. Discussion: Refinancing of Water and Sewer Bonds
12. Executive Report
13. Town Council Comments
14. Board Reports
15. Adjournment

Welcome to Stevensville Town Council Chambers

We consider it a privilege to present, and listen to, diverse views.

It is essential that we treat each other with respect.

We expect that participants will:

- ✓ Engage in active listening
- ✓ Make concise statements
- ✓ Observe any applicable time limit

We further expect that participants will refrain from disrespectful displays:

- ✗ Profanity
- ✗ Personal Attacks
- ✗ Signs
- ✗ Heckling and applause

Guidelines for Public Comment

Public Comment ensures an opportunity for citizens to meaningfully participate in the decisions of its elected officials. It is one of several ways your voice is heard by your local government. During public comment we ask that all participants respect the right of others to make their comment uninterrupted. The council's goal is to receive as much comment as time reasonably allows. All public comment should be directed to the chair (Mayor or designee). Comment made to the audience or individual council members may be ruled out of order. Public comment must remain on topic, and free from abusive language or unsupported allegations.

During any council meeting you have two opportunities to comment:

1. During the public comment period near the beginning of a meeting.
2. Before any decision-making vote of the council on an agenda item.

Comment made outside of these times may not be allowed.

Citizens wishing to speak during any public comment period should come forward to the podium and state their name and address for the record. Comment may be time limited, as determined by the chair, to allow as many people as possible to comment. Comment prior to a decision-making vote must remain on the motion before the council.

Thank you for observing these guidelines.

File Attachments for Item:

- a. Special Town Council Meeting Minutes, January 11, 2022

**Stevensville Special Town Council Meeting Minutes for
TUESDAY, JANUARY 11, 2022 7:00 PM**

1. Call to Order and Roll Call

Mayor Gibson called the meeting to order. Councilmembers Stacie Barker and Cindy Brown were present.

2. Pledge of Allegiance

3. Please Mute or Turn off all electronic devices including cellular phones, thank you

Mayor Gibson: Jenelle can you talk about the streaming?

Jenelle Berthoud, Town Clerk: Live Streaming of tonight's meeting will not be taking place this evening due to a new YouTube channel that we had to develop and install today, so it is being recoded and will be uploaded to the website tomorrow morning and Thursday's meeting should be streamed live and I thank you for your patience as we work through this. Thanks.

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

NONE

5. Correspondence

NONE

6. New Business

a. Discussion/Decision: Resolution No. 500 A Proposed Temporary Contract Agreement for Financial Services Between Robert Underwood and the Town of Stevensville

Mayor Gibson: introduced new business item a. Council has information in their packet and there is information on the website. I would ask any councilmember to make a motion. Councilmember Barker.

Councilmember Barker: I make a motion to approve Resolution No. 500 A Proposed Temporary Contract Agreement for Financial Services Between Robert Underwood and the Town of Stevensville

Councilmember Brown: 2nd.

Mayor Gibson: there has been a motion and a 2nd. It has been moved by Ms. Barker and 2nd by Ms. Brown. Council discussion? Seeing none we will go to public comment, any public comment?

PUBLIC COMMENT

Jim Crews: Good evening councilmembers, mayor and clerk. I think that this is an item that needs to be done, we need to keep the finances rolling for the town we need somebody experienced in there and I have heard a lot of interesting injector on the internet about Mr.

Underwood, I can't say that I believe any of it. If there is any negative information in former finance officer Underwood's file, I would appreciate that the mayor disclose of that at this time. Thank you.

Sue Devlin: 305 6th Street, my biggest concern is that the contract lists Mr. Underwood as an independent contractor. I have sent the mayor and councilmembers what the state of Montana lists for requirements for someone to be an independent contractor. I have asked several times if Mr. Underwood had his liability insurance if he is bonded is he licensed as an independent contractor and if he is licensed as an independent contractor, he does need to have that on record, thank you.

Mayor Gibson: thank you. Before further public comment, Mr. Overstreet the town attorney is here. Mr. Overstreet could you comment on that subject?

