



**Stevensville Town Council Meeting
Agenda for
THURSDAY, SEPTEMBER 12, 2019
6:30 PM**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval of Minutes
 - [a.](#) May 30, 2019
 - [b.](#) June 3, 2019 Meeting
 - [c.](#) June 13, 2019 Meeting
 - [d.](#) July 3, 2019 Meeting
 - [e.](#) July 11, 2019 Meeting
 - [f.](#) August 8, 2019 Meeting
 - [g.](#) August 22, 2019 Meeting
4. Approval of Bi-Weekly Claims
 - [a.](#) Claims #15387-15464 Totaling \$40,878.59
5. Administrative Reports
 - [a.](#) Airport Manager's Report
 - [b.](#) Building Department Report
 - [c.](#) Finance Report
 - [d.](#) Fire Department Report
 - [e.](#) Police Department Report
 - [f.](#) Public Works Report
6. Guests
7. Correspondence
 - [a.](#) Letter from Bent & Beverly Laursen
8. Public Comments
9. New Business
 - [a.](#) Discussion/Decision: Performing a special audit from the time April left employment until now (Holcomb/Vick)
 - [b.](#) Discussion/Decision: Rescinding Mayor's compensation \$25 (Holcomb/Gibson)
 - [c.](#) Discussion/Decision: Re-scheduling the 9/26/2019 Regular Meeting to 9/24/2019
 - [d.](#) Discussion/Decision - Federal Aeronautics Administration (FAA) Grant Agreement for Stevensville Airport Pavement Reconstruction Project
 - [e.](#) Discussion/Decision: Morrison-Maierle Task Order #3, Construction Management & Closeout for Stevensville Airport Pavement Reconstruction Project
 - [f.](#) Discussion/Decision: Award of Bid to Knife River Construction for Stevensville Airport Pavement Reconstruction Project
10. Unfinished Business
 - [a.](#) Discussion/Decision: FY2020 Preliminary Budget
11. Executive Report
12. Town Council Comments
13. Board Report
14. Adjournment

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 the official public comment period should come forward to the podium and state their name and address for the record. Comment during this time maybe time limited, as determined by the chair, to allow as many people as possible to comment. Citizens wishing to comment on a motion for decision before any vote can come forward or stand in place as they wish. Comment must remain on the motion before the council.

Item Attachment Documents:

- a. May 30, 2019

Stevensville Committee of the Whole Meeting
Minutes for
THURSDAY, MAY 30, 2019
7:00 PM

1. Call to Order and Roll Call

Mayor Dewey called the meeting to order at 7:00 pm.

Roll Call: Mayor Dewey, Council members Michalson, Holcomb and Barker were present. Staff and members of the public were also present.

2. Discussion on the Following Items

Inter-local agreement and land lease agreement between the Town of Stevensville and the Stevensville Rural Fire District

Chief Motley spoke about the involvement and how the Inter-local agreement came to be; Agreements started back in 1997. The Inter-local agreement began back in 2000, and they have been continually drafted and revised since then. Currently, we are on an agreement since 2017, although, it expired a year ago. Therefore, we need a new agreement put together and adapted. It eventually morphed into how we buy and share items and entities between the town and the town fire district. Chief Motley would like to see direction moving forward, so that we can bring the proposal back to the district. The biggest piece of the agreement is the lease of the building. The lease can be a part of the agreement, or separate. Mayor Dewey made everyone aware, the lease of the building was incorporated into the agreement with the last one. Chief Motley mentioned, they are now providing a retirement benefit to district members for their 20 years of service. Mayor Dewey said it's done by Resolution #382. Mayor Dewey clarified that there are two different retirements, a town retirement and a state retirement.

Chief Motley answered Council member Michalson's question, pertaining to the duration of the contract; A 5 year agreement would be an appropriate time period. Something new into the agreement, the Fire District does not pay for water. With the town overseeing the airport now, they also offer water. Charges, including what and how much, or a "cap" per year as far as expenses was discussed among Council and both fire departments. The Fire Chief explained why the Inter-local agreement are the most important part. It was then discussed for the lease to be for 5 years, at \$5,000 a year. Chief Motley will have a separated draft written up and brought to the council for review. Council member Holcomb requested the past costs for the price of utilities. Property insurance, based on the square foot will also be reviewed.

3. Public Comment

4. Adjournment

Council member Holcomb moved to adjourn. Council member Michalson Seconded the motion, all voted "Aye."

Mayor Dewey adjourned the meeting at approximately 8:08 pm

Item Attachment Documents:

- b. June 3, 2019 Meeting

Stevensville Special Town Council Meeting
Minutes for
MONDAY, JUNE 03, 2019
7:00 PM

1. Call to Order and Roll Call

Mayor Dewey called the meeting to order at 7:00 pm

Roll Call: Mayor Dewey, Council members Barker, Holcomb, and Michalson were present. Staff and members of the public were also present.

2. Unfinished Business

a. Discussion/Decision/Update regarding the Finance Officer and Town Clerk vacancies and completion of associated functions during the recruitment and on-boarding process

Mayor Dewey reported the vacancy advertisement for Finance Officer to close on Friday, May 31, 2019 and no applications have been received. The Town Clerk vacancy will close this Friday, June 7, 2019 and to-date, we have received no applications for that position as well. Council member Michalson read that not one person can hold two government positions at one time. There have been past times where employees have worked the roles of multiple positions with staff shortages but Mr. Michalson is concerned how the Mayor cannot perform all of the job tasks needed.

Mayor Dewey recommended the council use the problem-solving model, we can all agree that we have a problem; we have two vacancies, the work from those two positions will not get done unless the Mayor performs the tasks associated until we find a Finance Officer and Clerk. We will continue to advertise for the positions but as to date, no one has applied for the positions. The positions have been advertisement for on the Town's website, Facebook, Montana League of Cities and Towns and MMIA.

Mr. West spoke about the Mayor's compensation increase of \$25 per hour. Council member Michalson requested Mr. West to verify the legality of the council's decision last meeting to compensate the Mayor. The attorney did not have a final answer. The intent of the decision was to compensate for covering the work of the positions. Mayor Dewey asked the council what they would like to do differently for the work to get done. There are not two different salaries, it is increasing the compensation up to 30 hours per week, modifying the Mayor's compensation.

Mr. West offered to adjudicate the disagreement. The Mayor is not being appointed to the positions. Councilman Holcomb stated that we voted on this last meeting and we need to continue with this until we hear otherwise from the attorney. The two positions will be advertised more broadly by the Mayor.

3. Public Comments

4. Adjournment

Council member Holcomb moved to adjourn the meeting at 7:38 pm. All council members voted "Aye" and Mayor Dewey adjourned the meeting.

Item Attachment Documents:

- c. June 13, 2019 Meeting

Stevensville Town Council Meeting
Minutes for
THURSDAY, JUNE 13, 2019
7:00 PM

1. Call to Order and Roll Call
Mayor Dewey called the meeting to order at 7:00 pm.
Roll Call: Mayer Dewey, Council members Barker, Holcomb and Michalson were present. Members of the public were also present.
2. Pledge of Allegiance
All rose and recited the Pledge of Allegiance.
3. Approval of Minutes
4. Approval of Bi-Weekly Claims
 - a. Claims #15188-15247
Council member Michalson made a motion to approve the Bi-Weekly Claims #15188 - 15247, totaling \$72,070.32. It was Seconded by Council member Holcomb.
Mayor Dewey made a Motion to amend the Claims to include #15248, Seconded by Council member Michalson. The vote was called and all voted "Aye." The amendment on the Motion passed 3-0.
Council member Barker questioned the claim from Northern Woods Tree Services. Mayor Dewey clarified, that was part of the kiosk project; We do have funding from the DNRC to replace the tree. The projects were separate entities, to prevent a tree from falling on the kiosk. The vote was called, starting with Council member Barker "Aye," Holcomb "No," and Michalson "Aye." The Motion on the Claims passed, 2-1.
5. Administrative Reports
 - a. Airport Manager's Report
 - b. Building Department Report
Building Department Report provided in the packet.
 - c. Finance Report
Finance Report provided in the packet.
 - d. Fire Department Report
 - e. Police Department Report
Police Clerk, Jenelle Berthoud reported, April and May were busy months. Chief Marble gave a presentation on Email fraud on Coffee with a Cop. The police vehicles are continuing to have issues, 3 vehicles are currently under maintenance, including sirens out, which has to do with the age of the vehicles, the electrical components and batteries. The problems mentioned on 3 of the 4 vehicles are weighing on the department. There were 62 calls in April, of those, 15 were Incident reports. 76 in May, of those, 3 became Incident Reports. We do not have a night officer at this time.
 - f. Public Works Report
6. Guests
7. Correspondence
8. Public Comments
Mark Adams, 319 College St.

Mark commended on the reporting of hours from the Fire Department and wondered as to why his hours are moving up and down, and why there are 4 people allowed access to the Fire Dept's Admin report.

Dave Laursen, 310 Main St.

Dave is a property owner. He expressed concern with ongoing construction, and potential apartments being built in a commercial-zoned area.

Leslie Tadvik, 509 Mission St.

Wondering where to put grass clippings. Her trash is being filled each week and was wondering if the grass clippings area will be opened to the public.

9. Unfinished Business

- a. Discussion/Decision/Update regarding the Finance Officer and Town Clerk vacancies and completion of associated functions during the recruitment and on-boarding process
Mayor Dewey updated the council on the recruitment for the two vacant positions and as to-date we have one application for the Finance position and six for the Town Clerk. The most recent deadlines for those positions in June 21, 2019, however we will start reviewing those applications received. Council member Barker and Council member Holcomb commented on the posting of those positions.
- b. Discussion/Decision: Ward 2 Council Vacancy
Ward 2 Council vacancy was re-published in the newspaper for 10 days per council rules. Council member Michalson made it aware that he plans on appointing a candidate to the council seat for Ward 2, under New Business (a.). Mayor Dewey per council rules, an application is needed to nominate and appoint a council candidate, Section 3. There are currently no applications. Council member Michalson would like to make a motion to sustain council rules, nominate and appoint a candidate because they are past 30 days. He would like to do that under the next agenda item.

10. New Business

- a. Discussion/Decision to suspend Council Rules in order nominate and appoint a candidate to the Council from Stevensville, Ward 2 (Michalson/Barker)
Council member Michalson made a Motion to suspend council rules and appoint a candidate to fill the open Ward 2 seat. The motion was Seconded by Council member Holcomb.
Mayor Dewey called for Public Comment:
Raymond Smith, 326 Valley View Rd.
Raymond requested the council to look at what the council is trying to accomplish. There was only one candidate that met the 60 day residential requirements.
Mayor Dewey clarified that both applicants met the requirements as far as residency, prior to both candidates withdrawing their applications for council. Currently, there are no valid applications before us today because all candidates have withdrawn their applications.
Raymond Smith, 326 Valley View Rd.
Raymond clarified, that is correct, there are no applications today; Raymond then volunteered to fill out an application as a candidate if necessary, to fill the position.
Leslie Tadvik, 509 Mission St.
Leslie mentioned that her husband sat on the council; He was appointed in one night.
Council member Michalson made a motion to appoint James Crews for the Council member Ward 2 seat for Stevensville, MT
There was an existing Motion already on the floor: Council member Michalson made a Motion to suspend council rules and appoint a candidate to fill the open Ward 2 seat. The motion was then Seconded by Councilman Holcomb. The vote was called starting with Council member Barker "Aye," Holcomb "Aye" & Michalson "Aye." The Motion to suspend council rules passed, 3-0.

Council member Michalson made a Motion to appoint James Crews for the Council member Ward 2 seat for Stevensville, MT. The Motion was Seconded by Council member Barker. Council member Holcomb mentioned that she too was appointed to the council prior to her running for her seat. We need to follow what the book says, as well as the Resolutions. Council member Michalson said it has been a "trying time" to fill the open council seat, having council members crying after meetings, the public shaming of applicants, the seat can be filled for 5 months and the people can vote in fall who they want in the seats.

Mayor Dewey continued with calling for Public Comment.

Raymond Smith, 326 Valley View St. The council and Mayor do not understand their roles and responsibilities. Neither candidates are here today but it's the council's decision, we need to get the government running.

Many residents spoke in support of the council for Jim Crews.

Mayor Dewey called for the vote, starting with Council member Barker "Aye," Holcomb "Aye," & Michalson "Aye" The vote was unanimously 3-0. The Motion passes to appoint James Crews for the Council member Ward 2 seat for Stevensville, MT,

- b. Discussion/Decision Council to Rescind Resolution 281 and 281A (Michalson/Barker)
Council member Holcomb made the motion to Rescind Resolution 281 and 281A. The motion was then Seconded by Council Barker.
Council member Holcomb explained the reasoning to do this is so that the council can contact the attorney any time they would like.
Mayor Dewey then called for Public Comment.
Raymond Smith, 326 Valley View
Raymond expressed that he disagreed with the council, as it is the council chairman's role; It would cost \$85 an hour, and charges would accumulate with 5 separate people contacting the attorney per any simple question. Even if it takes the attorney an hour per question to answer that question. There is a mechanism to accomplish goals without everyone contacting the attorney. In response, Council member Holcomb mentioned the council has tried to go thru the council's chair but emails with questions are not being answered.
Mayor Dewey mentioned the problem the attorney is having with the current resolution is the council is not taking the steps necessary to contact the attorney, and then the council president not corresponding to the rest of the council.
Raymond Smith, 326 Valley View.
Raymond mentioned that Mayor and Council President have equal authority to seek advice and reach out to the town's attorney.
Mayor Dewey then called for the vote starting with Council member Michalson "Aye," Barker "Aye," & Holcomb "Aye." The Motion passed, 3-0.
- c. Discussion - Council reminder to the Mayor that the Mayor is required by law, § 7-3-203 (1) MCA to enforce Council Resolutions (Michalson/Barker)
Council member Michalson, addressing the Mayor: When the crowd was here, it was getting loud, and when council members are leaving here in tears, that's a big red flag. The Mayor moderates the meetings. When it comes to some people, you are pretty good, others, not so. Council member Michalson read council rules and Robert's Rules of Order and requested that the Mayor be more diligent if the crowd gets loud, which would then require to call Point of Order. If the Mayor does not call Point of Order, the council will.
- d. Discussion/Decision: Council consent to Mayor's appointment of Christa Wortman to the Park Board
Mayor Dewey mentioned Ms. Wortman's application attached in the packet. Council member Holcomb made the Motion to appoint Christa Wortman to the Park Board. The Motion was then Seconded by Council member Barker. Mayor Dewey called for the vote, Council member Barker "Aye," Holcomb "Aye," & Michalson "Aye." The Motion passed, 3-0.

- e. Discussion/Decision: Approval of audit services contract with Strom & Associates P.C. for FY2019, FY2020 and FY2021

The contract is a mirror of the current contract. Mayor Dewey clarified that the audit report will be issued back to the town close to mid-next week, then there will be a presentation to the council and it will most likely to be on one of the next two agendas.

Council member Holcomb made a Motion to approve the auditing service contract with Strom & Associates P.C. for FY2019, FY2020 and FY2021. The Motion was Seconded by Council member Barker. The vote was called, starting with Council member Holcomb "Aye," Michalson "Aye," & Barker "Aye." The Motion passed, 3-0.

- f. Discussion/Decision: Review/selection of legal services proposals

Mayor Dewey went thru and explained the cost differences between the proposals, basing it on 10 hours a month and the fees that were associated. July 1st is the due date on the current attorney's contract. Council member Holcomb would like to sit down and talk to both of them.

11. Executive Report

Mayor Dewey reported that most of the Executive Report has been covered in the agenda. The Mayor is doing his best to input revenue and expenditures. Mayor Dewey expressed appreciation to the council for their patience on the output of the agendas and packets. Speaking on some of the agenda items tonight, for example, there should be an expectation for council candidates; We are cancelling council rules and appointing candidates without applications, not even in the presence of the council tonight. Instead of changing the rules, or removing the rules, we are just simply suspending rules to achieve agendas, opening up the floodgates. When I enforce the rules, they easily just suspend rules. In one item, the council is suspending council rules, then in another item, is requesting the Mayor to enforce council rules.

12. Town Council Comments

Council member Holcomb would like the mayor to verify the legality of the residential units going in above the laundry mat.

Council member Barker will not be available for the June 22 meeting.

13. Board Report

14. Adjournment

Council member Holcomb made a Motion to adjourn, it was then Seconded by Council member Barker and all voted "Aye."

Mayor Dewey adjourned the meeting at 8:27 pm.

Item Attachment Documents:

- d. July 3, 2019 Meeting

**Stevensville Town Council Meeting
Minutes for
WEDNESDAY, JULY 03, 2019
7:00 PM**

1. Call to Order and Roll Call

Mayor Dewey called the meeting to order at 7:00 pm.

Roll Call: Mayor Dewey, Council members Barker, Holcomb and Michalson were present. Staff and members of the public were also present.

2. Pledge of Allegiance

All rose and recited the Pledge of Allegiance.

3. Approval of Bi-Weekly Claims

Approval of Claims #15223 - #15274

Council member Michalson moved to approve the Bi-Weekly #15223 - #15274. The motion was then Seconded by Council member Holcomb. Mayor Dewey called for Public Comment, then called for the vote. All council members voted "Aye," therefore, the Motion passed unanimously, 3-0.

