



Stevensville Town Council Meeting
Agenda for
THURSDAY, JULY 13, 2023
6:00 PM

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
5. Approval of Bi-Weekly Claims
 - a. Claims #18423-#18442, #18445-#18462, #18464-#18465, #100410
6. Administrative Reports
 - a. Airport
 - b. Building Departments
 - c. Finance
 - d. Fire Department
 - e. Police Department
 - f. Public Works
7. New Business
 - a. Informational: Updates to the Creamery Picnic Special Event Permit, Placement of Garbage Cans and Portable Toilets
 - b. Discussion/Decision: Requesting to Publish an RFP for Additional Street Repairs, 2nd Street from Buck Street to the Entrance of Lewis & Clark Park
 - c. ~~Discussion/Decision: Permission to Review HR & Payroll Solution for FY 2023/2024~~
(Mayor Gibson has removed this agenda item for further review.)
8. Board Reports
9. Town Council Comments
10. Executive Report
11. 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. Claims #18423-#18442, #18445-#18462, #18464-#18465, #100410

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (6/23) ****								
18423		33 NORTHWESTERN ENERGY	14,764.97					
	JUNE23	06/15/23 Geo-Smith Lighting Dist	299.84			2430 430263	340	101000
	JUNE23	06/15/23 206 Buck 90% TH Facility	285.20			1000 411201	340	101000
	JUNE23	06/15/23 206 Buck 10% Bldg Dept	31.68			2394 420531	340	101000
	JUNE23	06/15/23 Peterson Add'n lighting	225.77			2420 430263	340	101000
	JUNE23	06/15/23 Dayton Add'n lighting	310.43			2410 430263	340	101000
	JUNE23	06/15/23 Maplewood Cemetery	12.60			1000 430900	340	101000
	JUNE23	06/15/23 Main St seasonal lighting	9.21			1000 430263	340	101000
	JUNE23	06/15/23 Orig Town street lights	297.94			1000 430263	340	101000
	JUNE23	06/15/23 ESH - 5th St. lights	544.52			1000 430263	340	101000
	JUNE23	06/15/23 5th St - Lange Park lights	20.47			1000 430263	340	101000
	JUNE23	06/15/23 Add'l Town lighting	185.31			1000 430263	340	101000
	JUNE23	06/15/23 MBF H2O plant	73.97			5210 430520	340	101000
	JUNE23	06/15/23 102 Main St pump #1	41.99			5210 430520	340	101000
	JUNE23	06/15/23 Riverside Cemetery IRR	0.13			1000 430900	340	101000
	JUNE23	06/15/23 Maplewood Cemetery	79.15			1000 430900	340	101000
	JUNE23	06/15/23 Sewer lift station W. Central	10.75			5310 430620	340	101000
	JUNE23	06/15/23 Sewer trtmnt plant	3,766.65			5310 430620	340	101000
	JUNE23	06/15/23 Truck garage South	42.23			5210 430520	340	101000
	JUNE23	06/15/23 L&C Yard Light	12.60			1000 460430	340	101000
	JUNE23	06/15/23 L&C Park Irrigation 5hp IRR	0.28			1000 460430	340	101000
	JUNE23	06/15/23 L&C Park Parking Lot	6.00			1000 460430	340	101000
	JUNE23	06/15/23 L&C Park Restrooms/Field light	12.90			1000 460430	340	101000
	JUNE23	06/15/23 214 Buck St. - H2O 25%	13.45			5210 430520	340	101000
	JUNE23	06/15/23 214 Buck St. - Sewer 25%	13.45			5310 430620	340	101000
	JUNE23	06/15/23 214 Buck St. - PD 50%	26.91			1000 420100	340	101000
	JUNE23	06/15/23 3rd & Park	15.10			1000 430263	340	101000
	JUNE23	06/15/23 421 Airport Rd - CRE 50%	42.63			5610 430300	340	101000
	JUNE23	06/15/23 421 Airport Rd - FD 50%	42.63			1000 420422	340	101000
	JUNE23	06/15/23 Crksde Mdws Lighting Dist #4 1	312.38			2440 430263	340	101000
	JUNE23	06/15/23 Crksde Mdws Lighting Dist #4 2	166.76			2440 430263	340	101000
	JUNE23	06/15/23 Pool	60.72			1000 460445	340	101000
	JUNE23	06/15/23 MBF Well Field 305	6,844.55			5210 430520	340	101000
	JUNE23	06/15/23 MBF booster station 346	146.92			5210 430520	340	101000
	JUNE23	06/15/23 Twin Creeks Lighting Dist	537.94			2450 430263	340	101000
	JUNE23	06/15/23 Creamery Park (223 Main)	56.34			1000 460430	340	101000
	JUNE23	06/15/23 300 Main Street	6.15			1000 460430	340	101000
	JUNE23	06/15/23 Stevensville Cutoff Rd Path	6.00			1000 430263	340	101000
	JUNE23	06/15/23 Water 157 Sewer Works Rd Depot	19.38			5210 430520	340	101000
	JUNE23	06/15/23 Sewer 157 Sewer Works Rd Depot	19.37			5310 430620	340	101000
	JUNE23	06/15/23 Streets 157 Sewer Works Rd Dep	19.37			1000 430200	340	101000
	JUNE23	06/15/23 Dickerson Park	7.73			1000 460430	340	101000
	JUNE23	06/15/23 206 Buck Fire Dept Lighting	73.44			1000 411201	340	101000
	JUNE23	06/15/23 102 Main Street Ste D	64.13			1000 420100	340	101000