Greg Overstreet, City Attorney: yes, thank you, the criteria that were described for an independent contractor are criteria that are used for the state determining an independent contractor usually of tax purpose of workers compensation. I am not aware of any license or registration that one needs to have to be an independent contractor, thank you.

PUBLIC COMMENT

Karen Wandler: 311 6th Street, I have reviewed this contract and have some concerns about it. Number one after the state review on our records where they said we need to catch up and do a balance on the bank reconciliation and it hasn't been done for 18 months and I think that should be included in the contract that you work on that because you can't accomplish anything with out that. (Unclear audio) I also agree that Mr. Underwood should be bonded and licensed. The one thing is 18-month reconciliation needs to be done, prior on the board was not able to accomplish that so according to the state audit we had a little bit of trouble with that. I was also wondering if our lawyer reviewed the contract before it was awarded.

Greg Overstreet: yes, I did.

Karen Wandler: I was concerned, I worked in contracting for the government and you speak a lot to an agreement and the heading says agreement but down below it says contracts and there is a lot of differences, you should change contract to agreement or agreement to contract (unclear audio) there is a difference legally and it needs to be stated what the difference is. One place you put it was a contract and in that same paragraph you said an agreement. It needs to be one or the other. Thank you.

Mayor Gibson: thank you. Do you want to comment again?

Greg Overstreet: yes, this agreement was based largely on a template from another professional services agreement, I did not want to reinvent the wheel because that costs the town money, so I copied large portions of it.

Mayor Gibson: thank you. In relation to that there is a similar contract that we have with the building improvement person I think that it was for three years there was no bid, and that language was in that contract I believe, thank you for your public comment.

PUBLIC COMMENT

Sharon Gee: 225 Valley View Street the contract to me is a little bit confusing at one point it shows \$30.00 per hour and one place it shows that he can work up to 20 hours per week and it says to not exceed \$1499.00 per month it does not make sense. The contract (Unclear audio) it seems like there are some concerns about Robert, he was here, and when he talked to me, he was planning on staying a few months and all of a sudden next thing I know he was gone. I feel that he left the town in a lurch.

Mayor Gibson: thank you. in regards to the \$30.00 per hour up to 20 hours per week, \$1499.00 per month to me it is clear. 20 hours one week, and maybe 5 the next, maybe 0 the next it would still be under. If that helps.

Sue Devlin: 305 6th Street, it reads that it will be reviewed month by month, is the town council going to review it and it goes on indefinitely until the position is filled, that could mean months or years because it does say month to month it will be reviewed and back to my question the attorney did not answer is Mr. Underwood going to be bonded and insured? Does he have liability insurance he is going to be handling the finances of the town and be privy to all sorts of private information he should at least have some type of liability insurance if not bonded also. Thank you.

Mayor Gibson: thank you. it will be month to month that is what people reviewed and we will be interviewing the finance officer on Friday. I hope that works out and I do believe that the attorney answered the question on the bonding. Any further public comment? (Questions from the audience) we will have him come up again Sue.

PUBLIC COMMENT

Pat Groninger: 518 3rd Street, I made a promise to myself that I would not say anything because I wanted to hear what was going on but I am hearing request of a bond and licensing, first and second born and third promised and everything else, but the previous administration here, and I use that word loosely, did not have a problem when he was working before and now when he wants to come and help the town because the desertion of our mayor and council and others we can't have him. He is the best one for the position he is the best one to find out not if but how much is missing by our previous mayor and that is a lot. We have all heard about it we have all seen it we all know it we have all tried to fight it how he has won as far as he has, that is yesterday, thank you sir for being where you are, thank you ladies for being where you are because it is a hard job and I know it, I have been on both sides but it takes somebody that knows the crookedness and knows the faults it takes somebody that knows the systema and familiar with the past to help us go through the future I think that he is the best man for the job and I think that he is going to do you sir a good job, thank you.

Mayor Gibson: before there is further public comment, I want to answer a couple of questions, there is nothing in Mr. Underwood's file about bad performance or corrective action plan there is actually nothing in his file about date of termination so in regards to the comments about the audit, the audit there is nothing in his personal file no mention of a corrective action plan. There will have to be a corrective action plan with the audit bit in a personal issue a corrective action

plan means that an employee has a corrective action plan Mr. Underwood had none, thank you. Public comment?