4. Correspondence

a. Settlement Offer from Datsopoulos, MacDonald & Lind, P.C. RE: Tribbensee Employment

Mayor Dewey read the Settlement Offer from Datsopoulos, MacDonald & Lind, P.C. RE:

Tribbensee Employment. The Mayor stated the correspondence was quite lengthy; Consisting of a letter and over 100 more pages with exhibits. In a summary, it is a settlement offer from Datsopoulos, MacDonald & Lind, P.C. signed by Nathan Wagner, the attorney representing Audree Tribbensee, agreeing to release the town and its insurers from constructive discharge with the exchange payment of \$500,000.00; Offer expires July 5,2019.

5. Public Comments

Raymond Smith, 326 Valley View

Raymond commented on the legality of the agenda item: The settlement between the town's attorney, a council member and the information being public, as opposed to being held confidential.

Jim Tadvick, 509 Mission

Jim commented that many customers' water was turned off during the night and he feels we need to have a better form of communication.

Raymond Smith, 326 Valley View

Raymond asked a question as to what customer and the public clarified.

Leslie Tadvick, 509 Mission

Leslie commented on Roll Call not being called as usual and Council member Crews was selected to sit among Council.

6. Unfinished Business

7. New Business

a. Discussion/Decision: Mayor's Veto of Council's appointment of James V. Crews to Ward 2 Council Vacancy

Mayor Dewey reported there is a substantial amount of backup information in the packet regarding the Veto. As for the process, Council either needs to confirm or over-ride the Veto but there is a process, then take their action if the council so chooses.

Council member Michalson made a Motion to invalidate the Mayor's Veto of Council's appointment. The Motion was then Seconded by Council member Holcomb. Council member Holcomb stated, the Mayor can only Veto a Resolution Ordinance. Mayor Dewey read what action took place which falls under MT Code 7141, Subsection 22 which the Veto falls under. Council then resolved to make a decision.

Council member Barker stated that if the judge feels it was not appropriate, the judge would not have sworn him in.

Council member Michalson read an email from attorney, Brian West. The email stated, the attorney's opinion is that James Crews is a member of the Stevensville Town Council as of the June 13th appointment, despite the Mayor's protest and should be permitted to vote, representing Ward 2. Council is not obligated to overturn the Veto.

Mayor Dewey then stated there has been inconsistencies between appointments, as to names being on and not on the agendas. The issue for this appointment, the candidate withdrew his candidacy, then in the next meeting the council appointed him. Mayor Dewey expressed that he didn't think citizens were aware that was going to happen, and therefore provided a basis.

Mayor Dewey called for Public Comments

Raymond Smith, 324 Valley View

Raymond stated we have a town attorney, who has given his opinion. In that opinion, the Mayor is not following the law and paying an attorney \$85 hr for his opinion. Stating his opinion, the Mayor is a weak mayor, over stepping role and responsibilities.

Jim Crews, 316 9th

Jim read out the definition of a Resolution, according to MT Code. There was no Resolution for the Mayor to Veto. No Veto should go into effect until 2/3 the council votes. By Council voting either way, this is setting a precedence to allow the Mayor to Veto a decision made by the council, as this Veto is not valid. I have been sworn into the town's council by the judge. I am listed on the town's website as the representative for Ward 2, filling the position until the results of the election.

Raymond Smith, 326 Valley View

Raymond stated the swearing in of a town council member outside is unacceptable. -Was stopped for inappropriate comments.

Mayor Dewey then called for the vote and all voted "Aye." The motion passed 3-0.

Council member Michalson requested Council member Crews be seated at the table and he joined the rest of Council.

- b. Discussion/Decision: Consent to Mayor's appointment of Scott B. Owens as City Attorney
Mr. Owens' legal services proposal is in the packet. Mr. West is holding over until the appointment.

Council member Michalson, read an email from June 24th from Mayor Dewey to the current attorney, Brian West, not to renew services with the town.

Council member Barker stated at the last meeting, the council requested a meeting with both candidates. Mayor Dewey stated at the last meeting, we had both proposals for review, with intentions of planning a special meeting the following week. Based on the availability of both proposals, Council and the Mayor, the meeting was not scheduled. With the July 1st date, the Mayor made the decision to forego the meeting with the council to push the appointment for an attorney. Offering the appointment to the council, it is on the Agenda.

Council member Michalson, clarified that we have had Mr. West as the town's attorney for the last 8 years and is knowledgeable of the town's history. Mayor Dewey clarified the two legal issues the town is dealing with right now is not going thru Mr. West's office.

Council member Holcomb made a Motion to table the Mayor's appointment of Scott B. Owens as City Attorney. The Motion was then Seconded by Council member Michalson.

Council member Crews made the recommendation to set the earliest date so both candidates can be there. Mayor Dewey entertained an Amendment to Council member Holcomb's motion that this item be tabled until July 11th meeting.

Council member Holcomb withdrew her motion. Council member Crews followed with making a Motion to table the proposals from both law firms until July 11th meeting to "award" the contract. It was then Seconded by Council member Holcomb.

Mayor Dewey stated that Council is treating this as an appointment.

Mayor Dewey then called for Public Comment

Raymond Smith, 324 Valley View

Raymond was wondering the variance between the two offers. Mayor Dewey responded with, based on 10 hours a month, they were identical.

Mayor Dewey then called for the vote and all voted "Aye." The motion passed 4-0.

- c. Discussion/Decision: Consent to the Mayor's Appointment of Robert Underwood as Finance Officer and approving compensation of \$21.00 per hour

Mayor Dewey & Police Clerk held interviews. Council member Michalson made a Motion to consent to the Mayor's Appointment of Robert Underwood as Finance Officer and approving compensation of \$21.00 per hour. The Motion was then Seconded by Council member Barker. Mayor Dewey called for the Vote and all voted "Aye." The motion passed 4-0.

8. Executive Report

Update on Twin Creeks Well Field & Water Restrictions

Effective this Friday, we can lift the water restrictions. The contractor installed one of the larger pumps and the reservoir is almost full. The other pump was installed today and we should have that water test back in the next 24 hour period. We are back up and running except for one well. Standard water regulations will go into effect.

We found that communication on new water restrictions to renting tenants can be improved. The water was under most landlords' contact information, so tenants were not getting the recorded messages. We can input tenants' contact information into our phone systems to receive the automated calls. Mayor Dewey advised renting tenants to register their contact information with Town Hall to help with communication.

Update on FY2020 Budget

The budget committee met last week and there is still some fine tuning. Now that Mr. Underwood is on board, the Mayor will have more time to put attention on the budget. The budget committee will review the preliminary budget at the end of July, then it will come to Council for review, before going to a public hearing. We are looking at the first couple weeks of August.

The Mayor reported that he does have a candidate for Town Clerk and there will be an appointment on the agenda for July 11th for Monica Hoffman as Town Clerk.

9. Town Council Comments

10. Board Report

11. Adjournment

Council member Holcomb moved to Adjourn the meeting and the Motion was Seconded by Council member Barker. All Council voted "Aye" and the Mayor adjourned the meeting at approximately 8:05 pm.

Item Attachment Documents:

- e. July 11, 2019 Meeting

Stevensville Town Council Meeting
Minutes for
THURSDAY, JULY 11, 2019
7:00 PM

1. Call to Order and Roll Call
Mayor Dewey called the meeting to Order at 7:00 pm.
Roll Call: Mayor Dewey, Council members Michalson, Holcomb and Crews were present. Staff and members of the public were also present.
2. Pledge of Allegiance
All rose and recited the Pledge of Allegiance.
3. Approval of Minutes
4. Approval of Bi-Weekly Claims
 - a. Claims #15251- #15307 Totaling \$37,465.97
Council member Holcomb moved to approve the Bi-Weekly Claims #15251 - #15307, Totaling \$37,465.97. The Motion was Seconded by Council member Holcomb. There was discussion on the tree removal at the new kiosk. There was also Council discussion on a check written out of cycle for the fireworks, signed, then put a stop payment on the check. There was discussion among Council and Mayor Dewey about the fireworks and the expenditure in the '18/'19 budget. The invoice was marked Stevensville Fire Department. Mayor Dewey explained the claim was scheduled to come forward on council meeting June 25th but that meeting was cancelled. This isn't a claim of consideration tonight.
Mayor Dewey called for the vote starting with Council member Michalson "Aye," Holcomb "Aye," and Crews "No." The motion passed 2-1.
5. Administrative Reports
 - a. Airport Manager's Report
 - b. Building Department Report
 - c. Finance Report
 - d. Fire Department Report
Chief Motley reported on the Incident Reports and the need to continually provide for the medical needs of the community. The Fire Chief clarified that the Fire Department did not financially provide the fireworks; The Fire Chief is under jurisdiction of the fireworks, so when the town decided to do a fireworks show, it comes back to under the jurisdiction of the Fire Chief. The Fire Department went to a specialty training to be certified and the trip to Billings to pick up the fireworks was not a Fire Department expense. The Fire Chief expressed, if there were questions from Council regarding the fireworks show, council members could have just asked him to avoid miscommunication and confusion. If we can do a fireworks display like that, put on by the community, it is a win for the community.
Council member Michalson stated that he reviewed the audio minutes and Council did approve of the fireworks display. There was then mention about the water restrictions at the time of the fireworks display; Chief Motley felt it was still safe for the town and therefore signed off on the fireworks display.
 - e. Police Department Report
 - f. Public Works Report
6. Guests
 - a. Tyler Currence, Housing Solutions – Nicole Court Housing Project
Alex is here to present on the Affordable Family Housing Development in Nicole Court. The property will consist of 3 four plex buildings and 2 duplex buildings, totaling 16 homes. All

ground floor units will have zero-entry, ideal for seniors, and all homes will have a private yard space for gardens or a childrens play area.

Mayor Dewey then called for Public Comment

Leslie Tadvick, 509 Mission, Commented on the concern of water flooding in that area.

7. Correspondence

a. Letter from SMSA Executive Director Lorraine Roach, RE: Fireworks

Mayor Dewey read a Letter from Stevensville Main Street Association (SMSA) Executive Director, Lorraine Roach, RE: Fireworks, July 5th. After the evening of Western Heritage Days, she received the email below, regarding the fireworks. She stated that she will forward this email to the event sponsor, Bitterroot Star. The Mayor said the email was graphic therefore, not included in the packet tonight.

b. Council member Michalson read an email from Lora Law Firm, sent to Michalson dated July 9, 2019. The email was regarding the appointment to fill the vacant council seat. The public was not given the opportunity to weigh in on the appointment.

c. Mayor Dewey read a letter sent in from Raymond Smith, 324 Valley View,. Dated July 10, 2019. Raymond commented on all the community groups working together to provide a great community event during Heritage Days, including the skate park association, the fire department and everyone who volunteered toward this event.

8. Public Comments

Carolyn Mickens, 211 Buck St

Carolyn addressed Mayor Dewey regarding an ally easement, the process and her attempts over the last 13 months. She stated personal comments toward the Mayor and his family's whereabouts. Mayor Dewey stopped the conversation, as they had nothing to do about items concerning the jurisdiction of the town. Ms. Mickens then commented on closed meetings held at Town Tall for interviews. Ms. Mickens suggested the Mayor find a new job to support his daycare and his needs. The Mayor again, stopped the inappropriate comments.

The Mayor reminded all attending the meeting that Public Comment is a time to comment on the town's jurisdiction or an item on the agenda

Leslie Tadvick, 509 Mission St

Leslie commented on Farmers State Bank's contribution toward the fireworks.

Lorie Moral, Eastside Hwy

Leslie was a former mayor of Canyon City, CA and questioned where the current attorney was at tonight because if they were here, it would avoid any type of conflict.

Victoria Howell, Bitterroot Star

Victoria thanked everyone involved in Western Heritage Days, with over \$16,000 in donations from local businesses, a large donation to the school's backpack program was possible as a result from this town's efforts toward the event. All of the volunteers which helped make this possible are greatly appreciated and she heard wonderful comments from business owners.

Dan Laursen, 711 Burnt Fork

Dan commented on a former project he had in mind as a business owner and recently became aware of a current project above the laundry mat, including apartments on a non-residential zoned property. He was concerned as far as an investor.

9. Unfinished Business

a. Discussion/Decision: Inter-local agreement and land lease agreement between the Town of Stevensville and the Stevensville Rural Fire District

With guidance from the council, they would like to see the inter-local agreement and land lease agreement as two separate entities, with the land lease being 5 Years, \$5,000 Mo. Lease, plus utilities (about \$2,000.00 yr.).

Council member Michalson made a Motion to approve the 5/year Inter-local agreement and land lease agreement between the Town of Stevensville and the Stevensville Rural Fire District. The Motion was then Seconded by Council member Holcomb.

Council member Michalson stated that because the packet was not posted until 2 days before, there was not enough time to review the agreement. He reached out to Bill Anderson from the Rural Fire Department; providing a new/revised version of the Inter-local agreement and land lease agreement between the Town of Stevensville and the Stevensville Rural Fire District. There was expressed concern about the growth of the rural fire department. He would like Mayor Dewey to consider the revisions as per the rural fire dept's requests.

Council member Crews asked to clarify his understanding what the agreement was on this item last. Mayor Dewey clarified, when leaving the last meeting, there was no final agreement but more of an understanding as to what would benefit both parties, with a 5yr contract, \$5,000 month, with utilities was acceptable.

Council member Michalson withdrew his motion to approve the 5/year Inter-local agreement and land lease agreement between the Town of Stevensville and the Stevensville Rural Fire District. The Motion was then Seconded by Council member Holcomb.

Council member Michalson made a new Motion to table the agreement until the closest date for the Mayor to review the changes. Mayor Dewey said they will table the agenda item until July 25, 2019. The Motion was Seconded by Council member Holcomb.

Mayor Dewey then called for Public Comment

Jeff Motley, Fire Department Chief

Chief Motley stated that the changes are minor and Council did have an opportunity to input changes to the local agreement, encouraging Council not to table this but make a motion for the agreement to include what the council would like it to say and make a decision to move on.

Bill Anderson, representing the Stevensville Rural Fire District

Bill reported we are happy to share, it should be under control of the Rural Fire District. The term of the lease is very well written, in agreeance with Chief Motley. When the fire alarm goes off, our guys will respond but the agreement is overdue.

Chief Motley asked: There are 2 documents here, the Inter-local agreement and the Lease agreement. Can we agree on one, move on and change the language of the other in order to move on?

Mayor Dewey asked Council if they would be interested in changing wording so that the Inter-local Agreement can be passed thru tonight for the good of the two fire districts.

Council member Michalson asked if Council member Crews would like him to withdraw his motion. Council member Michalson then withdrew his motion to table the agreement between the Town of Stevensville and the Stevensville Rural Fire District. Concurring with the Motion withdraw, Council member Holcomb Seconded the Motion.

Council member Crews made a Motion to approve the 5/year land lease agreement (with the yellow highlighted areas, suggested by the rural fire district) and Inter-local agreement be approved (with the green highlighted areas) between the Town of Stevensville and the Stevensville Rural Fire District, upon completion of the view of the town council. The Motion was then Seconded by Council member Michalson.

Mayor Dewey then called for the vote and all Council voted "Aye." Motion passed unanimously, 3-0.

b. Discussion/Decision Council to award contract for Legal Services. (Michalson/Crews)

Council member Michalson made a motion to suspend council rules and move "Unfinished Business item (c.) above item (b.)" in all fairness council member would like us to continue to review both candidates.

The Mayor clarified Council needs to appoint, then approve a contract because there is no contract before the council tonight to approve.

Council member Crews Seconded Council member Michalson's Motion. He stated that tonight is the night we act upon the bids. Council needs to award a bid or reject all the bids and start all over.

(c.) Discussion/Decision to award contract for Legal Services

Council member Michalson made a Motion to award contract services to attorney, Mr. Brian West, the current town attorney. The Motion was Seconded by Council member Crews. Council comments on legal services for the town.

Attorney, Scott Owens presented about his background, informing Council and the public as to how he could serve the Town of Stevensville with his legal services. Mayor Dewey clarified, the Mayor appoints the City Attorney with the approval of the town council.

Mayor Dewey called for Public Comment

Unknown, suggests there should be an attorney at council meetings because of concern of how everyone is treating each other.

Further discussion continued with Council and Mayor

Mayor Dewey called for further Public Comment

Victoria Howell,

Victoria pointed out that Mr. Owens is here tonight and Council wanted to interview the candidates but when we spoke and asked if any council members had any questions, there were no questions.

Jamie Williams

Jamie stated, the town is in turmoil right now with the current attorney. The Council keeps talking about change and here is an opportunity to follow thru.

Leslie Tadwick, 509 Mission St,

Leslie stated the council appoints the city attorney, would like the same attorney that has knowledge of the history of the town.

Mayor Dewey clarified, the Mayor appoints Officers, including the City Attorney, with approval of the council.

Leanna Rodabaugh, 204 Ravalli St

Leanna spoke about the Mayor firing the attorney due to a conflict of interest. The Mayor clarified he did not fire the attorney.

Karen Wandler, 311 6th St,

Karen understands both sides and understands change. Mr. Owens is present, wondering why we are still arguing instead of getting business done. A lot of issues could be avoided with the presence of an attorney.

Nancy, wondering why the agenda item c. is being addressed before b.; How can we award a contract when the appointment hasn't been made, this way is backwards. New ideas will allow us to have a fresh start.

Council member Crews said the proper thing to do would be to reject all bids and start the process all over. We either accept it, or either reject all bids. That is the proper way to close out the business of the ordinance.

Council member Michalson stated Mr. West is still our current attorney. If we appoint Mr. Owens, he should be sworn in tonight. The budget needs to be taken into consideration to have an attorney present at every meeting.