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TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 7/23

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Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18431		728 HDR ENGINEERING, INC.	2,706.90					
		*** Claim from another period (5/23) ****						
18431		WATER SYSTEM ENGINEERING REPORT						
		1200526544 05/31/23 SERVICES FOR 10/23/22-05/0	2,706.90			5210 430510	354	101000
18432		1282 Valley Irrigation	81.43					
		*** Claim from another period (6/23) ****						
18432		IN-078692 06/15/23 POOL PLUMBING REPAIR PARTS	81.43			1000 460445	230	101000
18433		29 STEVENSVILLE NAPA AUTO PARTS	16.49					
		*** Claim from another period (6/23) ****						
18433		745821 06/14/23 TOOL FOR PULLING DRAIN GATE	16.49			1000 460445	212	101000
18434		1841 Overstreet Law Group	676.50					
		*** Claim from another period (6/23) ****						
18434		Attorney Services						
		06/29/23 General Legal Services	676.50			1000 411100	352	101000
18435		1711 Office Solutions & Service	35.89					
		*** Claim from another period (6/23) ****						
18435		INV116347 06/27/23 C- PRINTER LEASE	17.94			1000 410360	320	101000
		INV116347 06/27/23 F-PRINTER LEASE	17.95			1000 420410	320	101000
18436		29 STEVENSVILLE NAPA AUTO PARTS	19.98					
		*** Claim from another period (6/23) ****						
18436		747186 06/22/23 GEAR LUBE - WWTP CLARIFICATION	19.98			5310 430640	230	101000
18437		83 KOOTENAI GARAGE	170.99					
		*** Claim from another period (6/23) ****						
2017		REWIRING ACCESSORY OUTLETS						
		1003233 06/15/23 LABOR	125.00			1000 420100	232	101000
		1003233 06/15/23 SUPPLIES	45.99			1000 420100	232	101000
18438		1922 D4 DIRT WORK	1,500.00					
		*** Claim from another period (5/23) ****						
18438		WELLHOUSE FIELD MOWING FOR INVASIVE WEEDS						
		1148 06/15/23 FIELD MOWING	1,500.00			1000 460437	350	101000
18439		1061 WESTERN BUILDING CENTER	313.20					
		*** Claim from another period (5/23) ****						
18439		15S252553 05/10/23 BLOWER	130.69			1000 430900	212	101000
		15S252553 05/10/23 BLOWER	130.70			1000 430900	212	101000
		15S288150 05/22/23 COMPOST - POTTING SOIL	51.81			1000 460430	220	101000
18440		1923 DOUGLAS HAGEN	119.45					
		*** Claim from another period (6/23) ****						
18440		OVERPAYMENT ON ACCOUNT - THIS PROPERTY WAS SOLD						
		06/25/23 OVERPAYMENT ON ACCOUNT #101310	119.45			5210 430550	350	101000