PUBLIC COMMENT

Jim Crews: 316 9th Street, I think that we are talking about two different kinds of contractors here there are certain types of contractors, there is a list of them under title 37. (Mr. Crews listed off types of contractors) I am a professional firearms instructor; I don't need a license. All of those people that installing satellites all of them are generally independent contractors working for a company those particular employees do not need a license they are on a contract basis they come in and work they have a job that they have to do and they do it. If you want your home built by a contractor, you need a licensed and bonded contractor. I can't find anybody in the title 37 that says somebody coming in doing some adding and subtracting and doing some bookkeeping has to be an especially licensed professional.

Mayor Gibson: thank you. further public comment?

Nancy Lowell: 211 Church Street, I would like to say that it is very admiral of Mr. Underwood coming back to help the town if you don't have that going there is just problems that people don't realize, there is payroll there is bills. I don't know how far they are behind now, but I think that it would be very important as a citizen to have him come in and start the process. Thank you.

Mayor Gibson: thank you. any further public comment?

Bob Michalson: 222 Turner Street, I would also like to add that the town has not had a finance officer since Robert left and open vacancy between Robert and Wendi Planty and Wendi was there for a very short time so there is not a big discrepancy for when Robert left, and Wendi came in. thank you.

Mayor Gibson: thank you, any further public comment? Seeing none, does council wish to discuss any more?

Councilmember Barker: I just want to say I think that we did have somebody that could step in and help out we have a lot of things that are undone right now we obviously have a lot of bills that need to be paid and we have had somebody stepped in and has graciously given their time to not be paid right now but to come into the town and help out and something needs to be done sooner than later we have obviously several people within the town that need to be paid we have our town employees, there is a certain amount of time before that has to be done and that is a 10 day time period and we are past that 10 day time period and so I think that it is something that need to be looked at sooner than later.

Mayor Gibson: thank you, any further discussion?

Councilmember Brown: I agree with what Stacie has stated.

Mayor Gibson: thank you, with that, Jenelle call for the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Mayor Gibson: motion passes.

b. Discussion: Hiring of Temporary Employee for Service Counter

Mayor Gibson: as you know we have not had a clerk, deputy clerk or a finance officer and I will get into a little more detail later, we have had Jenelle probably almost for the month of December doing four jobs. We discussed this about hiring a temporary and talking with Jenelle and existing staff I don't think we are going to have to do that. In my executive report we have had other staff, Mac's staff, Colette other staff and been willing to step in to give Jenelle at least she can have a little break. If you noticed last month town hall was closed at noon so Jenelle could pick up the mail and get lunch. It hasn't been since January 2nd and I will get into that in my executive report. If there is any discussion on that it was our intent at first, but people have been so gracious to step up, so it is not going to cost a lot of money. it is amazing what the people that are there have done for the town. If there is not any discussion, I would go to public comment, but this was just a discussion item. Any public comment? Seeing none, now Jenelle can I do the executive report?

Jenelle: yes, you may.

7. Executive Report

Mayor Gibson: most of the month of December Jenelle was pretty much alone in the central office as some of you know the office was closed at noon for mail pick up and lunch the town owes Jenelle, who I did not know very well, gratitude she has been doing the work of four people. No utility clerk, no deputy clerk and no finance officer. Since January 2nd the office has remained open this was made possible by remaining staff stepping up and going beyond their assigned duties the chief's staff, Mayah and Kristy. Colette with the fire department. Steve Kruse with public works and oh my goodness I was even at the window sometimes and answering the phone. It is just amazing how people pull together. Again, we need to be patient, central office is missing 75% of its employees. There has been a lot of hard finding information, we have worked hard and hopefully you will have your utility bills tomorrow in the mail if you don't, please let us know and for our staff we were able to get payroll out today which was quite a hassle, but thanks to all of these people, Jenelle helped Steve Kruse and others I think that we got it done. I was pretty nervous today as Jenelle knows. Thought that it had to be noon then one and finally at 12:58 in think.