Mayor Dewey then called for Vote on the motion: To award contract services to Mr. Brian West, the current town attorney, starting with Council member Holcomb "Aye," Crews "Aye," Michalson "Aye." The Motion passed 3-0

Mr. Crews requested a short recess.; Will resume approximately 9:10 pm

- c. Discussion/Decision: Consent to Mayor's Appointment of Scott B. Owens as City Attorney
Mayor Dewey stated that he contacted the City Attorney, Mr. West during the break because of the obviously, red flags were raised with people, including Mr. West because a proposal is included tonight. There is no contract before the council, although action is being taken. His advice would be to reconsider the motion just made by council and back out of it. There are no contract services for Mr. West nor Mr. Owens tonight. He did not agree with the terms of his contract being on the table tonight.
- d. Discussion/Decision Council Reconsideration to create a resolution to the Town Council of the Town of Stevensville, MT to vacate the 40-foot alley running thru Block 17, Lots 3-18 of the original Town Site of Stevensville leaving a utilities easement.
Council member Michalson stated that this has been going on since last August and its time to let it rest. The main issue was the easement.
Council member Crews made a Motion the Town Council of the Town of Stevensville, MT to vacate the 40-foot alley running thru Block 17, Lots 3-18 of the original Town Site of Stevensville leaving a utilities easement upon proper noticing and public hearing. The Motion was Seconded by council member Holcomb.
Mayor Dewey called for Public Comment.
Carolyn Mickens,
Ms. Mickens appreciates this because its time to close an ally when it was never intended to be an ally.
Mayor Dewey then called for the vote starting with Council member Michalson "Aye," Holcomb "Aye," & Crews "Aye." The motion passed 3-0.

10. New Business

- a. Discussion/Decision: Consent to Mayor's Appointment of Monica Hoffman as Town Clerk and approving compensation of \$18.00 per hour
Mayor Dewey stated that Ms. Hoffman's resume is attached.
Council Member Michalson made a Motion to Consent to Mayor's Appointment of Monica Hoffman as Town Clerk and approving compensation of \$18.00 per hour. The Motion was Seconded by council member Holcomb.
Council member Michalson had a problem with the job description. Discussion took place among Council about the Town Clerk's current job description, as it has been changed. The Mayor clarified that the job description used was the one available and the position is an officer of the town.
Council member Crews clarified the applicant is aware they need to be sworn in within 10 days and agrees with council member Michalson, the description was changed and not sure which one was applied for.
The Mayor called for the vote, starting with council member Crews "Aye," Holcomb "Aye," & Michalson "Obstain." Motion passed with a 2-1 vote.
- b. Discussion/Decision Council to suspend Council Rules in order to schedule the 1st Council Meeting in August, 2019 to the 5th day of August to accommodate 2 Council members being absent during the 2nd Thursday in August.
Council member Michalson made a Motion to suspend Council Rules in order to schedule the 1st Council Meeting in August, 2019 to the 5th day of August to accommodate 2 Council members being absent during the 2nd Thursday in August. It was Seconded by Council member Crews
Mayor Dewey called for the vote, Council member Crew "Aye," Holcomb "Aye," & Michalson "Aye." Motion passed 3-0.

11. Executive Report

Effective this Friday, we can lift the water restrictions. The contractor installed one of the larger pumps and the reservoir is almost full. The other pump was installed today and we should have that water test back in the next 24hour period. We are back up and running except for one well. Standard water regulations will go into effect. We found that communication on new water restrictions to renting tenants can be improved. The water was under most landlords' contact information, so tenants were not getting the recorded messages. We can input tenants' contact information into our phone systems to receive the automated calls. Mayor advises renting tenants to register their contact information at Town Hall.

12. Town Council Comments

Council member Michalson questioned why the swearing-in of a Council Member of office was outside of Town Hall because the Office Chambers was closed for interviews. Mr. Michalson reached out to attorney, Mr. West. His reply was that there is not a list of meetings which can or cannot be closed and that window has narrow speculations. Mr. Michalson read a letter from Dave Laursen about a business owner, or a man hired by a local business owner doing construction, building apartments there at a certain location. Council member Crews mentioned, last meeting this was mentioned also, and asked who the zoning administrator was because there are RV's in town with people living in them, and the zoning administrator should be driving around town looking for these zoning violations, as well as for roof construction. Mr. Crews offered assistance in the zoning department. There are abandoned vehicles that also need to be addressed. For the Mayor's own protection, there needs to be more oversight. Council member Michalson has requested more transparency, including access to Town Hall any time to conduct business. Mr. Thomas would like the public to know how timely and professional you helped the airport board in assistance with funding.

13. Board Report

14. Adjournment

Council member Holcomb Moved to adjourn the meeting Council member Barker Seconded the Motion. All said "Aye." Mayor Dewey adjourned the meeting at approximately 9:41 pm

Item Attachment Documents:

- f. August 8, 2019 Meeting

Stevensville Town Council Meeting
Minutes for
THURSDAY, AUGUST 08, 2019
7:00 PM

1. Call to Order and Roll Call
Mayor Dewey called the meeting to order at 7:00 pm.
Roll Call: Mayor Dewey, Council member Holcomb, staff and members of the public attended.
2. Pledge of Allegiance
All rose and recited the Pledge of Allegiance.
3. New Business
Council member Holcomb made a Motion to move to New Business to award Ward 1 Appointment and Ward 2 Appointment of council members. Council member Holcomb Seconded her Motion and the Motion Passes.
Council member Holcomb asked for Public Comment regarding questions on the Appointment Process. No Public Comment at this time.
Council member Holcomb stated the process in which nine applicants applied for the 3 three council member positions, held interviews and she will appoint all three positions.
Council member Holcomb Moved to appoint Steve Gibson to Ward 1, Dempsey Vick and Patrick Shourd Ward 2 positions. Council member Holcomb Seconded her Motion and the Motion passes. The newly appointed council members can take their Oath of Office now.
Mayor Dewey asked if there is any concern with the Motion Stated and the Agendized items. The attorney confirmed the action taken is legal. There was concern with the Notice given a certain way and that's not the action being taken.
Mayor Dewey called for Public Comment; No Public Comment at this time
 - a. Discussion/Decision – Establishing an appointment procedure to fill the current Council vacancies in Ward 1 and Ward 2
 - b. Discussion/Decision - Appointment of one of the following candidates for the Ward 1 vacancy created by the resignation of Stacie Barker
 - Sarah Armijo
 - Mason Buchanan
 - Steve Gibson
 - Jaime WilliamsMayor Dewey confirmed Council member Holcomb appointed Steve Gibson to Ward 1.
 - c. Oath of Ward 1 Appointee
Mayor Dewey gave Steve Gibson his Oath of Office.
 - d. Discussion/Decision – Suspend Council Rules, modifying the length of public notice for the Ward 1 Council vacancy
 - e. Discussion/Decision - Appointment of one of the following candidates for the Ward 2 vacancy created by the resignation of Jim Crews
 - Trenis Hindle
 - Jerid Huggans
 - Patrick Shourd
 - Dempsey VickCouncil member Holcomb appointed Dempsey Vick to Ward 2.
 - f. Oath of Ward 2 Appointee
Mayor Dewey gave Dempsey Vick his Oath of Office.
 - g. Discussion/Decision - Appointment of one of the following candidates for the Ward 2 vacancy created by the resignation of Bob Michalson
 - Trenis Hindle

Jerid Huggans
Patrick Shourd
Dempsey Vick

Council member Holcomb appointed Patrick Shourd to Ward 2.

h. Oath of Ward 2 Appointee

Mayor Dewey will give Patrick Shourd his Oath of Office at a later time as he was unable to be present tonight.

4. Approval of Minutes

Council member Holcomb stated, now that we have a full council, we are ready for the next Agenda item. There are no minutes to approve tonight.

5. Approval of Bi-Weekly Claims

a. Approval of the Bi-Weekly Claims (#15276-15351, \$35,134.01)

Council member Holcomb made a Motion to Approve the Bi-Weekly Claims #15276-15351, \$35,134.01. The Motion was Seconded by Council member Vick.

Council member Holcomb stated that she had a problem with these claims being paid when she asked for them not to be until there was a full council and they were paid any way. There was a question on the postage claim, it looked like it was paid twice. Mayor Dewey clarified the claims are different, just the same amount. Claim #15330 is dated June '19 and Claim #15348 in July '19. Council member Holcomb stated Claim #15327 was paid twice. Yes, that claim was caught. Council member Gibson asked what the Thatcher Company of Montana was; 4, 55 gallon drums of chlorine.

Mayor Dewey called for Public Comment on the Claims.

Mayor Dewey called for the Vote, starting with Council member Vick "Aye," Gibson "Aye," Holcomb "Aye," Motion passes 2-1.

b. Approval of Bi-Weekly Claims (15327-15369, \$151,666.68)

Council member Holcomb made a Motion to Approve the Bi-Weekly Claims 15327-15369, \$151,666.68. The Motion was Seconded by Council member Gibson. Council member Holcomb questioned the Crime/Fidelity claims. Those are the Crime and Fidelity Insurance, an annual fee we pay to M.M.I.A. She asked if these claims are overspent since we have not adopted a budget yet, do they need to be a budget amendment. The Mayor then clarified that since they have not adopted a budget yet, there is no need to make an amendment.

Mayor Dewey called for Public Comment on the Claims.

Mayor Dewey called for the Vote, starting with Council member Holcomb "Aye," Gibson "Aye," Vick "Aye," Motion passes 3-0.

6. Administrative Reports

a. Airport Manager's Report

b. Building Department Report

Building Department Report is attached in the packet.

c. Finance Report

Mayor Dewey called for any questions on any Financials submitted in the packet, if so, Robert is here to answer any questions.

d. Fire Department Report

Chief Motley presented the Fire Department's Report.

e. Police Department Report

Chief Marble presented the Police Department Report.

f. Public Works Report

Public Works Report is included in the packet.

7. Guests

8. Correspondence
 - a. Letter from Dennis and Jane Schutz
Mayor Dewey read the letter opposing the future Housing Development in Nicole Court.
 - b. Letter from Craig Bowers
Mayor Dewey read the second correspondence, another letter opposing the future Housing Development in Nicole Court
9. Public Comments
Jim Tadvick, 509 Mission St.
Commented on Council member Holcomb's choice in council members and that his neighbor's weeds are over grown past the fence.
10. Unfinished Business
11. Executive Report
Mayor Dewey presented his Executive Report. He is excited for the new beginnings from this Council.
12. Town Council Comments
Council member Holcomb welcomed the new council members and thanked everyone for applying.
13. Board Report
14. Adjournment
Mayor Dewey called the meeting to adjourn. All voted "Aye" and the meeting adjourned at 7:32 pm.

Item Attachment Documents:

- g. August 22, 2019 Meeting

Stevensville Town Council Meeting
Minutes for
THURSDAY, AUGUST 22, 2019
7:00 PM

1. Call to Order and Roll Call

Mayor Dewey called the meeting to order at 7:00 pm.

Roll Call: Council member Holcomb, Council member Gibson, Council member Vick and Council member Shourd. Mayor Dewey, staff and members of the community were present as well.

2. Pledge of Allegiance

All rose and recited the Pledge of Allegiance.

3. Approval of Minutes

Council member Holcomb read a letter which would like the minutes to reflect the correct wording in the April 25th, presented minutes, under Correspondence, to be reworded as "her resignation is due to continued, relentless harassment, bullying and retaliation within the town..."

Council member Holcomb made a motion to accept the 4/25/2019 with the changes, 5/13/2019 minutes as presented and the 5/23/2019 minutes as presented. Council member Gibson Seconded the motion and Mayor Dewey called for the vote starting with Council member Shourd "Aye," Vick "Aye," Gibson "Aye" & Holcomb "Aye." The motion passed unanimously 4-0.

a. April 25, 2019 Minutes

b. May 13, 2019 Meeting

c. May 23, 2019 Meeting

4. Approval of Bi-Weekly Claims #15371-15404

Mayor Dewey called for any questions on the Claims,

Council member Gibson - #15381, Finance Officer gave, in detail, the breakdown for each cost for the auto service.

Council member Holcomb- #15371, Mayor Dewey explained the payment installments from the Economic Development fund.

Council member Holcomb made the motion to approve the Claims #15371-15404; The Motion was Seconded by Council member Vick. Mayor Dewey called for the Vote: Gibson "Aye," Shourd "Aye," Vick "Aye," and Holcomb "Aye." Motion passed 4-0.

5. Administrative Reports

6. Guests

7. Correspondence

8. Public Comments

Mark Adams, 319 College St

Mark spoke about Public Safety's yearly total was over \$500,000, which was way over budget for 2018. He will be in tomorrow morning to speak about the details.

Craig Thomas, representing the Airport 32S

Craig spoke about a current project at the airport and the different hangars being built. The airport will be receiving funds and they are currently accepting bids for the \$1.8 million project, They will be opening bids 08/28/2019, and the project will be starting 04/15/2020. He asked if Council would be willing to hold a special meeting for the bid openings.

Don Lorenz, representing Airport 32S

Don talked about the importance the airport is to the community, especially during fire season. He also thanked the mayor for all of his efforts and assistance with the productivity of the project.

Leslie Tadvick, 509 Mission St.

Leslie questioned last year's audit, Mayor Dewey's salary and where it was coming from in next year's proposed budget, and if it's true, the mayor is asking for a car.

Mayor Dewey offered to answer the questions.

Victoria Howell, Treasure of Civic Club

Victoria thanked the town for all their efforts and the successful year for Creamery Picnic.

9. Unfinished Business

10. New Business

- a. Discussion/Decision to nominate and elect a Council President for the remainder of 2019. Council member Holcomb made a Motion to elect Council member Steve Gibson as Council President for the remainder of 2019. Council member Shourd Seconded the motion and Mayor Dewey called for the vote; Vick "Aye," Holcomb "Aye," Shourd "Aye" & Gibson "Aye." The motion passed unanimously 4-0.
- b. Discussion/Decision to appoint a Council member to serve on the Airport Board in accordance with Stevensville Municipal Code §3-33
Council member Holcomb made a Motion to elect Council member Dempsey Vick to serve on the Airport Board in accordance with Stevensville Municipal Code §3-33. Council member Gibson Seconded the motion and Mayor Dewey called for the vote; Starting with Council member Shourd "Aye," Gibson "Aye," Holcomb "Aye" & Vick "Aye." The motion passed unanimously 4-0.
- c. Discussion/Decision regarding the Mayor's appointment of a Council member to serve on the Park Board
Council member Holcomb made a Motion to appointment Council member Shourd to serve on the Park Board. Council member Gibson Seconded the motion and Mayor Dewey called for the vote; starting with Council member Vick "Aye," Holcomb "Aye," Gibson "Aye" & Shourd "Aye." The motion passed unanimously 4-0.
- d. Discussion/Decision to appoint a Council member to serve on the Planning and Zoning Board in accordance with Stevensville Municipal Code §2-312(a)
Council member Holcomb made a Motion to appoint Council member Gibson to serve on the Planning and Zoning Board in accordance with Stevensville Municipal Code §2-312(a). Council member Gibson Seconded the Motion and Mayor Dewey called for the vote; Vick "Aye," Holcomb "Aye," Gibson "Aye" & Shourd "Aye." The motion passed unanimously 4-0.
- e. Discussion/Decision to approve Stevensville Airport Land Lease for Lot #9, Block #6
Council member Holcomb made a Motion to approve Stevensville Airport Land Lease for Lot #9, Block #6. Council member Shourd Seconded the Motion. Mayor Dewey called for Public Comment.
Craig Thomas, Airport 32S
Craig reported that the owner who will be building a hangar is a business owner out of Missoula, has 7 employees, which will be a great addition to Stevensville.
Mayor Dewey called for the vote; Shourd "Aye," Gibson "Aye," Holcomb "Aye" & Vick "Aye." The motion passed unanimously 4-0.
- f. Discussion/Decision to approve the construction of an aircraft hangar on Lot 6, Block 3 of the Stevensville Airport.
Council member Holcomb made a Motion to approve the construction of an aircraft hangar on Lot 6, Block 3 of the Stevensville Airport. Council member Vick Seconded the Motion. Mayor Dewey called for the Vote; Council member Vick "Aye," Gibson "Aye," Holcomb "Aye" & Shourd "Aye."

g. Discussion/Decision to schedule a Preliminary Budget Presentation for the Town Council

Mayor Dewey asked Council if they can schedule a date to do both items on the same Special Council Meeting scheduled. It was consensus, the Special Town Council Meeting will be scheduled August 28, 2019 7:00 pm at Town Hall.

Council member Gibson requested a few items before the Budget Meeting, including a breakout from personnel & operating, revenue estimate increases and verified that the town has 14 million gallons of water leaking every month and what we plan on doing about it in the budget.

Council member Vick made the motion to approve the Special Council Meeting for August 28, 2019. The motion was Seconded by Council member Holcomb. Mayor Dewey asked for public comment.

Craig Thomas, Airport 32S

Craig requested all that is necessary to be an agenda item; Mayor Dewey reassured him it can be.

Mayor Dewey then called for the vote; Council member Shourd "Aye," Gibson "Aye," Holcomb "Aye" & Vick "Aye." The motion passed 4-0.

h. Discussion/Decision regarding office space requirements in Town Hall

Mayor Dewey explained that the current building is utilized by all employees and departments, except for Public Works; Everyone is continually shifting to accommodate weekly scheduled use. All departments are sharing space, which is maximized as the organization is continually growing.

Council member Gibson asked for the estimate of square footage that is desired; that was unknown at this time.

11. Executive Report

12. Town Council Comments

Council member Holcomb welcomed all the new council members.

Council member Vick gave an encouraging speech to everyone about "having a new team in a familiar uniform. Just as we pull for our Stevensville Yellowjackets, we should lift one another up and not belittle or put anyone down. We are the example for the future of Stevensville, and how we act now, determines how our posterity will perform in the future."