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*** Claim from another period (6/23) ****								
18441		16 MONTANA ENVIRONMENTAL LAB LLC	3,261.10					
	2303666	05/02/23 WWTP M2303666	211.50			5310 430610	355	101000
	2303991	05/08/23 WWTP M2303991	211.50			5310 430610	355	101000
	2304067	06/07/23 WWTP M2304067	770.00			5310 430610	355	101000
	2304315	05/26/23 WWTP M2304315	427.65			5310 430610	355	101000
	2304547	05/25/23 WWTP M2304547	211.50			5310 430610	355	101000
	2304842	05/31/23 WWTP M2304842	211.50			5310 430610	355	101000
	2305081	06/06/23 WWTP M2305081	211.50			5310 430610	355	101000
	2305491	06/19/23 WWTP M2305491	427.65			5310 430610	355	101000
	2305708	06/20/23 WWTP M2305708	211.50			5310 430610	355	101000
	2303126	04/13/23 WATER LAB TEST M2303126	58.00			5210 430510	355	101000
	2304314	05/11/23 WATER LAB TEST M2304314	58.00			5210 430510	355	101000
	2305490	06/09/23 WATER LAB TEST M2305490	58.00			5210 430510	355	101000
	2302398	03/28/23 WWTP M2302398	192.80			5310 430610	355	101000
*** Claim from another period (6/23) ****								
18442		16 MONTANA ENVIRONMENTAL LAB LLC	770.00					
		REQUIRED YEARLY BY DEQ						
	2304607	06/07/23 BIOSOLID ANALYSISID	770.00			5310 430610	355	101000
18445		1904 Melanie C D'Isidoro, Trapper	552.00					
	2023-06	07/07/23 C- Prosecution services	552.00			1000 410364	352	101000
*** Claim from another period (6/23) ****								
18446		1754 Construct Montana, LLC	4,769.10					
		BUILDING INSPECTION CONSULTATION AND PLAN REVIEW						
	1095	07/06/23 INSPECTION CONSULTATION	3,867.76			2394 420531	350	101000
	1095	07/06/23 PLAN REVIEW	901.34			2394 420531	350	101000
*** Claim from another period (6/23) ****								
18447		85 CENTURYLINK	179.47					
	MAY/JUNE	06/22/23 WWTP Internet #0185	68.99			5310 430640	340	101000
	MAY/JUNE	06/22/23 H2O Plant Phone #7132	52.24			5210 430540	340	101000
	MAY/JUNE	06/22/23 MBF Reservoir #9934	58.24			5210 430530	340	101000
*** Claim from another period (6/23) ****								
18448		1436 Maureen M. O'Connor	3,000.00					
		Monthly Compensation \$3000.00						
	JULY	07/01/23 Monthly Compensation	3,000.00			1000 410360	350	101000
*** Claim from another period (6/23) ****								
18449		1925 OLIVIA KOCHANSKI	180.00					
		AMERICAN RED CROSS LIFEGUARD CERTIFICATION SAT REIMBURSEMENT						
	807119	03/20/23 OLIVIA KOCHANSKI CERTIFICATION	90.00			1000 460410	380	101000
	807119	03/20/23 AUDREY KOCHANSKI CERTIFICATION	90.00			1000 460410	380	101000

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*** Claim from another period (6/23) ****								
18450		21 BLACK MOUNTAIN SOFTWARE	16,175.00					
	50%	29302 07/01/23 FY21-22 UB Annual Mainten	1,585.00			5210 430510	331	101000
	50%	29302 07/01/23 FY21-22 UB Annual Maintenance	1,585.00			5310 430610	331	101000
	30%	29302 07/01/23 FY21-22 Acct/Budget Mainte	934.50			5210 430510	331	101000
	30%	29302 07/01/23 FY21-22 Acct/Budget Maint	934.50			5310 430610	331	101000
	15%	29302 07/01/23 FY21-22 Acct/Budget Maint	467.25			1000 410550	331	101000
	5%	29302 07/01/23 FY21-22 Acct/Budget Maintenanc	155.75			1000 420100	331	101000
	5%	29302 07/01/23 FY21-22 Acct/Budget Maintenanc	155.75			1000 430200	331	101000
	5%	29302 07/01/23 FY21-22 Acct/Budget Maintenanc	155.75			1000 410360	331	101000
	2.5%	29302 07/01/23 FY21-22 Acct/Budget Mainte	77.88			2394 420531	331	101000
	2.5%	29302 07/01/23 FY21-22 Acct/Budget Maint	77.88			1000 420410	331	101000
	2.5%	29302 07/01/23 FY21-22 Acct/Budget Maint	77.88			5610 430300	331	101000
	2.5%	29302 07/01/23 FY21-22 Acct/Budget Maint	77.86			2250 411010	331	101000
	30%	29302 07/01/23 FY21-22 Payroll/ACH Mod M	1,225.50			5210 430510	331	101000
	30%	29302 07/01/23 FY21-22 Payroll/ACH Mod M	1,225.50			5310 430610	331	101000
	15%	29302 07/01/23 FY21-22 Payroll/ACH Mod M	612.75			1000 410550	331	101000
	5%	29302 07/01/23 FY21-22 Payroll/ACH Mod M	204.25			1000 420100	331	101000
	5%	29302 07/01/23 FY21-22 Payroll/ACH Mod Ma	204.25			1000 430200	331	101000
	5%	29302 07/01/23 FY21-22 Payroll/ACH Mod M	204.25			1000 410360	331	101000
	2.5%	29302 07/01/23 FY21-22 Payroll/ACH Mod M	102.13			2394 420531	331	101000
	2.5%	29302 07/01/23 FY21-22 Payroll/ACH Mod Mainte	102.13			1000 420410	331	101000
	2.5%	29302 07/01/23 FY21-22 Payroll/ACH Mod Mainte	102.13			5610 430300	331	101000
	2.5%	29302 07/01/23 FY21-22 Payroll/ACH Mod Mainte	102.11			2250 411010	331	101000