One final note, I think that you have seen a little bit of difference tonight, we are going to answer your questions, if we have to do it in a different order we will but if you have question we are going to do the best of our ability to answer those questions, if we cant we will go back to the appropriate department director and get those answers back to you that is your right and that is our job.

One final note, I encourage people that have concerns or questions to contact me I will meet with you at your convenience, I will not get into email debates back and forth we will supply you with information if it is public information, we will let you have that information we will be clear and honest and open with that information. I am not going to get into debates on Facebook, I do

not do Facebook, my wife makes me have it because she likes to be in touch with her family and others. I got Facebook when I ran for office, and I have to get rid of it I have 120 notifications a day from people that I did not know. It is not going to be politics I am going to do the best that I can for the people of Stevensville I do not need to be political I will tell you right now I am not running for office in four years, so I don't have to do anything political. I hope that I can make four years, but I am not going to run for office. I look forward to working with the council hopefully after this Thursday if we don't it is up to the council to appoint from the people that have applied if they decide not to, we may have to have people reapply. I don't know, I am just going to run that meeting it is up to the council. I look forward to working with the council, I may make mistakes but when I do, I will own them.

8. Town Council Comments

Councilmember Brown: thank you for the public showing up tonight and thank you for all of the different departments in the town who have stepped up to help and thank you Jenelle.

Councilmember Barker: I would like to thank Jenelle for all that she has done and the town staff that has also stepped up. Seeing a full room tonight makes me happy which means that the community is involved also Jenelle trying to work and getting our emails up somethings I have not been able to reply to so we are still working on that. I will do my best to reply to anyone that does and go from there. I wish I would have had more information for you tonight, Sue. I look forward to 2022 brings this year and the new council, we are doing the best that we can, and I look forward to working with the community and doing what is right.

Mayor Gibson: thank you and again I encourage everyone to come, and we will have the streaming back up. Feel free to call me and I will meet with you at your convenience.

9. Adjournment

APPROVE:

ATTEST:

Steve Gibson, Mayor

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

b. Town Council Meeting Minutes, January 13, 2022

Stevensville Town Council Meeting Minutes for

THURSDAY, JANUARY 13, 2022 7:00 PM

1. Call to Order and Roll Call

Mayor Gibson called the meeting to order, Councilmembers Barker and Brown were both present.

2. Pledge of Allegiance

3. Please mute or turn off all electronic devices and cellular phones, thank you

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

Marilyn Wolff: 300 Aspen Trail, I just wanted to revisit briefly something that disturbed me at the last meeting and that was the fact that there was real difficulty in payroll and getting the sewer and water bills out. I have been in management many times over the years, and I grew up in Missoula and came back here. To have a smooth transition is incumbent on the prior administration to make sure that things happen appropriately and in the time period that they should be taken care of. So, I was a little disturbed why things were delayed because we know we all have bills to pay at the beginning of the month and it is really important that payroll and these water bills that probably bring in a significant amount of income to the town, so I just wonder what happened. Where there desk manuals? Where there policy and procedure manuals was there training and cross training of the remaining staff to make sure these things happened appropriately and on time what happened? I want to say thank you to our new Mayor Gibson and the remaining staff that have pushed forward in a little over a week of coming into office to accomplish billing and payroll and I want to thank Mr. Underwood the former finance officer who volunteered to help make a lot of this happen, that is it, thank you.

Mayor Gibson: thank you, as we have said I want to thank everyone at town, it was as struggle we don't have a utility clerk, we don't have a deputy clerk we don't have a finance officer the people that are here stepped up. I was so happy to get a water bill today. Any other public comment?

Vicki Motley: 318 9th Street, I just want you guys to know that Officer Schaffer is doing a fabulous job we see him in the halls, he stops to talk to the kids. He just, it is wonderful having him and want you guys to know that he is doing a great job.

Mayor Gibson: I just want to say that I am so impressed with Mac and all of his officers he took on quite a task.

(Question from the audience, is this being live streamed?)

Mayor Gibson: yes, it is. Any further public comment, seeing none.

5. Approval of Minutes

a. December 23, 2021, Town Council Meeting Minutes

Mayor Gibson: introduced the approval of minutes.