13. Board Report

14. Adjournment

Council member Holcomb moved to adjourn the meeting, it was Seconded by Council member Vick and unanimously voted 4-0 to adjourn at 7:50 pm

Item Attachment Documents:

- a. Claims #15387-15464 Totaling \$40,878.59

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
15387		1146	Motorola Solutions, Inc.	375.00					
			Nova Software - Monthly Subscriptions						
	40819	07/08/19	Sep Nova Subscription	75.00			1000 411100	352	101000
	40819	07/08/19	Sep Nova Subscription	300.00			1000 420100	330	101000
			*** Claim from another period (6/19) ****						
15420	E	59	BITTER ROOT DISPOSAL	573.98					
	July 19	07/01/19	Court solid waste	10.07			1000 410360	340	101000
	July 19	06/01/19	H20 Dept TH facility	60.43			5210 430510	340	101000
	July 19	06/01/19	Sewer Dept TH facility	60.43			5310 430610	340	101000
	July 19	06/01/19	PD solid waste	30.21			1000 420100	340	101000
	July 19	06/01/19	TH solid waste	30.21			1000 411201	340	101000
	July 19	06/01/19	BD solid waste	10.07			2394 420531	340	101000
	July 19	06/01/19	Street solid waste	159.94			1000 430200	340	101000
	July 19	06/01/19	Sewer plant solid waste	39.98			5310 430640	340	101000
	July 19	06/01/19	Park solid waste	172.64			1000 460430	340	101000
			*** Claim from another period (8/19) ****						
15422	E	59	BITTER ROOT DISPOSAL	408.43					
	3206477	08/01/19	Court solid waste	5.15			1000 410360	340	101000
	3206477	08/01/19	H20 Dept TH facility	30.89			5210 430510	340	101000
	3205477	06/01/19	Sewer Dept TH facility	30.89			5310 430610	340	101000
	3206477	08/01/19	PD solid waste	15.44			1000 420100	340	101000
	3206477	08/01/19	TH solid waste	15.44			1000 411201	340	101000
	3206477	08/01/19	BD solid waste	5.15			2394 420531	340	101000
	3206306	08/01/19	Street solid waste	161.94			1000 430200	340	101000
	3206306	08/01/19	Sewer plant solid waste	41.57			5310 430640	340	101000
	3206306	08/01/19	Park solid waste	101.96			1000 460430	340	101000
15425	E	59	BITTER ROOT DISPOSAL	399.84					
	3234649	09/01/19	Court solid waste	5.00			1000 410360	340	101000
	3234649	09/01/09	H20 Dept TH facility	29.99			5210 430510	340	101000
	3234649	09/01/09	Sewer Dept TH facility	29.99			5310 430610	340	101000
	3234649	09/01/19	PD solid waste	14.99			1000 420100	340	101000
	3234649	09/01/19	TH solid waste	14.99			1000 411201	340	101000
	3234649	09/01/19	BD solid waste	5.00			2394 420531	340	101000
	3234478	09/01/19	Street solid waste	149.93			1000 430200	340	101000
	3234478	09/01/19	Sewer plant solid waste	49.98			5310 430640	340	101000
	3234478	09/01/19	Park solid waste	99.97			1000 460430	340	101000
15426		690	Core & Main LP	5,047.37					
	L053148	08/22/19	306-0690 RM 6x3/4CC SAD	117.68			5210 430550	220	101000
	L026084	08/16/19	MM 5/8x3/4 metter Gal 3G UC39	4,247.04			5210 430550	220	101000
	K971650	08/23/19	184193 A-11 Upper Stem	245.91			5210 430550	220	101000
	L050078	08/08/19	H15408N 1 INSTA-TITE IPS CPLG	344.37			5210 430550	220	101000
	L088803	08/28/19	H15073N 3/4 CPLG ICFTXITIPS	92.37			5210 430550	220	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
15427	Aug 19	08/10/19	115 BURNT FORK COMMISSION 1400" H2O delivered	94.80 94.80	*** Claim from another period (7/19) ****		1000 430900	340	101000
15428	00237	09/02/19	1661 Jacob Conroy Fix Toughbook Issues	377.00 150.00	*** Claim from another period (8/19) ****		1000 420100	350	101000
	00237	09/02/19	Malwarebytes	27.00			1000 420100	330	101000
	00237	09/02/19	Troubleshoot Park Video Server	200.00*			1000 460430	330	101000
15430	July	07/06/19	190 JEFF MOTLEY Fuel Reimbursement	266.90 266.90*	*** Claim from another period (7/19) ****		1000 460300	231	101000
15431	July	07/06/19	190 JEFF MOTLEY Fuel Reimbursement	266.90 266.90*	*** Claim from another period (7/19) ****		1000 460300	231	101000
15432	AUG 2019	08/22/19	85 CENTURYLINK WWTP Internet #0185	155.13 68.99	*** Claim from another period (8/19) ****		5310 430640	340	101000
	AUG 2019	08/22/19	H2O Plant Phone #7132	41.11			5210 430540	340	101000
	AUG 2019	08/22/19	MBF Reservoir #9934	45.03			5210 430530	340	101000
15433	123617	06/20/19	1662 FIRE SAFETY USA, INC SCBA BRACKET W/STRAP & EJECTOR	497.50 200.00*	*** Claim from another period (6/19) ****		1000 420460	212	101000
	123617	06/20/19	SCBA BRACKETS, 30 MIN HIGH PRE	240.00*			1000 420460	212	101000
	123617	06/20/19	SHIPPING & HANDLING	57.50*			1000 420460	212	101000
15434	1200210789	08/21/19	728 HDR ENGINEERING, INC. WWTP Discharge Permit Rene	663.56 663.56	*** Claim from another period (7/19) ****		5310 430610	350	101000
15435	1200210184	08/19/19	728 HDR ENGINEERING, INC. Engineering services for Wye annexation study Engineering for Wye annexa	496.69 496.69*	*** Claim from another period (7/19) ****		2940 410550	350	101000
15436	0239828	08/30/19	104 K & N ELECTRIC MOTORS, INC. Motor rebuild parts & labor	1,295.52 75.00			5310 430640	360	101000
	0239827	08/30/19	Motor rebuild parts & labor	112.50			5310 430640	360	101000
	0239826	08/30/19	Motor rebuild parts & labor	650.26			5310 430640	360	101000
	0239825	08/30/19	Motor rebuild parts & labor	457.76			5310 430640	360	101000
15437	Sep 2019	09/03/19	1436 Maureen M. O'Connor Sep Monthly Comp	1,500.00 1,500.00			1000 410360	350	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date	Vendor #/Name/ Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
15438		26	Missoulain	*** Claim from another period (8/19) **** 299.70								
			Ravalli Republic Posting - Invitation to BID									
	20579085	08/23/19	Sec 1.1 Invitation to BID 39	299.70*			1000		410550	330		101000
15439		216	STEVENSVILLE MAIN STREET ASSOC.	*** Claim from another period (7/19) **** 170.00								
	July 19	08/17/19	Premier Business Ad Campaign	85.00*			1000		460430	330		101000
	July 19	08/17/19	Premier Business Ad Campaign	85.00*			1000		460450	330		101000
15440		1653	MCKESSION MEDICAL - SURGICAL	*** Claim from another period (7/19) **** 127.83								
	604707880	07/08/19	PAD, AED REPLCMNT TRN F/P	127.83*			2230		420730	212		101000
15441		1031	MR ASPHALT, INC.	*** Claim from another period (7/19) **** 256.12								
	2546	08/15/19	COMM B ASPHAL MATERIAL 7/18/19	256.12			2820		430200	360		102000
15442		1664	MONTANA ENVIRONMENTAL TRAINING	265.00								
			86th Annual Water School Registration Form Oct 8-10, 2019									
		Oct 19	09/03/19 86th Annual Water School Reg F	265.00			5210		430510	335		101000
15443		17	MONTANA SAWS	50.00								
	66	09/02/19	Weed trimmer - Parks	25.00*			1000		460430	212		101000
	66	09/02/19	Weed trimmer - Cemeteries	25.00*			1000		430900	212		101000
15444		858	MILLER LAW OFFICE, PLLC	*** Claim from another period (8/19) **** 1,233.74								
	1085	08/31/09	Water Rights	1,233.74			5210		430530	930		101000
15445	E	8	RAVALLI ELECTRIC CO-OP	*** Claim from another period (8/19) **** 185.15								
	Aug 19	08/31/19	Airport Utilities - Lights Ele	55.86			5610		430300	340		101000
	Aug 19	08/31/19	Airport Utilities - Water Pump	37.02			5610		430300	340		101000
	July 19	07/31/19	Airport Utilities - Lights	52.08			5610		430300	340		101000
	July 19	07/31/19	Airport Utilities - Water Pum	39.28			5610		430300	340		101000
	Aug 19	08/31/19	Interest	0.91*			5610		430300	620		101000
15448	E	1596	Charter Communications	*** Claim from another period (8/19) **** 168.94								
	08/09		- 09/08 2019									
	Aug 19	08/09/19	FD phone/internet	13.90			1000		420410	340		101000
	Aug 19	08/09/19	H2O dept phone/internet	46.18			5210		430510	340		101000
	Aug 19	08/09/19	Sewer dept phone/internet	46.18			5310		430610	340		101000
	Aug 19	08/19/19	Court phone/internet	13.90			1000		410360	340		101000
	Aug 19	08/09/19	BD phone/internet	13.90			2394		420531	340		101000
	Aug 19	08/09/19	PD phone/internet	34.88			1000		420100	340		101000

* ... Over spent expenditure

Claim	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (7/19) ****									
15449			33 NORTHWESTERN ENERGY	15,220.66					
	July 19	08/15/19	Spec lighting #3	306.56			2430 430263	340	101000
	July 19	08/15/19	206 Buck 90% TH Facility	250.95			1000 411201	340	101000
	July 19	08/15/19	206 Buck 10% Bldg Dept	27.88			2394 420531	340	101000
	July 19	08/15/19	Peterson Add'n lighting	210.72			2420 430263	340	101000
	July 19	08/15/19	Dayton Add'n lighting	289.75			2410 430263	340	101000
	July 19	08/15/19	Maplewood Cemetery	13.52			1000 430900	340	101000
	July 19	08/15/19	Main St seasonal lighting	8.64			1000 430263	340	101000
	July 19	08/15/19	Orig Town street lights	333.52			1000 430263	340	101000
	July 19	08/15/19	ESH - 5th St. lights	437.99			1000 430263	340	101000
	July 19	08/15/19	5th St - Lange Park lights	55.70			1000 430263	340	101000
	July 19	08/15/19	Add'l Town lighting	266.82			1000 430263	340	101000
	July 19	08/15/19	NW LDS parking lot	13.52			2430 430263	340	101000
	July 19	08/15/19	MBF H2O plant	75.32			5210 430540	340	101000
	July 19	08/15/19	102 Main St pump #1	989.67			5210 430530	340	101000
	July 19	08/15/19	Sewer lift station W. Central	11.04			5310 430640	340	101000
	July 19	08/15/19	Sewer trtmnt plant	3,620.45			5310 430640	340	101000
	July 19	08/15/19	Truck garage South	44.53			1000 430100	340	101000
	July 19	08/15/19	L&C yard light	13.52			1000 460430	340	101000
	July 19	08/15/19	L&C parking lot events	6.10			1000 460430	340	101000
	July 19	08/15/19	L&C park r-room/field lights	48.90			1000 460430	340	101000
	July 19	08/15/19	Rvrview Cemetery irrig	258.40			1000 430900	340	101000
	July 19	08/15/19	Maplewood Cemetery irrig	152.02			1000 430900	340	101000
	July 19	08/15/19	L&C Park irrigation	185.21			1000 460430	340	101000
	July 19	08/15/19	214 Buck St. - H2O	10.48			5210 430510	340	101000
	July 19	08/15/19	214 Buck St. - Sewer	10.48			5310 430610	340	101000
	July 19	08/15/19	214 Buck St. - PD	20.96			1000 420100	340	101000
	July 19	08/15/19	3rd & Park	17.90			1000 430263	340	101000
	July 19	08/15/19	421 Airport Rd - SRE	31.20			5610 430300	340	101000
	July 19	08/15/19	421 Airport Rd - FD	10.40			1000 420422	340	101000
	July 19	08/15/19	Pool	929.42			1000 460450	340	101000
	July 19	08/15/19	MBF Well Field	6,402.63			5210 430530	340	101000
	July 19	08/15/19	MBF booster station	114.54			5210 430550	340	101000
	July 19	08/15/19	Creamery Park (223 Main)	51.92			1000 460430	340	101000
*** Claim from another period (7/19) ****									
15450			1666 Tommy Teniente	7.98					
	745	07/28/19	Meal Reimbursement	7.98			2810 420100	370	101000
*** Claim from another period (8/19) ****									
15451			1666 Tommy Teniente	286.82					
	9233020	08/02/19	SM Envel/evidence collection	8.99			1000 420100	220	101000
	8265867	08/02/19	SM Zipper poly bags/evidence	6.39			1000 420100	220	101000
	0001	08/04/19	Mileage Reimbursement PD TRN	271.44			2810 420100	370	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
				*** Claim from another period (7/19) ****					
15452		1667 Owens Law Firm, PLLC		1,925.52					
	2700	08/01/19 PROSECUTING ATTY SERVICES		791.73			1000 411100	352	101000
	2700	08/01/19 TOWN LEGAL SERVICES		1,133.79			1000 411100	350	101000
				*** Claim from another period (8/19) ****					
15453	E	230 Verizon Wireless		370.98					
	Aug 19	08/18/19 Cell Phone - Mayor		37.41			1000 410200	340	101000
	Aug 19	08/18/19 Cell Phone - PD		141.88			1000 420100	340	101000
	Aug 19	08/18/19 Cell Phone - BD		107.58			2394 420531	340	101000
	Aug 19	08/18/19 Cell Phone - H2O		32.61			5210 430510	340	101000
	Aug 19	08/18/19 Cell Phone - Sewer		32.60			5310 430610	340	101000
	Aug 19	08/18/19 Cell Phone - Airport		18.90			5610 430300	340	101000
				*** Claim from another period (8/19) ****					
15454		53 SUPER 1 FOODS		33.85					
	08/31/19	PD supplies		8.17			1000 420100	336	101000
	08/31/19	PD supplies		25.68			1000 420100	229	101000
				*** Claim from another period (8/19) ****					
15456		748 Allegra Print & Imaging		82.50					
	4337	08/31/19 Env #10 Regular		12.38			1000 410550	210	101000
	4337	08/31/19		24.75			5210 430510	210	101000
	4337	08/31/19		24.75			5310 430610	210	101000
	4337	08/31/19		4.12			1000 410360	210	101000
	4337	08/31/19		4.12*			5610 430300	210	101000
	4337	08/31/19		4.12			1000 420100	210	101000
	4337	08/31/19		4.13			1000 420410	210	101000
	4337	08/31/19		4.13			2394 420531	210	101000
				*** Claim from another period (8/19) ****					
15457		23 VALLEY DRUG AND VARIETY		79.33					
	Aug 19	08/28/19 Copies		16.00			1000 410200	320	101000
	Aug 19	08/28/19 Copies		32.00			1000 430900	220	101000
	Aug 19	08/28/19 Copies		9.00			1000 430900	220	101000
	Aug 19	08/28/19 SM isopropyl Alcohol 91%		3.34			5210 430530	360	101000
	Aug 19	08/28/19 Cardstock		18.99			1000 410550	320	101000
				*** Claim from another period (8/19) ****					
15458		1667 Owens Law Firm, PLLC		2,231.28					
	2700	08/01/19 PROSECUTING ATTY SERVICES		865.76			1000 411100	352	101000
	2700	08/01/19 TOWN LEGAL SERVICES		1,365.52			1000 411100	350	101000
				*** Claim from another period (8/19) ****					
15459		77 THATCHER COMPANY OF MONTANA		1,071.20					
	349939	08/02/19 T-Chlor (4)55G Drum		778.38			5210 430540	220	101000
	349939	08/02/19 Freight Charges/Fuel Surcharge		132.82			5210 430540	220	101000
	349939	08/02/19 Contanier Deposit		160.00			5210 430540	220	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (8/19) ****									
15460		1411 A Ward's Cleaning		100.00					
	3908	08/31/19 May Cleaning Services-Co		6.00			1000 410360	350	101000
	3908	08/31/01 May Cleaning Services-PD		18.00			1000 420100	350	101000
	3908	08/31/01 May Cleaning Services-FD		40.00			1000 420410	350	101000
	3908	08/31/19 May Cleaning Services-B		6.00			2394 420531	350	101000
	3908	08/31/01 May Cleaning Services-H2		15.00			5210 430510	350	101000
	3908	08/31/01 May Cleaning Services-Se		15.00			5310 430610	350	101000
15461		1668 Montana Chapter of ICC		100.00					
2019		Application for membership to Montana Chapter of ICC							
		09/05/19 Membership		100.00			2394 420531	330	101000
*** Claim from another period (8/19) ****									
15462	E	852 CENEX FLEETCARD		1,657.80					
	181726CL	08/31/19 FD C2002 Fuel C-9		144.59			1000 420460	231	101000
	181726CL	08/31/19 E2040 2011 Ambulance		56.74			1000 420460	231	101000
	181726CL	08/31/19 PD Fuel 09 Charger		27.42			1000 420100	231	101000
	181726CL	08/31/19 PD- Crown Vick		38.68			1000 420100	231	101000
	181726CL	08/31/19 PD Fuel 13 Ram		154.93			1000 420100	231	101000
	181726CL	08/31/19 PD Fuel 12 Charger		134.48			1000 420100	231	101000
	181726CL	08/31/19 PD Fuel 11 Chager		34.86			1000 420100	231	101000
	181726CL	08/31/19 Public Works Fuel - General		298.50*			1000 430100	231	101000
	181726CL	08/31/19 Public Works Fuel - Water		309.17			5210 430510	231	101000
	181726CL	08/31/19 Public Works Fuel - Sewer		309.17			5310 430610	231	101000
	181726CL	08/31/19 Parks Fuel		74.63			1000 460430	231	101000
	181726CL	08/31/19 Cemetery Fuel		74.63			1000 430900	231	101000
*** Claim from another period (8/19) ****									
15463	E	557 MOUNTAIN WEST CO-OP		352.90					
	207849	08/31/19 FD Fuel		48.33			1000 420460	231	101000
	207849	08/31/19 FD Fuel		79.01			1000 420460	231	101000
	207849	08/31/19 FD-Water		209.58			1000 420460	220	101000
	207849	08/31/19 Water-Power Service Diesel		7.99			5210 430510	231	101000
	207849	08/31/19 Sewer-Power Service Diesel		7.99			5310 430610	231	101000
*** Claim from another period (8/19) ****									
15464	E	1166 VISA		2,182.67					
	AUG 19	08/21/19 FD-Forestry Suppliers -Pants		-295.00*			1000 420460	212	101000
	AUG 19	08/21/19 Pool- G/bags-TP-Water		30.17			1000 460450	220	101000
	AUG 19	08/21/19 TH- Supplies		5.16			1000 410550	210	101000
	AUG 19	08/21/19 Water-Supplies		10.28			5210 430510	210	101000
	AUG 19	08/21/19 Sewer-Supplies		10.28			5310 430610	210	101000
	AUG 19	08/21/19 Court-Supplies		1.71			1000 410360	210	101000
	AUG 19	08/21/19 Airport-Supplies		1.71*			5610 430300	210	101000
	AUG 19	08/21/19 PD-Supplies		1.71			1000 420100	210	101000
	AUG 19	08/21/19 FD-Supplies		1.71			1000 420410	210	101000
	AUG 19	08/21/19 BD-Supplies		1.71			2394 420531	210	101000