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30%	29302	07/01/23 FY21-22 Cash Receipt Mod Maint	266.67			5210 430510	331	101000
30%	29302	07/01/23 FY21-22 Cash Receipt Mod Maint	266.67			5310 430610	331	101000
30%	29302	07/01/23 FY21-22 Cash Receipt Mod M	266.66			2394 420531	331	101000
	29302	07/01/23 FY21-22 Cash Receipt Mod M	80.00			1000 410550	331	101000
	29302	07/01/23 FY21-22 PERMITTING MOD M	835.00			2394 420531	331	101000
	29302	07/01/23 FY 21-22 CLOUD HOSTING	1,147.50			5210 430510	331	101000
50%	29302	07/01/23 FY 21-22 CLOUD HOSTING	1,147.50			5310 430610	331	101000
50%	29302	07/01/23 FY 21-22 ACH Direct Deposit	60.00			1000 420100	331	101000
50%	29302	07/01/23 FY 21-22 ACH Direct Deposit	60.00			1000 410550	331	101000
50%	29302	07/01/23 FY 21-22 AMR Interface & Supp.	137.50			1000 410550	331	101000
50%	29302	07/01/23 FY 21-22 AMR Interface & Supp	137.50			1000 420100	331	101000
	29302	07/01/23 FY 21-22 Budget Prep	700.00			1000 410550	331	101000
	29302	07/01/23 FY 21-22 Budget Prep	175.00			1000 420100	331	101000
	29302	07/01/23 FY 21-22 Budget Prep	175.00			1000 430200	331	101000
	29302	07/01/23 FY 21-22 Budget Prep	175.00			1000 410360	331	101000
	29302	07/01/23 FY 21-22 Budget Prep	175.00			1000 420410	331	101000
18451		1696 First Call Computer Solutions, Dell Computer for Finance Department	1,497.49					
		89054 07/03/23 Replacement Lap Top	1,497.49*			1000 410550	212	101000
18452		1845 Thomson Reuters-West	210.00					
		848546118 07/01/23 ONLINE SOFTWARE SUBSCRIPTIO	210.00			1000 420100	312	101000
18453		1827 Pintler Billing Services	50.00					
		1028 07/01/23 MEDICAL BILLING MAINTENANCE FE	50.00			2230 420730	350	101000
		*** Claim from another period (6/23) ****						
18454		1926 YELLOWSTONE TRACTOR	10,999.00					
		ZERO TURN MOWER - OUTLAW ROUGE 61" KAWASAKI - SERIAL # BRG6135KA05230068						
		NO. 06/23/23 61" ZERO TURN MOWER	5,499.50			1000 460430	940	101000
		NO. 06/23/23	5,499.50			1000 430900	940	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
				*** Claim from another period (6/23) ****				
18455		728 HDR ENGINEERING, INC.	4,858.61					
	1200543451	06/29/23 PROFESSIONAL SERVICES	4,852.61			5210 430530	350	101000
				*** Claim from another period (6/23) ****				
18456		1282 Valley Irrigation	0.57					
	WWTP							
	747425	06/23/23 WWTP BLOWER REPAIR	0.57			5310 430640	230	101000
				*** Claim from another period (6/23) ****				
18457		16 MONTANA ENVIRONMENTAL LAB LLC	211.50					
	WWTP LAB TEST							
	2305922	06/27/23 LAB TESTS	211.50			5310 430610	355	101000
18458		477 James Marble	80.00					
	FIREARM TRAINING FOR OFFICER KOPSA							
	06/23/23	FIREARM TRAINING	80.00			1000 420100	350	101000
18459		6 Eastside Ace Hardware	59.56					
	IRRIGATION REPAIR							
	25357/2	05/07/23 ROTOR SCREDRIVER	8.59			1000 460430	230	101000
	25857/2	06/07/23 ROTOR SPRINKLER	33.98			1000 460430	230	101000
	25756/2	06/07/23 ROTOR SPRINKLER	16.99			1000 460430	220	101000
18460		858 MILLER LAW OFFICE, PLLC	1,616.32					
	STEVENSVILLE WATER RIGHT MATTERS							
	1313	07/10/23 WATER RIGHTS FILE NO. 18013	1,616.32			5210 430530	352	101000
18461		5 USPS	234.00					
	PCST OFFICE BOX YEARLY RENTAL							
	07/01/23	TH	35.10			1000 410550	311	101000
	07/01/23	WATER	70.20			5210 430510	311	101000
	07/01/23	SEWER	70.20			5310 430610	311	101000
	07/01/23	COURT	11.70			1000 410360	311	101000
	07/01/23	AIRPORT	11.70			5610 430300	311	101000
	07/01/23	POLICE DEPT	11.70			1000 420100	311	101000
	07/01/23	FIRE DEPT	11.70			1000 420410	311	101000
	07/01/23	BLDG DEPT	11.70*			2394 420531	311	101000
				*** Claim from another period (5/23) ****				
18462		23 VALLEY DRUG AND VARIETY	50.91					
	599998	05/02/23 3 PK TAPE	15.60			1000 410550	210	101000
	599998	05/02/23 BATTERIES	6.29			1000 410550	210	101000
	604688	05/23/23 RAYOVAK BATTERIES	19.99			1000 410550	210	101000
	604688	05/26/23 USPS	0.63			1000 430100	311	101000
	604744	05/26/23 FILE FOLDERS	8.40			1000 410550	210	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (6/23) ****								
18464		1915 NORTHWEST HARDWARE	262.06					
	16065579	06/01/23 RESTROOM L&C	10.61			1000 460430	235	101000
	16065598	06/01/23 RESTROOM L&C	27.88			1000 460430	235	101000
	16065721	06/02/23 RESTROOM L&C	9.89			1000 460430	235	101000
	16067312	06/07/23 PARKS	36.42			1000 460437	220	101000
	16067694	06/08/23 SPLASH PAD	5.39			1000 460445	230	101000
	16067962	06/09/23 POOL	16.19			1000 460445	230	101000
	16068294	06/10/23 SHCP	11.41			1000 430100	230	101000
	1606856	06/12/23 SEWER	25.19			5310 430630	230	101000
	16069141	06/13/23 KEYS	5.37			1000 410550	220	101000
	16069213	06/14/23 SPLASH PAD	0.30			1000 460437	220	101000
	16069775	06/16/23 PARKS	29.22			1000 460430	220	101000
	16069806	06/16/23 WWTP	1.30			5310 430640	230	101000
	16069948	06/16/23 SPLASH KEY PAD	4.46			1000 460445	220	101000
	16070862	06/20/23 RESERVOIR	7.64			5210 430530	230	101000
	16071065	06/21/23 RESERVOIR	45.56			5210 430530	230	101000
	16073612	06/30/23 SPLASH PAD	24.73			1000 460445	212	101000
18465		1330 Burnt Fork Market	10.69					
	01-2756168	06/20/23 HAND SOAP	10.69			1000 430100	230	101000
*** Claim from another period (6/23) ****								
100410		23 VALLEY DRUG AND VARIETY	216.78					
	607617	06/09/23 STAMPS - FINANCE	63.00			1000 410550	311	101000
	607617	06/09/23 STAMPS - ADMIN	63.00			1000 410550	311	101000
	607617	06/09/23 STAMPS - UB	63.00			1000 430100	311	101000
	610359	06/22/23 SHIPPING	3.58			1000 410550	311	101000
	610359	06/22/23 SHIPPING	1.55			1000 410550	311	101000
	611267	06/27/23 SHIPPING	22.65			1000 410550	311	101000
		# of Claims	41	Total:				74,425.29