Councilmember Barker: I will make a motion to approve December 23, 2021 town council meeting minutes.

Councilmember Brown: 2nd.

Mayor Gibson: any public comment? Seeing none Jenelle will you take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Mayor Gibson: motion passes.

6. Approval of Bi-Weekly Claims

NONE

7. Administrative Reports

Mayor Gibson: introduced the administrative reports, they are in your packets. What I have asked the department heads is that they do not have to be here at the meeting, if you have questions on the reports, we will have them get answers to you. is the council okay with that? Good.

a. Airport

b. Community Development

c. Finance

d. Fire Department

e. Parks Department

f. Police Department

g. Public Works

8. Guests

NONE

9. Correspondence

NONE

10. Public Hearings

NONE

11. Unfinished Business

NONE

12. New Business

Mayor Gibson: new business item 12. We received a correspondence yesterday afternoon from an individual voicing some concerns, after reviewing the concerns with the town attorney we determined that we could not move forward at this time with new business item 12. Due to the fact that the former mayor did not follow proper procedures filling vacancies we will report and reschedule interviews and do interviews and appointments if the council approves at a later date. And that is it since we are not taking action, I will ask council, I don't see any need for public comment on this agenda item since we did not take any action. Is that okay with council?

Councilmember Barker: I approve that we do not take action on this agenda item.

NO ACTION TAKEN ON ITEM 12

- a. Discussion/Decision: Town Council vacancy in Ward 1 created by the resignation of Jaime Devlin
- b. Discussion/Decision: Town Council vacancy in Ward 2 created by the resignation of Sydney Allen
- c. Discussion/Decision: To Nominate and Elect a Councilmember to Serve Council President in accordance with Town Council Rules Part XII
- d. Discussion/Decision: Appointment of Councilperson to serve on Planning & Zoning Board in accordance with Stevensville municipal Code §2-313
- e. Discussion/Decision: Appointment of Councilperson to serve on TIFID/TEDD Board in accordance with Stevensville Municipal Code §2-330
- f. Discussion/Decision: Appointment of Councilperson to serve on Park Board
- g. Discussion/Decision: Appointment of Councilperson to serve on the Airport Board in accordance with Stevensville Municipal Code §3-33
- h. Discussion/Decision: Appointment of Councilperson to serve on the Climate Action Ad. Board

13. Executive Report

Mayor Gibson: I don't have a lot tonight, I went through last week how we are going to proceed during public comment, people ask questions we will answer those questions. Again, it will be up to the council to make decisions not me, I will make recommendations and I encourage as much public participation as possible you will be heard and will not be limited and we will go from there.

14. Town Council Comments

Councilmember Brown: no.

Councilmember Barker: so, when are we looking at doing another one of these so we have a time frame.

Mayor Gibson: yes, we will readvertise, post in the amount of time that is necessary and there will be a closing date and our intent right now is to have a special meeting on February 3rd to do what we didn't do tonight.

15. Board Reports

NONE

16. Adjournment

APPROVE:

ATTEST:

Steve Gibson, Mayor

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

a. Claims #17234-#17258

All Bank Accounts
* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
17234		16 MONTANA ENVIRONMENTAL LAB LLC	*** Claim from another period (12/21) ****					
	2112795	12/02/21 Sewer Testing	1,065.40			5310 430640	355	101000
	2113001	12/16/21 Sewer Testing	179.40			5310 430640	355	101000
	2113307	12/16/21 Sewer Testing	347.80			5310 430640	355	101000
	2113581	12/22/21 Sewer Testing	179.40			5310 430640	355	101000
	2113820	12/29/21 Sewer testing	179.40			5310 430640	355	101000
17235		1787 Valli Information Systems, Inc.	*** Claim from another period (12/21) ****					
Dec 21	79780	12/27/21 Water & Sewer Billing	678.82			5210 430510	320	101000
	79780	12/27/21 2021 Water Billing	254.16			5310 430610	320	101000
	79780	12/27/21 2021 Sewer Billing	254.16			1000 430200	320	101000
	79780	12/27/21 Snow Removal Insert	170.50*					
17237		1711 Office Solutions & Service	*** Claim from another period (12/21) ****					
	INV101018	11/30/21 Copies, Color & BW	51.44			1000 410360	320	101000
	INV101018	11/30/21 Copies, Color & BW	25.72			1000 420410	320	101000
17238		1702 DE Lage Landen Finance Services,	*** Claim from another period (12/21) ****					
	74897623	12/25/21 Printer lease	55.02			1000 410360	320	101000
	74897623	12/25/21 Printer lease	27.51			1000 420410	320	101000
17240		386 MONTANA RAIL LINK, INC.	125.00					
	Annual fee 02/01/2022 to 01/31/2023							
	814469	01/03/22 U/G Water Pipeline Xing	100.00*			5210 430550	340	101000
	814469	01/03/22 U/G Sewer Pipeline Xing	25.00*			5310 430630	340	101000
17241		1749 Karl Tyler Chevrolet	*** Claim from another period (12/21) ****					
	17552	12/30/21 Oil Change #2001	169.13			1000 420460	232	101000
17242		67 MONTANA LEGISLATIVE SERVICES	*** Claim from another period (12/21) ****					
	37990	12/23/21 MT Code Annotated	350.00			1000 410360	330	101000
17245		690 Core & Main LP	*** Claim from another period (12/21) ****					
	N976125	12/17/21 Grease Gun	280.50			5310 430630	220	101000
17247		179 MONTANA AERONAUTICS DIVISION	*** Claim from another period (12/21) ****					
	FY21-22	12/01/21 Loan 14L annual payment	9,581.92					
	FY21-22	12/01/21 Loan 14L annual payment	1,655.70*			5610 490500	610	101000
	FY21-22	12/01/21 Loan 14L annual payment	80.72*			5610 490500	620	101000
	FY21-22	12/01/21 Loan 17G/L annual payment	7,100.00*			5610 490500	610	101000
	FY21-22	12/01/21 Loan 17G/L annual payment	745.50*			5610 490500	620	101000

All Bank Accounts
* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account	
17248	Nov 21	1695 DPHSS EMSTS 11/01/21 EMS Service License Fee		35.00 35.00*			1000 420410	330	101000	
		*** Claim from another period (12/21) ****								
17249	2021	164 Ravalli County Election 12/28/21 1384 Voter x 1.15		1,591.00 1,591.00*			1000 410600	350	101000	
		*** Claim from another period (11/21) ****								
17250	4106	108 BITTERROOT STAR 11/17/21 Public Notice Vac Dan Mettully		63.72 63.72			1000 410550	320	101000	
		*** Claim from another period (12/21) ****								
17252		228 Norco, Inc.		11.47						
FY 18-19		Annual Community Connection Fee								
33893215	12/31/21	Cylinder Rental Streets		3.82*			1000 430200	231	101000	
33893215	12/31/21	Cylinder Rental Water		3.82			5210 430510	220	101000	
33893215	12/31/21	Cylinder Rental Sewer		3.83			5310 430610	220	101000	
		*** Claim from another period (9/21) ****								
17253	1088916	633 Marcus Daly Memorial Hospital 09/27/21 Fire Fighter Physical Velin		170.00 85.00			1000 420410	351	101000	
1088580	09/30/21	Fire Fighter Physical Hyde		85.00			1000 420410	351	101000	
		*** Claim from another period (11/21) ****								
17254	1089020	633 Marcus Daly Memorial Hospital 11/04/21 Fire Fighter Physical Noval		318.00 318.00			1000 420410	351	101000	
17256	4515	1722 Local Government Serices 01/07/22 AFR Late Fees		130.00 130.00			1000 410550	350	101000	
17258	132840	1637 ImageTrend 01/04/22 ImageTrend		1,365.91 1,365.91*			1000 420410	330	101000	

of Claims 17 Total: 16,042.33

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	\$4,473.54
5210 WATER	
101000 Cash - Operating	\$357.98
5310 SEWER	
101000 Cash - Operating	\$1,628.89
5610 AIRPORT	
101000 Cash - Operating	\$9,581.92
Total:	\$16,042.33

ORDERED that the Director of Finance draw a check/warrant on the Town of Stevensville.