* ... Over spent expenditure

Claim	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
	AUG 19	08/21/19	PD-GoDaddy-Office 365 renewal	247.85			1000		420100	330		101000
	AUG 19	08/21/19	PD-Business Cards TT	29.08*			1000		420100	320		101000
	AUG 19	08/21/19	Pool-Lifeguard Certification	76.00			1000		460450	350		101000
	AUG 19	08/21/19	W-Natural Reader.com	19.00*			5210		430510	390		101000
	AUG 19	08/21/19	FD-Costco Trifold	37.98			1000		420410	210		101000
	AUG 19	08/21/19	WD-meals	14.25			5210		430510	370		101000
	AUG 19	08/21/19	PD-CostaVida Meals	14.15			2810		420100	370		101000
	AUG 19	08/21/19	PD-Springhills Traval	158.22			2810		420100	370		101000
	AUG 19	08/21/19	TH-USPO Box	22.50			1000		410550	311		101000
	AUG 19	08/21/19	Water-USPO Box	45.00			5210		430510	311		101000
	AUG 19	08/21/19	Sewer-USPO Box	45.00			5310		430610	311		101000
	AUG 19	08/21/19	Court-USPO Box	7.50			1000		410360	311		101000
	AUG 19	08/21/19	PD-USPO Box	7.50			1000		420100	311		101000
	AUG 19	08/21/19	A/P-USPO Box	7.50			5610		430300	311		101000
	AUG 19	08/21/19	BD-USPO Box	7.50			1000		420100	311		101000
	AUG 19	08/21/19	FD-USPO Box	7.50			1000		420410	311		101000
	AUG 19	08/21/19	Pool- Face Book ads	1.57*			1000		460450	330		101000
	AUG 19	08/21/19	A/P- RDO Windpane ISOLATOR	388.25			5610		430300	360		101000
	AUG 19	08/21/19	PD-Meals-Romeo's	50.85			1000		420100	229		101000
	AUG 19	08/21/19	S-Road Manager	50.00*			1000		430200	330		101000
	AUG 19	08/21/19	PD-Lodging	60.00			2810		420100	370		101000
	AUG 19	08/21/19	PD-Meals/Travel	74.05			2810		420100	370		101000
	AUG 19	08/21/19	PD-Lodging	117.55			2810		420100	370		101000
	AUG 19	08/21/19	TH-Subscription	175.00*			1000		410550	330		101000
	AUG 19	08/21/19	TH-Name plates	291.30			1000		410550	210		101000
	AUG 19	08/21/19	TH-MT Municipal Handbook's	66.39			1000		410550	210		101000
	AUG 19	08/21/19	Water-Printer Ink	26.50			5210		430510	210		101000
	AUG 19	08/21/19	Sewer-Printer Ink	26.49			5310		430610	210		101000
	AUG 19	08/21/19	Water-Printer ink	75.00			5210		430510	210		101000
	AUG 19	08/21/19	Sewer-Printer Ink	74.99			5310		430610	210		101000
	AUG 19	08/21/19	TH-Costco-paper products	10.89			1000		410550	210		101000
	AUG 19	08/21/19	W-Costco-paper products	21.77			5210		430510	210		101000
	AUG 19	08/21/19	S-Costco-paper products	21.77			5310		430610	210		101000
	AUG 19	08/21/19	AP-Costco-paper products	3.63*			5610		430300	210		101000
	AUG 19	08/21/19	C-Costco-paper products	3.63			1000		410360	210		101000
	AUG 19	08/21/19	PD-Costco-paper products	3.63			1000		420100	210		101000
	AUG 19	08/21/19	BD-Costco-paper products	3.63			2394		420531	210		101000
	AUG 19	08/21/19	FD-Costco-paper products	3.62			1000		420410	210		101000
	AUG 19	08/21/19	Mayor-Adobe Subscription	14.99			1000		410200	330		101000
	AUG 19	08/21/19	PD-Adobe Subscription	24.99			1000		420100	330		101000
	AUG 19	08/21/19	Admin-Adobe Subscribtion	14.99*			1000		410550	330		101000
	AUG 19	08/21/19	Interest Charge	60.53*			1000		410210	620		101000
	AUG 19	08/21/19	Internation TXN Fee	0.69*			1000		410210	330		101000

of Claims 39 Total: 40,878.59

Total Electronic Claims 6,300.69

Total Non-Electronic Claims 34577.90

Item Attachment Documents:

- b. Building Department Report

MONTHLY REPORT
Building Department
 August 2019

<u>Permits Issued</u>	<u>Fees Collected</u>
<u>Building (4 permits)</u>	
1. NSFR	\$2000.00
2. New Commercial Building	\$910.00
3. Renovation/Remodel	\$75.00
4. Demo	\$50.00
<u>Electrical (3 permits)</u>	
1. NSFR	\$400.00
2. New Commercial Building	\$0.00
3. Renovation/Remodel	\$30.00
4. Demo	\$0.00
<u>Mechanical (2 permits)</u>	
1. NSFR	\$0.00
2. New Commercial Building	\$0.00
3. Renovation/Remodel	\$372.50
4. Demo	\$0.00
<u>Plumbing (2 permits)</u>	
1. NSFR	\$203.00
2. New Commercial Building	\$0.00
3. Renovation/Remodel	\$0.00
4. Demo	\$0.00
Total permits issued: <u>19</u>	Total fees collected: <u>\$4040.50</u>
<u>Activities</u>	
<ol style="list-style-type: none"> 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>	
<ol style="list-style-type: none"> 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 Tim Netzley, acting Building Official

Item Attachment Documents:

- c. Finance Report

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
1000 GENERAL						
310000 TAXES						
	311010 Real Property Taxes	0.00	0.00	284,266.00	284,266.00	0 %
	311020 Personal Property Taxes	0.00	0.00	2,536.00	2,536.00	0 %
	311021 Mobile Homes	0.00	0.00	227.00	227.00	0 %
	312000 P & I on Delinquent Taxes	0.00	0.00	805.00	805.00	0 %
	314140 Local Option Tax	0.00	0.00	60,725.00	60,725.00	0 %
	Account Group Total:	0.00	0.00	348,559.00	348,559.00	0 %
320000 LICENSES AND PERMITS						
	322010 Alcohol Beverage Licenses and Permits	0.00	0.00	2,050.00	2,050.00	0 %
	322030 Franchise Fees	2,706.28	2,706.28	8,500.00	5,793.72	32 %
	323030 Animal Licenses	3.00	8.00	250.00	242.00	3 %
	323050 Business Licenses	25.00	300.00	10,000.00	9,700.00	3 %
	323052 Alarm Permits	0.00	0.00	5,000.00	5,000.00	0 %
	323054 Dump Permits	0.00	0.00	1,625.00	1,625.00	0 %
	323056 Special Event Permits	0.00	0.00	1,920.00	1,920.00	0 %
	Account Group Total:	2,734.28	3,014.28	29,345.00	26,330.72	10 %
330000						
	334121 DNRC Grant	0.00	0.00	300.00	300.00	0 %
	335120 Gambling Machine Permits	0.00	0.00	5,538.00	5,538.00	0 %
	335230 State Entitlement Share (HB124)	0.00	0.00	208,597.00	208,597.00	0 %
	337000 Local Grants	0.00	0.00	5,000.00	5,000.00	0 %
	Account Group Total:	0.00	0.00	219,435.00	219,435.00	0 %
340000 CHARGES FOR SERVICES						
	342000 Public Safety	0.00	0.00	2,000.00	2,000.00	0 %
	342010 Law Enforcement	0.00	719.92	3,010.00	2,290.08	24 %
	342013 Law Enforcement - Other Revenue	245.00	325.00	2,400.00	2,075.00	14 %
	342020 Fire Protection	0.00	0.00	1,500.00	1,500.00	0 %
	343010 Street and Roadway Charges	0.00	0.00	2,500.00	2,500.00	0 %
	343310 Cemetery Charges	600.00	3,900.00	0.00	-3,900.00	** %
	343320 Sale of Cemetery Plots	0.00	0.00	2,000.00	2,000.00	0 %
	343340 Opening and Closing Charges	0.00	0.00	4,000.00	4,000.00	0 %
	346030 Swimming Pool Fees	0.00	11,418.30	22,014.00	10,595.70	52 %
	346050 Culture & Recreation Park Fees	0.00	0.00	300.00	300.00	0 %
	Account Group Total:	845.00	16,363.22	39,724.00	23,360.78	41 %
350000 FINES AND FORFEITURES						
	351030 City Courts	950.00	1,796.00	17,750.00	15,954.00	10 %
	Account Group Total:	950.00	1,796.00	17,750.00	15,954.00	10 %
360000 MISCELLANEOUS REVENUE						
	360000 MISCELLANEOUS REVENUE	120.15	1,673.92	0.00	-1,673.92	** %
	361000 Rents/Leases	0.00	0.00	6,000.00	6,000.00	0 %
	362000 Other Miscellaneous Revenue	1,110.00	1,110.00	0.00	-1,110.00	** %
	Account Group Total:	1,230.15	2,783.92	6,000.00	3,216.08	46 %
370000 INVESTMENT AND ROYALTY EARNINGS						
	371010 Investment Earnings	0.00	0.00	19.00	19.00	0 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
1000 GENERAL						
	Account Group Total:	0.00	0.00	19.00	19.00	0 %
	Fund Total:	5,759.43	23,957.42	660,832.00	636,874.58	4 %
2230 Ambulance						
340000 CHARGES FOR SERVICES						
	342050 Ambulance Services	0.00	0.00	2,190.00	2,190.00	0 %
	Account Group Total:	0.00	0.00	2,190.00	2,190.00	0 %
	Fund Total:	0.00	0.00	2,190.00	2,190.00	0 %
2250 PLANNING						
340000 CHARGES FOR SERVICES						
	341070 Planning Fees	0.00	0.00	1,289.00	1,289.00	0 %
	Account Group Total:	0.00	0.00	1,289.00	1,289.00	0 %
	Fund Total:	0.00	0.00	1,289.00	1,289.00	0 %
2310 Tax Increment Finance District						
310000 TAXES						
	311001 TIF Revenue	0.00	0.00	30,614.00	30,614.00	0 %
	Account Group Total:	0.00	0.00	30,614.00	30,614.00	0 %
	Fund Total:	0.00	0.00	30,614.00	30,614.00	0 %
2311 Targeted Economic Development District						
310000 TAXES						
	311002 TEDD Revenue	0.00	0.00	10,599.00	10,599.00	0 %
	Account Group Total:	0.00	0.00	10,599.00	10,599.00	0 %
	Fund Total:	0.00	0.00	10,599.00	10,599.00	0 %
2394 BUILDING CODE ENFORCEMENT						
320000 LICENSES AND PERMITS						
	323010 Building & Related Permits	8,925.50	31,522.76	110,459.00	78,936.24	29 %
	Account Group Total:	8,925.50	31,522.76	110,459.00	78,936.24	29 %
	Fund Total:	8,925.50	31,522.76	110,459.00	78,936.24	29 %

TOWN OF STEVENSVILLE
Statement of Revenue Budget vs Actuals
For the Accounting Period: 8 / 19

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
2420	Peterson Addn Lighting #2 District 80					
360000	MISCELLANEOUS REVENUE					
	363000 Special Assessments	0.00	0.00	425.00	425.00	0 %
	Account Group Total:	0.00	0.00	425.00	425.00	0 %
	Fund Total:	0.00	0.00	425.00	425.00	0 %
2440	Creekside Lighting #4 District 77					
360000	MISCELLANEOUS REVENUE					
	363000 Special Assessments	0.00	0.00	2,200.00	2,200.00	0 %
	Account Group Total:	0.00	0.00	2,200.00	2,200.00	0 %
	Fund Total:	0.00	0.00	2,200.00	2,200.00	0 %
2820	GAS APPORTIONMENT TAX					
330000						
	335040 Gasoline Tax Apportionment	0.00	0.00	36,178.00	36,178.00	0 %
	Account Group Total:	0.00	0.00	36,178.00	36,178.00	0 %
	Fund Total:	0.00	0.00	36,178.00	36,178.00	0 %
2821	BarsAA (HB 473)					
330000						
	335040 Gasoline Tax Apportionment	0.00	0.00	55,385.00	55,385.00	0 %
	Account Group Total:	0.00	0.00	55,385.00	55,385.00	0 %
380000	Other Financing Sources					
	383000 Interfund Operating Transfer In	0.00	0.00	2,769.00	2,769.00	0 %
	Account Group Total:	0.00	0.00	2,769.00	2,769.00	0 %
	Fund Total:	0.00	0.00	58,154.00	58,154.00	0 %
2940	Economic Development					
330000						
	331010 CDBG/HOME	0.00	0.00	65,000.00	65,000.00	0 %
	334075 Big Sky Economic Development Grant	0.00	0.00	50,000.00	50,000.00	0 %
	Account Group Total:	0.00	0.00	115,000.00	115,000.00	0 %
	Fund Total:	0.00	0.00	115,000.00	115,000.00	0 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
4000 CAPITAL IMPROVEMENTS						
310000 TAXES						
	311010 Real Property Taxes	0.00	0.00	11,001.00	11,001.00	0 %
	Account Group Total:	0.00	0.00	11,001.00	11,001.00	0 %
380000 Other Financing Sources						
	383000 Interfund Operating Transfer In	0.00	0.00	60,000.00	60,000.00	0 %
	Account Group Total:	0.00	0.00	60,000.00	60,000.00	0 %
	Fund Total:	0.00	0.00	71,001.00	71,001.00	0 %
5210 WATER						
340000 CHARGES FOR SERVICES						
	343022 Metered & Unmetered Water Sales	36,276.12	71,431.12	310,081.00	238,649.88	23 %
	343025 Water Permits	0.00	0.00	40,500.00	40,500.00	0 %
	343027 Miscellaneous Water Revenue	225.00	325.00	0.00	-325.00	** %
	Account Group Total:	36,501.12	71,756.12	350,581.00	278,824.88	20 %
370000 INVESTMENT AND ROYALTY EARNINGS						
	371010 Investment Earnings	0.00	0.00	3,200.00	3,200.00	0 %
	Account Group Total:	0.00	0.00	3,200.00	3,200.00	0 %
	Fund Total:	36,501.12	71,756.12	353,781.00	282,024.88	20 %
5250 WATER BOND Principal & Interest						
360000 MISCELLANEOUS REVENUE						
	363020 Bond Principal and Interest Assessments	15,875.00	31,704.28	188,968.00	157,263.72	17 %
	Account Group Total:	15,875.00	31,704.28	188,968.00	157,263.72	17 %
	Fund Total:	15,875.00	31,704.28	188,968.00	157,263.72	17 %
5310 SEWER						
340000 CHARGES FOR SERVICES						
	343031 Sewer Service Charges	28,618.71	57,121.14	345,860.00	288,738.86	17 %
	343033 Sewer Permits	0.00	0.00	13,385.00	13,385.00	0 %
	Account Group Total:	28,618.71	57,121.14	359,245.00	302,123.86	16 %
370000 INVESTMENT AND ROYALTY EARNINGS						
	371010 Investment Earnings	0.00	0.00	1,600.00	1,600.00	0 %
	Account Group Total:	0.00	0.00	1,600.00	1,600.00	0 %
	Fund Total:	28,618.71	57,121.14	360,845.00	303,723.86	16 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
5350 SEWER BOND PRINCIPAL & INTEREST						
360000 MISCELLANEOUS REVENUE						
	363020 Bond Principal and Interest Assessments	18,976.35	37,896.07	224,844.00	186,947.93	17 %
	Account Group Total:	18,976.35	37,896.07	224,844.00	186,947.93	17 %
	Fund Total:	18,976.35	37,896.07	224,844.00	186,947.93	17 %
5610 AIRPORT						
310000 TAXES						
	311010 Real Property Taxes	0.00	0.00	5,242.00	5,242.00	0 %
	Account Group Total:	0.00	0.00	5,242.00	5,242.00	0 %
340000 CHARGES FOR SERVICES						
	343062 Aviation Fuel	360.06	360.06	911.00	550.94	40 %
	343063 Tie Down Fees	360.00	509.00	900.00	391.00	57 %
	343064 Hanger and Land Lease	5,039.34	10,783.52	10,500.00	-283.52	103 %
	343065 User and Business Fees	5,874.50	7,249.50	9,750.00	2,500.50	74 %
	Account Group Total:	11,633.90	18,902.08	22,061.00	3,158.92	86 %
360000 MISCELLANEOUS REVENUE						
	360000 MISCELLANEOUS REVENUE	0.00	59.81	14,000.00	13,940.19	0 %
	Account Group Total:	0.00	59.81	14,000.00	13,940.19	0 %
370000 INVESTMENT AND ROYALTY EARNINGS						
	371010 Investment Earnings	0.00	0.00	232.00	232.00	0 %
	Account Group Total:	0.00	0.00	232.00	232.00	0 %
380000 Other Financing Sources						
	383000 Interfund Operating Transfer In	0.00	0.00	10,038.00	10,038.00	0 %
	Account Group Total:	0.00	0.00	10,038.00	10,038.00	0 %
	Fund Total:	11,633.90	18,961.89	51,573.00	32,611.11	37 %
5620 Airport Project						
330000						
	331129 Federal Aeronautics Administration (FAA)	0.00	0.00	193,500.00	193,500.00	0 %
	Account Group Total:	0.00	0.00	193,500.00	193,500.00	0 %
	Fund Total:	0.00	0.00	193,500.00	193,500.00	0 %