07/11/23
15:39:46

TOWN OF STEVENSVILLE
Fund Summary for Claims
For the Accounting Period: 7/23

Page: 9 of 10
Report ID: AP110

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	\$27,420.24
2230 AMBULANCE	
101000 Cash - Operating	\$50.00
2250 PLANNING	
101000 Cash - Operating	\$179.97
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	\$6,094.15
2410 DAYTON LIGHTING #1 DISTRICT 55	
101000 Cash - Operating	\$310.43
2420 PETERSON ADDN LIGHTING #2 DISTRICT 80	
101000 Cash - Operating	\$225.77
2430 GEO SMITH LIGHTING #3 DISTRICT 76	
101000 Cash - Operating	\$299.84
2440 CREEKSIDE LIGHTING #4 DISTRICT 77	
101000 Cash - Operating	\$479.14
2450 TWIN CREEKS LIGHTING #5 DISTRICT	
101000 Cash - Operating	\$537.94
5210 WATER	
101000 Cash - Operating	\$25,026.85
5310 SEWER	
101000 Cash - Operating	\$13,566.62
5610 AIRPORT	
101000 Cash - Operating	\$234.34
Total:	\$74,425.29

07/11/23
15:39:47

TOWN OF STEVENSVILLE
Claim Approval Signature Page
For the Accounting Period: 7 / 23

Page: 10 of 10
Report ID: AP100A

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

Stacie Barker, Councilmember

Bob Michalson, Councilmember

Cindy Brown, Councilmember

Nancy Lowell, Councilmember

Steve Gibson, Mayor

Date Approved _____

File Attachments for Item:

b. Building Departments

MONTHLY REPORT

Building Department

June 2023

<u>Permits Issued</u>	<u>Fees Collected</u>
<u>Building</u> (4 permits)	
1. NSFR	\$3899.50
2. New Commercial Building	\$399.60
3. Renovation/Remodel	\$207.60
4. Demo	\$0
<u>Electrical</u> (2 permits)	
1. NSFR	\$0
2. New Commercial Building	\$0
3. Renovation/Remodel	\$90.00
4. Demo	\$0
<u>Mechanical</u> (1 permits)	
1. NSFR	\$0
2. New Commercial Building	\$185.00
3. Renovation/Remodel	\$0
4. Demo	\$0
<u>Plumbing</u> (1 permits)	
1. NSFR	\$0
2. New Commercial Building	\$0
3. Renovation/Remodel	\$53.00
4. Demo	\$0
Total permits issued: 8	Total fees collected: \$4834.70
<u>Activities</u>	
1. Inspections and consultations.	
2. Active clearing or archiving old and expired permits, depending on age of activity.	
3. Implement uniform strategies to increase records retention and accessibility thereof.	
<u>Items of Interest</u>	
1. Continued exploration of best ways to universally digitize records and day to day functions to be accessible across pertinent staff for greater efficiency.	