Stacie Barker, Councilmember _____, Councilmember

Cindy Brown, Councilmember _____, Councilmember

Steve Gibson, Mayor _____

Date Approved _____

File Attachments for Item:

a. Discussion/Decision: Consent to the Mayor's appointment of Pamela Sosa as Finance and Human Resources Officer

Pamela M. Sosa
126 Park Place
Stevensville, MT 59870
Cell (713) 382-2784
pamelamorin@msn.com

Mrs. Jenelle Berthoud,

I am interested in the Director of Finance & Human Resources position with the Town of Stevensville. I am confident that I have the necessary skills to successfully perform the job expectations.

I am a detail-oriented professional, that has developed a skill set over the course of my career that would meet the needs of the position. Overall, I have consistently demonstrated organizational skills, problem-solving skills and management abilities in my previous positions, which are noted in my resume.

I hope that my resume reflects the type of candidate that you are searching for. I look forward to the possibility of becoming part of your team and town organization. Please contact me at 713-382-2784 or via email at pamelamorin@msn.com for a possible future interview.

Thank you for your consideration.

Sincerely,



Pamela M. Sosa

2004-2005 Felix H. Morales Funeral Home Houston, TX

Administrative Assistant - Answer multiple phone line and assist clients with billing, transactions, receipts and billing records; create and maintain filing system for cemetery plot records; and assist Directors and coordinate arrangements.

2005-2005 Houston ISD Police Department Houston, TX

Police Officer - Provide safe environment for students and staff; generate reports and file charges; enforce state and local laws.

2006-2006 Felix H. Morales Funeral Home Houston, TX

Office Administrator - Research data and create spreadsheet with pertinent information; verify client and cemetery property information; assist clients with billing, transactions, receipts and billing records; and create maps of cemetery property and designate areas of use.

2006-2013 Houston Community College Police Department Houston, Tx

***Police Officer/Investigator** - Provide safe environment for students and staff; generate reports and file charges; investigator - Follow-up investigation of property crimes and crimes against persons; Background Investigator for new applicants; Extra Employment investigator/permit coordinator; Harris County Victim Services Liaison; Sexual Assault Response Team member; Attorney General Liaison for Victim's Impact Statements; People Soft time and labor implementation trainer; Quality control and management of parking citations and Harris County citations; Monitor dispatch recording records; and investigate crimes involving billing, receipts and billing records as this pertains to financial crimes.*

2017 – 2021 State Bar of Texas Houston, TX

Investigator I – Support trial attorneys in case development; conduct analysis and investigation of grievances against attorneys licensed to practice law in Texas; perform investigations including analyzing complaints and attorney responses; review court, medical, insurance, bank, billing, receipts and other records; obtain sworn statements from witnesses and prepare summaries of prior disciplinary action against attorneys; prepare investigative reports and attend hearings; assure accurate data base entries made in case management system of all written reports, summaries and case related information for tracking and record keeping purposes.

REFERENCES:

Available Upon Request



DIRECTOR OF FINANCE & HUMAN RESOURCES

Supplemental Essay Questions

In order to get a better sense of your writing skills and additional insights into your experience, please answer the following questions. Limit your responses to no more than a single page per question and submit your answers as part of your application.

1. The Director of Finance & HR works directly with the Mayor and other department heads. What are some strategies you have used in encouraging and maintaining collaboration, teamwork and effective communication with supervisors, peers and staff?
2. Please explain your experience in preparing a city budget. Include your experience in the following areas:
 - a. Estimating projected revenues.
 - b. Reviewing budget submittals from other departments.
 - c. Preparing narrative sections, budget messages and summary charts.
3. As a director, you will be required to give presentations to the Town Council and various committees. What attributes do you bring to your public presentations, and how do you prepare for them?
4. Describe your experience with preparation and review of audited financial statements.
5. Please explain your experience in directing and supervising the personnel systems of an organization, including classification, compensation, recruitment, selection, labor relations, and training.

The Director of Finance & HR works directly with the Mayor and other department heads. What are some strategies you have used in encouraging and maintaining collaboration, teamwork and effective communication with supervisors, peers and staff?