TOWN OF STEVENSVILLE
Statement of Revenue Budget vs Actuals
For the Accounting Period: 8 / 19

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
7120 FIREMEN'S DISABILITY						
330000						
	335050 Insurance Premium Apportionment	0.00	0.00	4,000.00	4,000.00	0 %
	Account Group Total:	0.00	0.00	4,000.00	4,000.00	0 %
	Fund Total:	0.00	0.00	4,000.00	4,000.00	0 %
	Grand Total:	126,290.01	272,919.68	2,476,452.00	2,203,532.32	11 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
1000 GENERAL							
410000 General Government							
410200 Executive Services							
	110 Salaries and Wages	1,662.48	1,849.97	5,850.00	5,850.00	4,000.03	32 %
	140 Employer Contributions	278.60	310.03	979.00	979.00	668.97	32 %
	210 Office Supplies & Materials	0.00	0.00	1,075.00	1,075.00	1,075.00	0 %
	320 Printing, Duplicating, Typing &	16.00	16.00	25.00	25.00	9.00	64 %
	330 Publicity, Subscriptions & Dues	14.99	29.98	325.00	325.00	295.02	9 %
	340 Utility Services	74.82	74.82	450.00	450.00	375.18	17 %
	350 Professional Services	0.00	0.00	150.00	150.00	150.00	0 %
	370 Travel	0.00	0.00	750.00	750.00	750.00	0 %
	380 Training Services	0.00	0.00	150.00	150.00	150.00	0 %
	510 Insurance	1.68	110.64	94.00	94.00	-16.64	118 %
	Account Total:	2,048.57	2,391.44	9,848.00	9,848.00	7,456.56	24 %
410210 Administration							
	210 Office Supplies & Materials	0.00	86.67	0.00	0.00	-86.67	*** %
	330 Publicity, Subscriptions & Dues	0.69	0.69	0.00	0.00	-0.69	*** %
	620 Interest	60.53	111.24	0.00	0.00	-111.24	*** %
	Account Total:	61.22	198.60	0.00	0.00	-198.60	*** %
410211 Council							
	110 Salaries and Wages	800.00	1,400.00	9,600.00	9,600.00	8,200.00	15 %
	140 Employer Contributions	68.58	117.09	776.00	776.00	658.91	15 %
	210 Office Supplies & Materials	0.00	0.00	201.00	201.00	201.00	0 %
	330 Publicity, Subscriptions & Dues	84.60	84.60	250.00	250.00	165.40	34 %
	350 Professional Services	0.00	0.00	1,100.00	1,100.00	1,100.00	0 %
	370 Travel	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	380 Training Services	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	510 Insurance	30.00	409.25	352.00	352.00	-57.25	116 %
	Account Total:	983.18	2,010.94	16,279.00	16,279.00	14,268.06	12 %
410360 City/Municipal Court							
	110 Salaries and Wages	1,164.86	2,300.54	13,842.00	13,842.00	11,541.46	17 %
	140 Employer Contributions	328.16	454.60	2,380.00	2,380.00	1,925.40	19 %
	210 Office Supplies & Materials	9.46	20.40	275.00	275.00	254.60	7 %
	212 Small Non-capitalized Equipment	0.00	0.00	2,225.00	2,225.00	2,225.00	0 %
	311 Postage, Box Rent, etc.	7.50	27.00	385.00	385.00	358.00	7 %
	320 Printing, Duplicating, Typing &	60.50	60.50	55.00	55.00	-5.50	110 %
	330 Publicity, Subscriptions & Dues	0.00	0.00	270.00	270.00	270.00	0 %
	340 Utility Services	19.05	19.05	222.00	222.00	202.95	9 %
	350 Professional Services	1,506.00	3,367.58	20,591.00	20,591.00	17,223.42	16 %
	370 Travel	0.00	0.00	3,845.00	3,845.00	3,845.00	0 %
	380 Training Services	550.00	550.00	1,150.00	1,150.00	600.00	48 %
	394 Jury and Witness Fees	0.00	0.00	600.00	600.00	600.00	0 %
	510 Insurance	11.25	826.96	703.00	703.00	-123.96	118 %
	520 Premiums on Surety Bond	0.00	0.00	18.00	18.00	18.00	0 %
	Account Total:	3,656.78	7,626.63	46,561.00	46,561.00	38,934.37	16 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
1000 GENERAL							
410530	Yearly Audit						
	350 Professional Services	0.00	0.00	4,080.00	4,080.00	4,080.00	0 %
	Account Total:	0.00	0.00	4,080.00	4,080.00	4,080.00	0 %
410550	Adminstration						
	110 Salaries and Wages	1,834.59	5,414.72	51,189.00	51,189.00	45,774.28	11 %
	140 Employer Contributions	681.05	1,833.55	18,431.00	18,431.00	16,597.45	10 %
	142 MMIA Retired Employee	0.00	120.15	0.00	0.00	-120.15	*** %
	210 Office Supplies & Materials	386.12	403.48	1,500.00	1,500.00	1,096.52	27 %
	220 Operating Supplies	0.00	0.00	60.00	60.00	60.00	0 %
	229 Food	0.00	0.00	45.00	45.00	45.00	0 %
	231 Gas, Oil, Diesel Fuel, Grease, etc.	0.00	24.34	40.00	40.00	15.66	61 %
	232 Motor Vehicle Repair & Maintenance	0.00	0.00	50.00	50.00	50.00	0 %
	311 Postage, Box Rent, etc.	22.50	266.26	803.00	803.00	536.74	33 %
	320 Printing, Duplicating, Typing &	139.99	139.99	193.00	193.00	53.01	73 %
	330 Publicity, Subscriptions & Dues	522.72	1,286.96	986.00	986.00	-300.96	131 %
	350 Professional Services	0.00	1,156.61	1,450.00	1,450.00	293.39	80 %
	355 Codify Ordinances	0.00	0.00	775.00	775.00	775.00	0 %
	365 Grounds Maintenance	0.00	40.00	0.00	0.00	-40.00	*** %
	370 Travel	0.00	0.00	594.00	594.00	594.00	0 %
	380 Training Services	0.00	0.00	623.00	623.00	623.00	0 %
	510 Insurance	9.75	1,455.54	1,237.00	1,237.00	-218.54	118 %
	520 Premiums on Surety Bond	0.00	0.00	44.00	44.00	44.00	0 %
	Account Total:	3,596.72	12,141.60	78,020.00	78,020.00	65,878.40	16 %
410600	Elections						
	350 Professional Services	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	Account Total:	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
411100	Legal Services						
	350 Professional Services	1,365.52	2,677.81	6,500.00	6,500.00	3,822.19	41 %
	352 Legal Services	865.76	1,943.49	8,500.00	8,500.00	6,556.51	23 %
	Account Total:	2,231.28	4,621.30	15,000.00	15,000.00	10,378.70	31 %
411201	Town Hall/Annex Building						
	220 Operating Supplies	0.00	0.00	220.00	220.00	220.00	0 %
	235 Building Repair and Maintenance	0.00	0.00	500.00	500.00	500.00	0 %
	340 Utility Services	15.44	266.39	5,989.00	5,989.00	5,722.61	4 %
	360 Repair & Maintenance Services	0.00	0.00	300.00	300.00	300.00	0 %
	510 Insurance	145.70	145.70	146.00	146.00	0.30	100 %
	Account Total:	161.14	412.09	7,155.00	7,155.00	6,742.91	6 %
	Account Group Total:	12,738.89	29,402.60	178,943.00	178,943.00	149,540.40	16 %
420000	Public Safety						
	420000 Public Safety						
	310 Communication & Transportation	0.00	18.17	0.00	0.00	-18.17	*** %
	Account Total:	0.00	18.17	0.00	0.00	-18.17	*** %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
1000 GENERAL							
420100	Law Enforcement Services						
110	Salaries and Wages	5,113.49	24,462.62	173,032.00	173,032.00	148,569.38	14 %
140	Employer Contributions	1,873.38	8,135.89	62,626.00	62,626.00	54,490.11	13 %
210	Office Supplies & Materials	9.46	15.25	1,150.00	1,150.00	1,134.75	1 %
212	Small Non-capitalized Equipment	0.00	0.00	2,508.00	2,508.00	2,508.00	0 %
220	Operating Supplies	15.38	15.38	830.00	830.00	814.62	2 %
226	Clothing and Uniforms	0.00	0.00	3,370.00	3,370.00	3,370.00	0 %
227	Firearm Supplies	0.00	0.00	150.00	150.00	150.00	0 %
229	Food	76.53	76.53	100.00	100.00	23.47	77 %
230	Repair & Maintenance Supplies	0.00	54.58	450.00	450.00	395.42	12 %
231	Gas, Oil, Diesel Fuel, Grease, etc.	390.37	891.35	6,000.00	6,000.00	5,108.65	15 %
232	Motor Vehicle Repair & Maintenance	896.91	1,991.64	2,000.00	2,000.00	8.36	100 %
236	Tires and Tubes	0.00	0.00	850.00	850.00	850.00	0 %
311	Postage, Box Rent, etc.	15.00	38.15	252.00	252.00	213.85	15 %
317	Vehicle Tow-In Services	0.00	0.00	260.00	260.00	260.00	0 %
320	Printing, Duplicating, Typing &	210.58	571.63	563.00	563.00	-8.63	102 %
330	Publicity, Subscriptions & Dues	299.84	924.83	5,531.00	5,531.00	4,606.17	17 %
336	Public Relations	8.17	8.17	500.00	500.00	491.83	2 %
340	Utility Services	334.08	355.04	3,351.00	3,351.00	2,995.96	11 %
350	Professional Services	168.00	524.60	2,698.00	2,698.00	2,173.40	19 %
370	Travel	0.00	0.00	300.00	300.00	300.00	0 %
510	Insurance	351.11	7,419.12	6,350.00	6,350.00	-1,069.12	117 %
520	Premiums on Surety Bond	0.00	0.00	18.00	18.00	18.00	0 %
	Account Total:	9,762.30	45,484.78	272,889.00	272,889.00	227,404.22	17 %
420400	Fire Protection & Control						
350	Professional Services	0.00	178.29	0.00	0.00	-178.29	*** %
369	Other Repair & Maint Service	1,744.66	1,744.66	0.00	0.00	-1,744.66	*** %
	Account Total:	1,744.66	1,922.95	0.00	0.00	-1,922.95	*** %
420410	Fire Department - Administration						
110	Salaries and Wages	706.80	2,577.73	19,859.00	19,859.00	17,281.27	13 %
140	Employer Contributions	274.60	913.16	6,956.00	6,956.00	6,042.84	13 %
210	Office Supplies & Materials	47.44	53.23	75.00	75.00	21.77	71 %
228	FFR Reimbursement	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
229	Food	0.00	0.00	500.00	500.00	500.00	0 %
230	Repair & Maintenance Supplies	0.00	26.37	0.00	0.00	-26.37	*** %
231	Gas, Oil, Diesel Fuel, Grease, etc.	0.00	77.25	0.00	0.00	-77.25	*** %
310	Communication & Transportation	0.00	0.00	1,900.00	1,900.00	1,900.00	0 %
311	Postage, Box Rent, etc.	7.50	38.75	175.00	175.00	136.25	22 %
330	Publicity, Subscriptions & Dues	0.00	0.00	2,005.00	2,005.00	2,005.00	0 %
336	Public Relations	0.00	0.00	250.00	250.00	250.00	0 %
338	Firefighter Recruitment	0.00	0.00	500.00	500.00	500.00	0 %
340	Utility Services	13.90	13.90	162.00	162.00	148.10	9 %
350	Professional Services	40.00	49.95	2,235.00	2,235.00	2,185.05	2 %
351	Medical Services	0.00	0.00	4,410.00	4,410.00	4,410.00	0 %
370	Travel	0.00	101.58	300.00	300.00	198.42	34 %
380	Training Services	0.00	0.00	500.00	500.00	500.00	0 %
510	Insurance	495.91	1,275.98	1,152.00	1,152.00	-123.98	111 %
520	Premiums on Surety Bond	0.00	0.00	9.00	9.00	9.00	0 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
1000	GENERAL						
	Account Total:	1,586.15	5,127.90	43,488.00	43,488.00	38,360.10	12 %
420421	Fire Department - Facilities Station #1						
	220 Operating Supplies	0.00	0.00	300.00	300.00	300.00	0 %
	230 Repair & Maintenance Supplies	0.00	0.00	319.00	319.00	319.00	0 %
	369 Other Repair & Maint Service	0.00	0.00	300.00	300.00	300.00	0 %
	Account Total:	0.00	0.00	919.00	919.00	919.00	0 %
420422	Fire Department - Facilities Station #2						
	220 Operating Supplies	0.00	0.00	30.00	30.00	30.00	0 %
	235 Building Repair and Maintenance	0.00	0.00	100.00	100.00	100.00	0 %
	340 Utility Services	0.00	10.40	250.00	250.00	239.60	4 %
	369 Other Repair & Maint Service	0.00	0.00	250.00	250.00	250.00	0 %
	Account Total:	0.00	10.40	630.00	630.00	619.60	2 %
420440	Fire Department - Fire Prevention						
	223 Educational Supplies	0.00	0.00	300.00	300.00	300.00	0 %
	Account Total:	0.00	0.00	300.00	300.00	300.00	0 %
420460	Fire Department - Suppression						
	212 Small Non-capitalized Equipment	-295.00	3,703.06	2,445.00	2,445.00	-1,258.06	151 %
	220 Operating Supplies	209.58	416.78	1,000.00	1,000.00	583.22	42 %
	226 Clothing and Uniforms	0.00	0.00	4,500.00	4,500.00	4,500.00	0 %
	229 Food	0.00	18.27	0.00	0.00	-18.27	*** %
	231 Gas, Oil, Diesel Fuel, Grease, etc.	328.67	537.67	3,500.00	3,500.00	2,962.33	15 %
	232 Motor Vehicle Repair & Maintenance	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
	236 Tires and Tubes	0.00	0.00	5,600.00	5,600.00	5,600.00	0 %
	360 Repair & Maintenance Services	0.00	0.00	4,050.00	4,050.00	4,050.00	0 %
	380 Training Services	0.00	450.00	1,200.00	1,200.00	750.00	38 %
	510 Insurance	1,081.20	1,081.20	1,087.00	1,087.00	5.80	99 %
	Account Total:	1,324.45	6,206.98	27,382.00	27,382.00	21,175.02	23 %
	Account Group Total:	14,417.56	58,771.18	345,608.00	345,608.00	286,836.82	17 %
430000	Public Works						
430100	Public Works Administration						
	110 Salaries and Wages	2,478.86	9,691.42	52,270.00	52,270.00	42,578.58	19 %
	140 Employer Contributions	562.79	2,115.25	13,344.00	13,344.00	11,228.75	16 %
	210 Office Supplies & Materials	0.00	0.00	113.00	113.00	113.00	0 %
	212 Small Non-capitalized Equipment	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	220 Operating Supplies	0.00	0.00	450.00	450.00	450.00	0 %
	230 Repair & Maintenance Supplies	0.00	0.00	200.00	200.00	200.00	0 %
	231 Gas, Oil, Diesel Fuel, Grease, etc.	298.50	510.64	500.00	500.00	-10.64	102 %
	232 Motor Vehicle Repair & Maintenance	0.00	180.68	1,700.00	1,700.00	1,519.32	11 %
	340 Utility Services	0.00	44.53	1,814.00	1,814.00	1,769.47	2 %
	350 Professional Services	0.00	0.00	500.00	500.00	500.00	0 %
	510 Insurance	419.25	1,455.05	1,227.00	1,227.00	-228.05	119 %
	Account Total:	3,759.40	13,997.57	73,118.00	73,118.00	59,120.43	19 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
1000 GENERAL							
430200	Road & Street Services						
	220 Operating Supplies	0.00	49.79	156.00	156.00	106.21	32 %
	230 Repair & Maintenance Supplies	32.40	109.61	500.00	500.00	390.39	22 %
	231 Gas, Oil, Diesel Fuel, Grease, etc.	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
	330 Publicity, Subscriptions & Dues	50.00	100.00	0.00	0.00	-100.00	*** %
	340 Utility Services	161.94	161.94	2,348.00	2,348.00	2,186.06	7 %
	350 Professional Services	0.00	1,105.94	0.00	0.00	-1,105.94	*** %
	380 Training Services	0.00	0.00	500.00	500.00	500.00	0 %
	510 Insurance	202.88	202.88	274.00	274.00	71.12	74 %
	820 Transfers to Other Funds	0.00	0.00	2,769.00	2,769.00	2,769.00	0 %
	Account Total:	447.22	1,730.16	9,547.00	9,547.00	7,816.84	18 %
430263	Street Lighting						
	340 Utility Services	0.00	1,120.57	13,420.00	13,420.00	12,299.43	8 %
	Account Total:	0.00	1,120.57	13,420.00	13,420.00	12,299.43	8 %
430510	Administration						
	390 Other Purchased Services	0.00	25.00	0.00	0.00	-25.00	*** %
	Account Total:	0.00	25.00	0.00	0.00	-25.00	*** %
430640	Treatment and Disposal - Plants						
	230 Repair & Maintenance Supplies	0.00	16.36	0.00	0.00	-16.36	*** %
	Account Total:	0.00	16.36	0.00	0.00	-16.36	*** %
430900	Cemetery Services						
	220 Operating Supplies	41.00	41.00	450.00	450.00	409.00	9 %
	230 Repair & Maintenance Supplies	0.00	3.00	200.00	200.00	197.00	2 %
	231 Gas, Oil, Diesel Fuel, Grease, etc.	74.63	127.66	200.00	200.00	72.34	64 %
	330 Publicity, Subscriptions & Dues	0.00	0.00	500.00	500.00	500.00	0 %
	340 Utility Services	0.00	593.91	2,117.00	2,117.00	1,523.09	28 %
	350 Professional Services	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
	360 Repair & Maintenance Services	0.00	0.00	250.00	250.00	250.00	0 %
	510 Insurance	55.34	430.19	374.00	374.00	-56.19	115 %
	Account Total:	170.97	1,195.76	6,591.00	6,591.00	5,395.24	18 %
	Account Group Total:	4,377.59	18,085.42	102,676.00	102,676.00	84,590.58	18 %
460000	Culture and Recreation						
460300	Community Events						
	220 Operating Supplies	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
	231 Gas, Oil, Diesel Fuel, Grease, etc.	0.00	533.80	200.00	200.00	-333.80	267 %
	340 Utility Services	0.00	0.00	150.00	150.00	150.00	0 %
	Account Total:	0.00	533.80	5,350.00	5,350.00	4,816.20	10 %
460400	Park & Recreation Services						
	510 Insurance	312.00	312.00	0.00	0.00	-312.00	*** %
	Account Total:	312.00	312.00	0.00	0.00	-312.00	*** %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
1000 GENERAL							
460430	Parks						
	220 Operating Supplies	0.00	41.06	300.00	300.00	258.94	14 %
	230 Repair & Maintenance Supplies	0.00	40.35	350.00	350.00	309.65	12 %
	231 Gas, Oil, Diesel Fuel, Grease, etc.	74.63	127.66	200.00	200.00	72.34	64 %
	330 Publicity, Subscriptions & Dues	200.00	285.00	0.00	0.00	-285.00	*** %
	340 Utility Services	101.96	407.61	2,328.00	2,328.00	1,920.39	18 %
	350 Professional Services	0.00	374.66	2,924.00	2,924.00	2,549.34	13 %
	360 Repair & Maintenance Services	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	510 Insurance	880.15	880.15	880.00	880.00	-0.15	100 %
	930 Improvements Other than Buildings	0.00	0.00	3,500.00	3,500.00	3,500.00	0 %
	Account Total:	1,256.74	2,156.49	11,482.00	11,482.00	9,325.51	19 %
460437	Forestry and Nursery						
	220 Operating Supplies	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	350 Professional Services	0.00	0.00	2,200.00	2,200.00	2,200.00	0 %
	Account Total:	0.00	0.00	4,200.00	4,200.00	4,200.00	0 %
460450	Spectator Recreation - Pool						
	110 Salaries and Wages	3,589.88	14,933.12	21,073.00	21,073.00	6,139.88	71 %
	140 Employer Contributions	509.27	2,084.38	2,906.00	2,906.00	821.62	72 %
	210 Office Supplies & Materials	0.00	109.98	0.00	0.00	-109.98	*** %
	220 Operating Supplies	30.17	692.79	3,400.00	3,400.00	2,707.21	20 %
	226 Clothing and Uniforms	0.00	0.00	100.00	100.00	100.00	0 %
	230 Repair & Maintenance Supplies	0.00	118.46	185.00	185.00	66.54	64 %
	330 Publicity, Subscriptions & Dues	1.57	118.27	0.00	0.00	-118.27	*** %
	340 Utility Services	100.86	1,030.28	2,970.00	2,970.00	1,939.72	35 %
	350 Professional Services	123.23	264.92	350.00	350.00	85.08	76 %
	510 Insurance	0.00	930.93	1,102.00	1,102.00	171.07	84 %
	555 Bank Service Charges	0.00	0.00	120.00	120.00	120.00	0 %
	Account Total:	4,354.98	20,283.13	32,206.00	32,206.00	11,922.87	63 %
	Account Group Total:	5,923.72	23,285.42	53,238.00	53,238.00	29,952.58	44 %
520000	Other Financing Uses						
	521000 Interfund Operating Transfers Out						
	900 CAPITAL OUTLAY	0.00	0.00	40,000.00	40,000.00	40,000.00	0 %
	Account Total:	0.00	0.00	40,000.00	40,000.00	40,000.00	0 %
	Account Group Total:	0.00	0.00	40,000.00	40,000.00	40,000.00	0 %
	Fund Total:	37,457.76	129,544.62	720,465.00	720,465.00	590,920.38	18 %
2230	Ambulance						
420000	Public Safety						
	420730 Emergency Medical Services						
	212 Small Non-capitalized Equipment	0.00	127.83	0.00	0.00	-127.83	*** %
	220 Operating Supplies	0.00	8.61	1,000.00	1,000.00	991.39	1 %
	226 Clothing and Uniforms	0.00	0.00	350.00	350.00	350.00	0 %
	230 Repair & Maintenance Supplies	0.00	0.00	100.00	100.00	100.00	0 %
	231 Gas, Oil, Diesel Fuel, Grease, etc.	0.00	0.00	600.00	600.00	600.00	0 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
2230 Ambulance							
	232 Motor Vehicle Repair & Maintenance	0.00	0.00	250.00	250.00	250.00	0 %
	336 Public Relations	0.00	0.00	100.00	100.00	100.00	0 %
	350 Professional Services	0.00	972.00	0.00	0.00	-972.00	*** %
	370 Travel	0.00	0.00	300.00	300.00	300.00	0 %
	380 Training Services	0.00	0.00	500.00	500.00	500.00	0 %
	510 Insurance	365.70	365.70	366.00	366.00	0.30	100 %
	Account Total:	365.70	1,474.14	3,566.00	3,566.00	2,091.86	41 %
	Account Group Total:	365.70	1,474.14	3,566.00	3,566.00	2,091.86	41 %
	Fund Total:	365.70	1,474.14	3,566.00	3,566.00	2,091.86	41 %
2250 PLANNING							
410000 General Government							
410210 Administration							
	110 Salaries and Wages	62.50	62.50	3,195.00	3,195.00	3,132.50	2 %
	140 Employer Contributions	10.48	10.48	546.00	546.00	535.52	2 %
	330 Publicity, Subscriptions & Dues	0.00	0.00	40.00	40.00	40.00	0 %
	350 Professional Services	0.00	178.31	398.00	398.00	219.69	45 %
	Account Total:	72.98	251.29	4,179.00	4,179.00	3,927.71	6 %
	Account Group Total:	72.98	251.29	4,179.00	4,179.00	3,927.71	6 %
	Fund Total:	72.98	251.29	4,179.00	4,179.00	3,927.71	6 %
2310 Tax Increment Finance District							
410000 General Government							
410210 Administration							
	110 Salaries and Wages	383.34	425.01	1,950.00	1,950.00	1,524.99	22 %
	140 Employer Contributions	64.22	71.19	325.00	325.00	253.81	22 %
	930 Improvements Other than Buildings	0.00	0.00	22,900.00	22,900.00	22,900.00	0 %
	Account Total:	447.56	496.20	25,175.00	25,175.00	24,678.80	2 %
	Account Group Total:	447.56	496.20	25,175.00	25,175.00	24,678.80	2 %
420000 Public Safety							
420531 Building Inspector							
	510 Insurance	0.38	0.38	0.00	0.00	-0.38	*** %
	Account Total:	0.38	0.38	0.00	0.00	-0.38	*** %
	Account Group Total:	0.38	0.38	0.00	0.00	-0.38	*** %
	Fund Total:	447.94	496.58	25,175.00	25,175.00	24,678.42	2 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
2311 Targeted Economic Development District							
520000 Other Financing Uses							
521000	Interfund Operating Transfers Out						
	820 Transfers to Other Funds	0.00	0.00	10,038.00	10,038.00	10,038.00	0 %
	Account Total:	0.00	0.00	10,038.00	10,038.00	10,038.00	0 %
	Account Group Total:	0.00	0.00	10,038.00	10,038.00	10,038.00	0 %
	Fund Total:	0.00	0.00	10,038.00	10,038.00	10,038.00	0 %
2390 Drug Fines-Forfeitures Account							
420000 Public Safety							
420100	Law Enforcement Services						
	220 Operating Supplies	0.00	0.00	500.00	500.00	500.00	0 %
	Account Total:	0.00	0.00	500.00	500.00	500.00	0 %
	Account Group Total:	0.00	0.00	500.00	500.00	500.00	0 %
	Fund Total:	0.00	0.00	500.00	500.00	500.00	0 %
2394 BUILDING CODE ENFORCEMENT							
420000 Public Safety							
420531	Building Inspector						
	110 Salaries and Wages	1,493.17	3,839.62	37,310.00	37,310.00	33,470.38	10 %
	140 Employer Contributions	339.35	886.91	8,319.00	8,319.00	7,432.09	11 %
	210 Office Supplies & Materials	9.47	15.26	1,300.00	1,300.00	1,284.74	1 %
	212 Small Non-capitalized Equipment	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	311 Postage, Box Rent, etc.	0.00	5.50	23.00	23.00	17.50	24 %
	320 Printing, Duplicating, Typing &	60.50	60.50	295.00	295.00	234.50	21 %
	330 Publicity, Subscriptions & Dues	0.00	0.00	975.00	975.00	975.00	0 %
	340 Utility Services	234.21	262.09	2,168.00	2,168.00	1,905.91	12 %
	350 Professional Services	6.00	404.97	3,106.00	3,106.00	2,701.03	13 %
	370 Travel	0.00	0.00	3,600.00	3,600.00	3,600.00	0 %
	380 Training Services	0.00	0.00	3,500.00	3,500.00	3,500.00	0 %
	510 Insurance	162.76	1,283.25	1,114.00	1,114.00	-169.25	115 %
	940 Machinery & Equipment	0.00	0.00	35,000.00	35,000.00	35,000.00	0 %
	Account Total:	2,305.46	6,758.10	98,710.00	98,710.00	91,951.90	7 %
	Account Group Total:	2,305.46	6,758.10	98,710.00	98,710.00	91,951.90	7 %
	Fund Total:	2,305.46	6,758.10	98,710.00	98,710.00	91,951.90	7 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
2410 Dayton Lighting #1 District 55							
430000 Public Works							
430263 Street Lighting							
	340 Utility Services	0.00	289.75	3,700.00	3,700.00	3,410.25	8 %
	Account Total:	0.00	289.75	3,700.00	3,700.00	3,410.25	8 %
	Account Group Total:	0.00	289.75	3,700.00	3,700.00	3,410.25	8 %
	Fund Total:	0.00	289.75	3,700.00	3,700.00	3,410.25	8 %
2420 Peterson Addn Lighting #2 District 80							
430000 Public Works							
430263 Street Lighting							
	340 Utility Services	0.00	210.72	2,700.00	2,700.00	2,489.28	8 %
	Account Total:	0.00	210.72	2,700.00	2,700.00	2,489.28	8 %
	Account Group Total:	0.00	210.72	2,700.00	2,700.00	2,489.28	8 %
	Fund Total:	0.00	210.72	2,700.00	2,700.00	2,489.28	8 %
2430 Geo Smith Lighting #3 District 76							
430000 Public Works							
430263 Street Lighting							
	340 Utility Services	0.00	320.08	4,100.00	4,100.00	3,779.92	8 %
	Account Total:	0.00	320.08	4,100.00	4,100.00	3,779.92	8 %
	Account Group Total:	0.00	320.08	4,100.00	4,100.00	3,779.92	8 %
	Fund Total:	0.00	320.08	4,100.00	4,100.00	3,779.92	8 %
2440 Creekside Lighting #4 District 77							
430000 Public Works							
430263 Street Lighting							
	340 Utility Services	737.34	737.34	3,300.00	3,300.00	2,562.66	22 %
	Account Total:	737.34	737.34	3,300.00	3,300.00	2,562.66	22 %
	Account Group Total:	737.34	737.34	3,300.00	3,300.00	2,562.66	22 %
	Fund Total:	737.34	737.34	3,300.00	3,300.00	2,562.66	22 %
2450 Twin Creeks Lighting #5 District							
430000 Public Works							