Prepared by Jenelle Berthoud, Town Clerk

File Attachments for Item:

d. Fire Department



STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

Activity Report – June 2023

Calls for the Month of June: 66

Calls for Stevensville Town: 25

Calls for Stevensville Rural: 41

Mutual Aid: 0

Medical Response: 54

Fire Calls: 10

Motor Vehicle Crash: 2

Total Calls: 66

Calls for the Year to Date: 319

Calls for Stevensville Town: 132

Calls for Stevensville Rural: 182

Mutual Aid: 5

Missed call: 0

Medical Response: 250

Fire Calls: 54

Motor Vehicle Crash: 15

Total Calls: 319

File Attachments for Item:

e. Police Department

SPD Monthly Report June 2023

Actual Call Breakdown

Call Type	SPD Response	County Response	Handled by Dispatch
Accident	1		
Agency Assist	3		
Animal Call	4	1	
Alarm			
Assault			
Assistance			
Traffic			
CFS			
Citizens Assist	1	2	
Civil Papers		14	
Civil Issue	2		
Court Transport			
CPS Cross Report			
Criminal Mischief	1		
Death Investigations	5	2	
Disturbance			
Drug Intel			
Emotionally Disturbed	2		
Erratic Driver			
Extra Patrol	4		
Fireworks	3		
Found Property			
Fraud	1		
Harassment			
Information	1		
MIP	1		
Missing Person			
Notification			
Officer Advice	4		1
Open Door			
Parking			
Suspicious Activity	2		
Theft	1		
Traffic	38 W 2C 1A		
Trespass		1	
Vin Inspection	1		
Warrant		1	
Welfare Check	1	2	
Hangup 911	4	2	21
Total for the Month	83		
Minus Traffic	42	25	22

**TOWN OF STEVENSVILLE
POLICE DEPARTMENT ACTIVITY REPORT**

May 2023

MONTHLY REPORT: May 2023 - Police Activity Report

Officer engaged in 38 Warnings, 2 Citations, and 1 arrest on traffic stops. and she was taken into custody without issues. There was one theft, 1 Fraud, 2 Suspicious Incidents, 9 disturbances, 1 accident and 1 vacation check.

PROACTIVE POLICING, CALLS FOR SERVICE, and Investigations: Call for Service totals do not include Traffic Citations, Traffic Warnings, Vacation Checks, Extra Patrols or Agency Assists. Officer Kopsa is on field training and about half way through. Sgt Schafer has transitioned to nights with Officer Frandsen for the summer.

PERSONNEL WORKLOAD	1/23	2/23	3/23	4/23	5/23	6/23	7/23	8/23	9/23	10/23	11/23	12/23	Total
PATROL													
Arrests	0	0	1	1	1	1							4
Traffic Citations	12	19	7	0	3	2							43
Traffic Warnings	30	16	10	17	12	38							123
Calls for Service	51	38	63	58	32	38							278
Calls for Service 2022	59	66	69	48	60	67	66	75	52	47	49	43	701
INVESTIGATIONS													
Robbery/Homicide	0	0	0	0	0	0							0
Robbery/Homicide 2022	0	0	0	0	0	0	0	0	0	0	0	0	0
Assault	0	2	0	0	1	0							3
Assault 2022	0	1	0	0	1	1	2	1	1	1	0	1	9
Sex Crime	0	0	1	0	0	0							1
Sex Crime 2022	0	0	2	0	0	0	0	1	1	1	0	0	5
Burglary/Theft	1	0	0	0	1	1							3
Burglary/Theft 2022	4	0	4	2	2	0	0	1	0	0	0	1	14
Crim Mischief	2	2	1	0	0	0							5
Crim Mischief 2022	3	1	1	0	1	2	3	2	1	1	1	0	16
Fraud	0	0	2	0	1	1							4
Fraud 2022	0	0	0	0	1	1	1	0	1	0	0	1	5
Suspicious Incident	5	2	2	7	3	2							21
Suspicious Incident 2022	4	3	5	1	3	6	6	1	6	5	2	5	47
Disturbance	6	3	5	9	2	9							34
Disturbance	2	2	6	5	2	2	10	5	3	1	1	3	47
Found Property	0	0	0	0	0	0							0
Found Property 2022	0	0	1	0	1	2	0	0	1	1	0	1	7
Traffic Hazard	0	0	0	0	0	0							0
Traffic Hazard 2022	0	0	0	0	2	2	0	0	0	0	0	0	4
Traffic Accidents	4	1	0	1	6	1							13
Traffic Accident 2022	0	0	3	2	3	2	5	1	0	6	4	3	29
Vacation Checks	0	0	1	1	1	1							4
Vacation Checks 2022	0	0	1	0	0	0	1	0	0	1	0	2	5
SPD AGENCY ASSISTS													
Ravalli County S.O	2	1	1	2	1	3							10