Any work environment that deals with public service is dependent on collaboration and teamwork. This involves effective communication and dialogue, where there are no questions left unanswered or not asked. Treating others as you would like to be treated should be the first step towards a healthy work environment. Once common respect and common ground are established, you can then work towards achieving or establishing the goals of any organization.

Team meetings are one method of building a team concept. These can be held weekly or monthly to discuss both achievements and deficiencies. By discussing both openly an entire team can learn from both. Successes can be used to spotlight employees that contributed to the success of the organization. Strategies that lent to the success can be highlighted and used again with similar types of event or situations. Similarly, deficiencies can be discussed as a learning tool. The negative stigma can be removed in this manner, and the focus then becomes positive when everyone learns and works to eliminate deficiencies identified.

Each member of a team brings their own strengths to the table and the strengths of each member should be highlighted. A means of doing this is by having workshops. Workshops can be used where a strength of an individual team member is highlighted, and that team member has the opportunity to teach and mentor other team members. Another advantage of this is the ability to cross train other team members. Just because one team member goes on vacation or is out for an extended illness does not mean that their job functions cease to exist. Cross training in this manner allows for a continuation of work, no matter the circumstance.

Please explain your experience in preparing a city budget. Include your experience in the following areas:

- a. Estimating projected revenues.**
- b. Reviewing budget submittals from other departments.**
- c. Preparing narrative sections, budget messages and summary charts.**

I have no experience in preparing a city budget. However, I do have experience through my fraternal and nonprofit organization memberships in preparing budgets for yearly operational expense and training conferences. These budgets involved estimating and projecting both revenue and expenditures, along with soliciting donations and reviewing projections from Board members and committees for their respective areas of concern.

As a director, you will be required to give presentations to the Town Council and various committees. What attributes do you bring to your public presentations, and how do you prepare for them?

I believe that one should understand the audience and topic being discussed to determine the necessary tone for the presentation. Once the tone is understood, this will lend itself to whether a power point presentation is used; handouts are used, or an oral presentation is made. However, one should also have the flexibility to make the necessary accommodations for the venue and audience.

In preparing for any presentation, it is necessary to study the topic along with the climate surrounding that topic. One should familiarize themselves with how both sides of the aisle will respond or react to the topic. One should attempt to familiarize themselves with the audience and understand what the topic may mean to them. Every effort should be made to make a presentation that the audience can identify with and find it personal to them. If this can be accomplished, then the presentation has been successfully made.

Describe your experience with preparation and review of audited financial statements.

My experience in preparation and review of audited financial statements is from a law enforcement and investigatory perspective. This experience would be regarding financial crimes that I have investigated as a law enforcement officer, and the investigation of billing schemes involving law offices.

Please explain your experience in directing and supervising the personnel systems of an organization, including classification, compensation, recruitment, selection, labor relations, and training.

My experience as it pertains to these questions would be concerning classification, job postings, recruitment, selections, and training. I have had the opportunity to place job postings for open positions and verify the classification and/or job description meets the requirements of each particular posting. I have been involved in establishing interview committees and formulating the questions to be posed by those committees to the interviewee. I was involved in the verification that the committee members graded or accessed the interviewee equitably, and then forwarded the necessary information for selection of candidates for each position posted. I was also involved in the background investigation of candidates, once selected, and made compensation recommendations based on experience. I have also been involved in the training of law enforcement employees and supervisors as it pertains to time management and time entries, along with other law enforcement topics.

File Attachments for Item:

b. Discussion/Decision: : Consent to the Mayor's Appointment of Dustin Tribby as Firefighter Cadet



Stevensville Fire Department

206 Buck Street
Stevensville, MT 59870

January 13, 2022

Fire Chief Jeff Motley has recommended the appointment of Dustin Tribby as a volunteer Firefighter Cadet to the Town of Stevensville Fire Department.

Mr. Tribby has successfully completed all necessary steps of the hiring process for volunteers.

Respectfully submitted,

A handwritten signature in black ink that reads "Jeff Motley". The signature is fluid and cursive.

Jeff Motley, Chief
Stevensville Fire Department