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
2450 Twin Creeks Lighting #5 District							
430263	Street Lighting						
	340 Utility Services	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
	Account Total:	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
	Account Group Total:	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
	Fund Total:	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
2810 POLICE TRAINING & PENSION							
420000 Public Safety							
420100	Law Enforcement Services						
	370 Travel	695.41	703.39	1,000.00	1,000.00	296.61	70 %
	380 Training Services	112.15	112.15	8,000.00	8,000.00	7,887.85	1 %
	Account Total:	807.56	815.54	9,000.00	9,000.00	8,184.46	9 %
	Account Group Total:	807.56	815.54	9,000.00	9,000.00	8,184.46	9 %
	Fund Total:	807.56	815.54	9,000.00	9,000.00	8,184.46	9 %
2820 GAS APPORTIONMENT TAX							
430000 Public Works							
430200	Road & Street Services						
	212 Small Non-capitalized Equipment	0.00	0.00	6,800.00	6,800.00	6,800.00	0 %
	230 Repair & Maintenance Supplies	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
	350 Professional Services	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
	360 Repair & Maintenance Services	0.00	441.87	2,500.00	2,500.00	2,058.13	18 %
	940 Machinery & Equipment	0.00	0.00	4,700.00	4,700.00	4,700.00	0 %
	950 Construction	0.00	0.00	85,000.00	85,000.00	85,000.00	0 %
	Account Total:	0.00	441.87	108,000.00	108,000.00	107,558.13	0 %
	Account Group Total:	0.00	441.87	108,000.00	108,000.00	107,558.13	0 %
	Fund Total:	0.00	441.87	108,000.00	108,000.00	107,558.13	0 %
2821 BaRSAA (HB 473)							
430000 Public Works							
430200	Road & Street Services						
	950 Construction	0.00	0.00	55,385.00	55,385.00	55,385.00	0 %
	Account Total:	0.00	0.00	55,385.00	55,385.00	55,385.00	0 %
	Account Group Total:	0.00	0.00	55,385.00	55,385.00	55,385.00	0 %
	Fund Total:	0.00	0.00	55,385.00	55,385.00	55,385.00	0 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
2889 Heyer Foundation Grant							
420000 Public Safety							
420460	Fire Department - Suppression						
	212 Small Non-capitalized Equipment	0.00	295.00	530.00	530.00	235.00	56 %
	Account Total:	0.00	295.00	530.00	530.00	235.00	56 %
	Account Group Total:	0.00	295.00	530.00	530.00	235.00	56 %
	Fund Total:	0.00	295.00	530.00	530.00	235.00	56 %
2940 Economic Development							
410000 General Government							
410210	Administration						
	350 Professional Services	0.00	0.00	75,000.00	75,000.00	75,000.00	0 %
	Account Total:	0.00	0.00	75,000.00	75,000.00	75,000.00	0 %
410550	Adminstration						
	110 Salaries and Wages	43.44	221.64	2,880.00	2,880.00	2,658.36	8 %
	140 Employer Contributions	6.17	31.31	397.00	397.00	365.69	8 %
	350 Professional Services	0.00	496.69	0.00	0.00	-496.69	*** %
	730 Grants to Other Institutions	0.00	0.00	160,000.00	160,000.00	160,000.00	0 %
	Account Total:	49.61	749.64	163,277.00	163,277.00	162,527.36	0 %
	Account Group Total:	49.61	749.64	238,277.00	238,277.00	237,527.36	0 %
	Fund Total:	49.61	749.64	238,277.00	238,277.00	237,527.36	0 %
2987 Jean Thomas Park Beautification Fund							
460000 Culture and Recreation							
460430	Parks						
	212 Small Non-capitalized Equipment	0.00	0.00	3,500.00	3,500.00	3,500.00	0 %
	Account Total:	0.00	0.00	3,500.00	3,500.00	3,500.00	0 %
	Account Group Total:	0.00	0.00	3,500.00	3,500.00	3,500.00	0 %
	Fund Total:	0.00	0.00	3,500.00	3,500.00	3,500.00	0 %
4000 CAPITAL IMPROVEMENTS							
420000 Public Safety							
420100	Law Enforcement Services						
	940 Machinery & Equipment	0.00	0.00	80,000.00	80,000.00	80,000.00	0 %
	Account Total:	0.00	0.00	80,000.00	80,000.00	80,000.00	0 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
4000 CAPITAL IMPROVEMENTS							
420421	Fire Department - Facilities Station #1						
	930 Improvements Other than Buildings	0.00	0.00	11,500.00	11,500.00	11,500.00	0 %
	Account Total:	0.00	0.00	11,500.00	11,500.00	11,500.00	0 %
	Account Group Total:	0.00	0.00	91,500.00	91,500.00	91,500.00	0 %
430000	Public Works						
	430200 Road & Street Services						
	940 Machinery & Equipment	0.00	0.00	4,700.00	4,700.00	4,700.00	0 %
	Account Total:	0.00	0.00	4,700.00	4,700.00	4,700.00	0 %
	Account Group Total:	0.00	0.00	4,700.00	4,700.00	4,700.00	0 %
	Fund Total:	0.00	0.00	96,200.00	96,200.00	96,200.00	0 %
4001 Sidewalk Improvements							
430000	Public Works						
	430262 Sidewalks Improvements						
	950 Construction	0.00	0.00	15,000.00	15,000.00	15,000.00	0 %
	Account Total:	0.00	0.00	15,000.00	15,000.00	15,000.00	0 %
	Account Group Total:	0.00	0.00	15,000.00	15,000.00	15,000.00	0 %
	Fund Total:	0.00	0.00	15,000.00	15,000.00	15,000.00	0 %
4002 Fire Engine Capital Improvement							
420000	Public Safety						
	420460 Fire Department - Suppression						
	940 Machinery & Equipment	0.00	0.00	25,000.00	25,000.00	25,000.00	0 %
	Account Total:	0.00	0.00	25,000.00	25,000.00	25,000.00	0 %
	Account Group Total:	0.00	0.00	25,000.00	25,000.00	25,000.00	0 %
	Fund Total:	0.00	0.00	25,000.00	25,000.00	25,000.00	0 %
5210 WATER							
410000	General Government						
	410210 Administration						
	390 Other Purchased Services	0.00	7.41	0.00	0.00	-7.41	*** %
	Account Total:	0.00	7.41	0.00	0.00	-7.41	*** %
	Account Group Total:	0.00	7.41	0.00	0.00	-7.41	*** %
430000	Public Works						