File Attachments for Item:

f. Public Works

WO Number	Type	Status	Description	Locations	Assigned To	Requester
002470	SCHEDULED	Closed	Hose brush on headworks perforated plate screen		Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002469	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
002466	SCHEDULED	Closed	Monthly Meter Readings	Water / Town of Stevensville	Cody Anderson Dustin Tribby Steve Kruse	Steve Kruse
002465	SCHEDULED	Closed	Open and check condition of restrooms everyday	Town of Stevensville	Ian Murray	Steve Kruse
002464	SCHEDULED	Closed	Open and check condition of restrooms everyday	Town of Stevensville	Ian Murray	Steve Kruse
002462	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville	Cody Anderson Glenn Bies	Steve Kruse
002461	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
002460	SCHEDULED	Closed	Open and check condition of restrooms everyday	Town of Stevensville	Ian Murray	Steve Kruse
002459	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
002458	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
002457	SCHEDULED	Closed	Open and check condition of restrooms everyday	Town of Stevensville	Ian Murray	Steve Kruse
002456	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
002455	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville		Steve Kruse
002454	SCHEDULED	Closed	Inspect all Parks for safety issues, clearances, conditions, etc, and start work order for any issues needing attention	Town of Stevensville	Stephen Lassiter	Steve Kruse
002453	SCHEDULED	Closed	Open and check condition of restrooms everyday	Town of Stevensville	Ian Murray	Steve Kruse
002452	SCHEDULED	Closed	Check compressor oil level, blow off air and recharge	23-Headworks Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies Steve Kruse	Steve Kruse
002451	SCHEDULED	Closed	Open and check condition of restrooms everyday	Town of Stevensville	Ian Murray	Steve Kruse
002450	SCHEDULED	Closed	Open and check condition of restrooms everyday	Town of Stevensville	Ian Murray	Steve Kruse
002448	SCHEDULED	Closed	Hose brush on headworks perforated plate screen		Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002447	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
002446	SCHEDULED	Closed	Open and check condition of restrooms everyday	Town of Stevensville	Ian Murray	Steve Kruse
002444	SCHEDULED	Closed	Open and check condition of restrooms everyday	Town of Stevensville	Ian Murray	Steve Kruse
002443	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	24-Influent Channel / Wastewater / Town of Stevensville	Cody Anderson Glenn Bies	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
				23-Headworks Bldg / Wastewater / Town of Stevensville 19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville		
002442	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
002441	SCHEDULED	Closed	Open and check condition of restrooms everyday	Town of Stevensville	Ian Murray	Steve Kruse
002438	CORRECTIVE	Closed	Repair/replace all items identified by DEQ inspection, screens over lines, screen over discharge line, hatch seal at reservoir	Town of Stevensville		Steve Kruse
002434	SCHEDULED	Closed	Open and check condition of restrooms everyday	Town of Stevensville	Ian Murray	Steve Kruse
002433	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
002432	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville		Steve Kruse
002431	SCHEDULED	Closed	Inspect all Parks for safety issues, clearances, conditions, etc, and start work order for any issues needing attention	Town of Stevensville	Stephen Lassiter	Steve Kruse
002430	SCHEDULED	Closed	Open and check condition of restrooms everyday	Town of Stevensville	Ian Murray	Steve Kruse
002429	SCHEDULED	Closed	Open and check condition of restrooms everyday	Town of Stevensville	Ian Murray	Steve Kruse
002428	SCHEDULED	Closed	Open and check condition of restrooms everyday	Town of Stevensville	Ian Murray	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
002427	SCHEDULED	Closed	Hose brush on headworks perforated plate screen		Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002425	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
002424	SCHEDULED	Closed	Open and check condition of restrooms everyday	Town of Stevensville	Ian Murray	Steve Kruse
002419	SCHEDULED	Closed	Open and check condition of restrooms everyday	Town of Stevensville	Ian Murray	Steve Kruse
002417	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville	Cody Anderson Glenn Bies	Steve Kruse
002416	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
002415	SCHEDULED	Closed	Open and check condition of restrooms everyday	Town of Stevensville	Ian Murray	Steve Kruse
002412	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
002409	SCHEDULED	Closed	Open and check condition of restrooms everyday	Town of Stevensville	Ian Murray	Steve Kruse
002405	CORRECTIVE	Closed	Grind down drain covers at Splashpad before it opens	Town of Stevensville	Cody Anderson	Steve Kruse
002402	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville		Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
002400	SCHEDULED	Closed	Inspect all Parks for safety issues, clearances, conditions, etc, and start work order for any issues needing attention	Town of Stevensville	Stephen Lassiter	Steve Kruse
002399	SCHEDULED	Closed	Open and check condition of restrooms everyday	Town of Stevensville	Ian Murray	Steve Kruse
002398	SCHEDULED	Closed	Open and check condition of restrooms everyday	Town of Stevensville	Ian Murray	Steve Kruse
002397	SCHEDULED	Closed	Open and check condition of restrooms everyday	Town of Stevensville	Ian Murray	Steve Kruse
002393	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
002391	SCHEDULED	Closed	Inspect and sign all plant extinguishers	Town of Stevensville	Steve Kruse	Steve Kruse
002387	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
002383	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002380	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
002379	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville		Steve Kruse
002377	CORRECTIVE	Closed	Haul logs from 105 College	Town of Stevensville	Cody Anderson Stephen Lassiter Steve Kruse	Steve Kruse
002376	CORRECTIVE	Closed	Open splashpad for season	Town of Stevensville	Cody Anderson Glenn Bies Stephen Lassiter Steve Kruse	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
002371	SCHEDULED	Closed	Switch UV banks		Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002369	SCHEDULED	Closed	Inspect and document all plant fire extinguishers	Wastewater / Town of Stevensville	Cody Anderson Glenn Bies Ian Murray Stephen Lassiter Steve Kruse	Steve Kruse
002368	SCHEDULED	Closed	Remove sediment/rags/rocks from in front of bar screen	23-Headworks Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies Ian Murray	Steve Kruse
002367	SCHEDULED	Closed	Grease Huber sludge press and sludge pump		Glenn Bies	Steve Kruse
002365	SCHEDULED	Closed	Grrease perf screen and influent pumps		Glenn Bies	Steve Kruse

TOWN OF STEVENSVILLE PUBLIC WORKS ACTIVITY REPORT June, 2023

UTILITIES REPORT

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	24,663,000	24,218,000

- 💧 Monthly, weekly and Annual reports to the state
- 💧 Monthly Meter Readings
- 💧 Unread Meters: 148
- 💧 Satisfied Permit reporting and testing requirements

Waste Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	8,694,000	6,632,000

- 💧 State Reports and EPA, weekly monthly and Annual samples taken and reports submitted.
- 💧 Wasting to press
- 💧 Satisfied Permit reporting, testing and regulatory requirements

○

OTHER

- 💧 Preemptive Sanitary Sewer Jetting in all Grids
- 💧 Meter reads and billing cycle
- 💧 Daily road grid inspections
- 💧 Poured concrete at pool, filter repairs under way
- 💧 Splashpad opened
- 💧 Splashpad filter failure, repaired and back on line same day
- 💧 Mowed, sprayed and weed trimmed all parks and cemeteries
- 💧 Park inspections and irrigation valve locates
- 💧 Pool staff on hold for delayed opening
- 💧 Located numerous curb valves with new metal detector, all non paying utility users are current with their bills
- 💧 Continued to replace defective meters
- 💧 Irrigation at all parks and cemeteries
- 💧 Yearly and bi-annual water testing
- 💧 2 DEQ and DOLI inspections, workplace safety and Sanitary Inspection of water system, minor items to address
- 💧 4 Burials, 1 Urn
- 💧 Large cottonwood removal 105 College, hauled tree to plant

- 💧 Street maintenance, potholes, sign installation and replacement
- 💧 Cleaned all demo debris at pool
- 💧 Splash Pad prep for operations, waiting on Council approval
- 💧 UV system maintenance
- 💧 Trouble shoot excessive water usage at several properties after meter reads, fixed 2 meter leaks
- 💧 Water and Waste plants rounds
- 💧 Utility Locates
- 💧 Utility inspections
- 💧 Preventive maintenance at WWTP buildings
- 💧 Vehicle Maintenance
- 💧 2 after hours trouble calls
- 💧 Coordinating with engineers, vendors to investigate pumping activity at wellhouse, pumps not keeping up with demand during watering hours. Met with HDR regarding bringing Well 1 permanently on line to address high demand times and met with engineers at wellhouse to calculate well drawdown
- 💧 Started wasting to drying beds
- 💧 Pulled and repaired wasting pump Bay 4
- 💧 Working with water rights attorney and consultant to straighten out rights situation, all objectors have withdrawn their objections
- 💧 Calibrated all sensing equipment
- 💧 Daily maintenance and chemical testing at Splashpad, 4 times daily
- 💧 Alley maintenance
- 💧 Downtown risk management inspections

File Attachments for Item:

a. Informational: Updates to the Creamery Picnic Special Event Permit, Placement of Garbage Cans and Portable Toilets



Stevensville Town Council Meeting

Agenda Item Request

To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Sean Doyle
Second Person Submitting the Agenda Item:	
Submitter Title:	Stevensville Civic Club
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	07/13/2023
Agenda Topic:	Informational: Updates to the Creamery Picnic Special Event Permit, Placement of Garbage Cans and Portable Toilets
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	07/13/2023
Notes:	Stevensville Civic Club has added additional garbage cans and portable toilets to areas on Main Street.

- Portable toilets
- 300-gallon trash cans



File Attachments for Item:

b. Discussion/Decision: Requesting to Publish an RFP for Additional Street Repairs, 2nd Street from Buck Street to the Entrance of Lewis & Clark Park



Stevensville Town Council Meeting

Agenda Item Request

To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Steve Gibson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	07/13/2023
Agenda Topic:	Discussion/Decision: Requesting to Publish an RFP for Additional Street Repairs, 2nd Street from Buck Street to the Entrance of Lewis & Clark Park
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	07/13/2023
Notes:	