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
5210 WATER							
430500	Water Utilities						
	210 Office Supplies & Materials	0.00	5.99	0.00	0.00	-5.99	*** %
	320 Printing, Duplicating, Typing &	0.00	111.39	0.00	0.00	-111.39	*** %
	350 Professional Services	0.00	11,435.00	0.00	0.00	-11,435.00	*** %
	Account Total:	0.00	11,552.38	0.00	0.00	-11,552.38	*** %
430510	Administration						
	110 Salaries and Wages	6,786.56	20,464.55	121,944.00	121,944.00	101,479.45	17 %
	120 Overtime Wages	0.00	0.00	4,867.00	4,867.00	4,867.00	0 %
	140 Employer Contributions	1,904.68	5,872.19	39,816.00	39,816.00	33,943.81	15 %
	210 Office Supplies & Materials	158.30	203.01	1,375.00	1,375.00	1,171.99	15 %
	212 Small Non-capitalized Equipment	0.00	0.00	500.00	500.00	500.00	0 %
	220 Operating Supplies	0.00	3.51	900.00	900.00	896.49	0 %
	230 Repair & Maintenance Supplies	0.00	0.00	200.00	200.00	200.00	0 %
	231 Gas, Oil, Diesel Fuel, Grease, etc.	317.16	536.88	2,400.00	2,400.00	1,863.12	22 %
	232 Motor Vehicle Repair & Maintenance	0.00	0.00	7,000.00	7,000.00	7,000.00	0 %
	311 Postage, Box Rent, etc.	45.00	333.50	2,006.00	2,006.00	1,672.50	17 %
	320 Printing, Duplicating, Typing &	363.00	376.99	493.00	493.00	116.01	76 %
	330 Publicity, Subscriptions & Dues	0.00	0.00	2,081.00	2,081.00	2,081.00	0 %
	335 Membership & Registration Fees	0.00	0.00	340.00	340.00	340.00	0 %
	340 Utility Services	142.29	152.77	2,249.00	2,249.00	2,096.23	7 %
	345 Telephone	0.00	25.00	0.00	0.00	-25.00	*** %
	350 Professional Services	15.00	3,807.15	9,004.00	9,004.00	5,196.85	42 %
	360 Repair & Maintenance Services	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
	370 Travel	14.25	14.25	2,000.00	2,000.00	1,985.75	1 %
	380 Training Services	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
	390 Other Purchased Services	19.00	29.66	0.00	0.00	-29.66	*** %
	500 Help 4 You Assistance	98.33	196.66	1,259.00	1,259.00	1,062.34	16 %
	510 Insurance	649.30	5,369.72	4,656.00	4,656.00	-713.72	115 %
	520 Premiums on Surety Bond	0.00	0.00	9.00	9.00	9.00	0 %
	940 Machinery & Equipment	0.00	0.00	9,405.00	9,405.00	9,405.00	0 %
	Account Total:	10,512.87	37,385.84	216,704.00	216,704.00	179,318.16	17 %
430530	Source of Supply & Pumping (Wells)						
	220 Operating Supplies	0.00	9.65	200.00	200.00	190.35	5 %
	230 Repair & Maintenance Supplies	0.00	1,781.78	2,200.00	2,200.00	418.22	81 %
	340 Utility Services	45.03	7,482.49	60,160.00	60,160.00	52,677.51	12 %
	350 Professional Services	0.00	17,718.97	20,000.00	20,000.00	2,281.03	89 %
	360 Repair & Maintenance Services	3.34	3.34	5,000.00	5,000.00	4,996.66	0 %
	510 Insurance	795.60	795.60	796.00	796.00	0.40	100 %
	910 Land	0.00	0.00	250,000.00	250,000.00	250,000.00	0 %
	930 Improvements Other than Buildings	1,233.74	1,233.74	750,000.00	750,000.00	748,766.26	0 %
	940 Machinery & Equipment	0.00	95,440.25	95,500.00	95,500.00	59.75	100 %
	Account Total:	2,077.71	124,465.82	1,183,856.00	1,183,856.00	1,059,390.18	11 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
5210 WATER							
430540	Purification and Treatment (Plant)						
	212 Small Non-capitalized Equipment	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
	220 Operating Supplies	1,071.20	4,321.26	14,000.00	14,000.00	9,678.74	31 %
	230 Repair & Maintenance Supplies	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	231 Gas, Oil, Diesel Fuel, Grease, etc.	0.00	0.00	200.00	200.00	200.00	0 %
	340 Utility Services	41.11	157.44	3,202.00	3,202.00	3,044.56	5 %
	350 Professional Services	0.00	60.00	870.00	870.00	810.00	7 %
	510 Insurance	2,292.51	2,292.51	2,293.00	2,293.00	0.49	100 %
	Account Total:	3,404.82	6,831.21	25,565.00	25,565.00	18,733.79	27 %
430550	Transmission & Distribution (Lines)						
	220 Operating Supplies	1,344.50	6,580.30	23,904.00	23,904.00	17,323.70	28 %
	230 Repair & Maintenance Supplies	0.00	551.58	0.00	0.00	-551.58	*** %
	340 Utility Services	0.00	114.54	1,712.00	1,712.00	1,597.46	7 %
	350 Professional Services	0.00	0.00	3,500.00	3,500.00	3,500.00	0 %
	360 Repair & Maintenance Services	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
	Account Total:	1,344.50	7,246.42	34,116.00	34,116.00	26,869.58	21 %
430640	Treatment and Disposal - Plants						
	220 Operating Supplies	0.00	4.98	0.00	0.00	-4.98	*** %
	Account Total:	0.00	4.98	0.00	0.00	-4.98	*** %
	Account Group Total:	17,339.90	187,486.65	1,460,241.00	1,460,241.00	1,272,754.35	13 %
	Fund Total:	17,339.90	187,494.06	1,460,241.00	1,460,241.00	1,272,746.94	13 %
5250 WATER BOND Principal & Interest							
490000	Debt Service Reserve						
490200	Revenue Bonds						
	610 Principal	0.00	2,658.42	35,237.00	35,237.00	32,578.58	8 %
	620 Interest	0.00	4,925.58	55,771.00	55,771.00	50,845.42	9 %
	Account Total:	0.00	7,584.00	91,008.00	91,008.00	83,424.00	8 %
	Account Group Total:	0.00	7,584.00	91,008.00	91,008.00	83,424.00	8 %
	Fund Total:	0.00	7,584.00	91,008.00	91,008.00	83,424.00	8 %
5310 SEWER							
430000	Public Works						
430510	Administration						
	210 Office Supplies & Materials	0.00	9.99	0.00	0.00	-9.99	*** %
	Account Total:	0.00	9.99	0.00	0.00	-9.99	*** %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
5310 SEWER							
430540	Purification and Treatment (Plant)						
	220 Operating Supplies	0.00	24.29	0.00	0.00	-24.29	*** %
	Account Total:	0.00	24.29	0.00	0.00	-24.29	*** %
430610	Administration						
	110 Salaries and Wages	6,786.77	20,464.11	120,993.00	120,993.00	100,528.89	17 %
	120 Overtime Wages	0.00	0.00	4,867.00	4,867.00	4,867.00	0 %
	140 Employer Contributions	1,904.68	5,872.21	38,397.00	38,397.00	32,524.79	15 %
	210 Office Supplies & Materials	158.28	192.99	1,375.00	1,375.00	1,182.01	14 %
	212 Small Non-capitalized Equipment	0.00	0.00	500.00	500.00	500.00	0 %
	220 Operating Supplies	0.00	3.51	1,356.00	1,356.00	1,352.49	0 %
	230 Repair & Maintenance Supplies	0.00	0.00	300.00	300.00	300.00	0 %
	231 Gas, Oil, Diesel Fuel, Grease, etc.	317.16	536.88	2,400.00	2,400.00	1,863.12	22 %
	232 Motor Vehicle Repair & Maintenance	0.00	0.00	7,000.00	7,000.00	7,000.00	0 %
	311 Postage, Box Rent, etc.	45.00	372.17	2,006.00	2,006.00	1,633.83	19 %
	320 Printing, Duplicating, Typing &	363.00	363.00	493.00	493.00	130.00	74 %
	330 Publicity, Subscriptions & Dues	0.00	0.00	133.00	133.00	133.00	0 %
	340 Utility Services	142.27	152.75	2,254.00	2,254.00	2,101.25	7 %
	350 Professional Services	15.00	4,470.71	9,004.00	9,004.00	4,533.29	50 %
	360 Repair & Maintenance Services	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
	370 Travel	0.00	0.00	1,650.00	1,650.00	1,650.00	0 %
	380 Training Services	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
	500 Help 4 You Assistance	210.60	421.20	2,696.00	2,696.00	2,274.80	16 %
	510 Insurance	720.63	5,207.49	4,530.00	4,530.00	-677.49	115 %
	520 Premiums on Surety Bond	0.00	0.00	9.00	9.00	9.00	0 %
	940 Machinery & Equipment	0.00	0.00	9,405.00	9,405.00	9,405.00	0 %
	Account Total:	10,663.39	38,057.02	214,568.00	214,568.00	176,510.98	18 %
430630	Collection & Transmission - Main Lines						
	220 Operating Supplies	0.00	0.00	100.00	100.00	100.00	0 %
	230 Repair & Maintenance Supplies	0.00	0.00	4,200.00	4,200.00	4,200.00	0 %
	340 Utility Services	0.00	0.00	258.00	258.00	258.00	0 %
	350 Professional Services	0.00	0.00	3,500.00	3,500.00	3,500.00	0 %
	360 Repair & Maintenance Services	0.00	0.00	9,000.00	9,000.00	9,000.00	0 %
	Account Total:	0.00	0.00	17,058.00	17,058.00	17,058.00	0 %
430640	Treatment and Disposal - Plants						
	220 Operating Supplies	0.00	23.77	4,200.00	4,200.00	4,176.23	1 %
	230 Repair & Maintenance Supplies	0.00	315.97	4,500.00	4,500.00	4,184.03	7 %
	231 Gas, Oil, Diesel Fuel, Grease, etc.	0.00	0.00	200.00	200.00	200.00	0 %
	340 Utility Services	110.56	3,811.04	54,690.00	54,690.00	50,878.96	7 %
	350 Professional Services	0.00	1,575.20	18,500.00	18,500.00	16,924.80	9 %
	360 Repair & Maintenance Services	399.00	403.29	10,000.00	10,000.00	9,596.71	4 %
	510 Insurance	10,032.11	10,032.11	10,032.00	10,032.00	-0.11	100 %
	940 Machinery & Equipment	869.00	869.00	0.00	0.00	-869.00	*** %
	Account Total:	11,410.67	17,030.38	102,122.00	102,122.00	85,091.62	17 %
	Account Group Total:	22,074.06	55,121.68	333,748.00	333,748.00	278,626.32	17 %
	Fund Total:	22,074.06	55,121.68	333,748.00	333,748.00	278,626.32	17 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
5350 SEWER BOND PRINCIPAL & INTEREST							
490000 Debt Service Reserve							
490200 Revenue Bonds							
	610 Principal	4,846.71	9,693.42	75,286.00	75,286.00	65,592.58	13 %
	620 Interest	10,947.29	21,894.58	114,242.00	114,242.00	92,347.42	19 %
	Account Total:	15,794.00	31,588.00	189,528.00	189,528.00	157,940.00	17 %
	Account Group Total:	15,794.00	31,588.00	189,528.00	189,528.00	157,940.00	17 %
	Fund Total:	15,794.00	31,588.00	189,528.00	189,528.00	157,940.00	17 %
5610 AIRPORT							
430000 Public Works							
430300 Airport							
	110 Salaries and Wages	642.03	1,250.18	7,878.00	7,878.00	6,627.82	16 %
	140 Employer Contributions	133.12	289.73	2,710.00	2,710.00	2,420.27	11 %
	210 Office Supplies & Materials	9.46	15.25	0.00	0.00	-15.25	*** %
	231 Gas, Oil, Diesel Fuel, Grease, etc.	0.00	0.00	400.00	400.00	400.00	0 %
	311 Postage, Box Rent, etc.	7.50	23.50	48.00	48.00	24.50	49 %
	320 Printing, Duplicating, Typing &	60.50	60.50	70.00	70.00	9.50	86 %
	330 Publicity, Subscriptions & Dues	0.00	0.00	50.00	50.00	50.00	0 %
	340 Utility Services	222.04	253.24	2,165.00	2,165.00	1,911.76	12 %
	350 Professional Services	0.00	188.29	3,983.00	3,983.00	3,794.71	5 %
	360 Repair & Maintenance Services	388.25	388.25	1,375.00	1,375.00	986.75	28 %
	370 Travel	0.00	0.00	250.00	250.00	250.00	0 %
	380 Training Services	0.00	0.00	150.00	150.00	150.00	0 %
	510 Insurance	1,176.81	1,403.67	2,719.00	2,719.00	1,315.33	52 %
	620 Interest	0.91	0.91	0.00	0.00	-0.91	*** %
	940 Machinery & Equipment	0.00	0.00	6,500.00	6,500.00	6,500.00	0 %
	Account Total:	2,640.62	3,873.52	28,298.00	28,298.00	24,424.48	14 %
	Account Group Total:	2,640.62	3,873.52	28,298.00	28,298.00	24,424.48	14 %
	Fund Total:	2,640.62	3,873.52	28,298.00	28,298.00	24,424.48	14 %
5620 Airport Project							
430000 Public Works							
430300 Airport							
	950 Construction	0.00	0.00	215,000.00	215,000.00	215,000.00	0 %
	Account Total:	0.00	0.00	215,000.00	215,000.00	215,000.00	0 %
	Account Group Total:	0.00	0.00	215,000.00	215,000.00	215,000.00	0 %
	Fund Total:	0.00	0.00	215,000.00	215,000.00	215,000.00	0 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
7120	FIREMEN'S DISABILITY						
510000	Miscellaneous						
510300	Other Unallocated Costs						
	780 Intergovernmental TRF to other	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
	Account Total:	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
	Account Group Total:	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
	Fund Total:	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
	Grand Total:	100,092.93	428,045.93	3,755,148.00	3,755,148.00	3,327,102.07	11 %

TOWN OF STEVENSVILLE
Cash Report
For the Accounting Period: 8/19

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
1000 GENERAL						
101000 Cash - Operating	287,427.25	5,759.43	6.00	0.00	39,791.34	253,401.34
2230 Ambulance						
101000 Cash - Operating	-5,629.88	0.00	0.00	0.00	365.70	-5,995.58
2250 PLANNING						
101000 Cash - Operating	1,088.32	0.00	0.00	0.00	72.98	1,015.34
2310 Tax Increment Finance District						
101000 Cash - Operating	190,268.83	0.00	0.00	0.00	447.94	189,820.89
2311 Targeted Economic Development District						
101000 Cash - Operating	7,276.55	0.00	0.00	0.00	0.00	7,276.55
2390 Drug Fines-Forfeitures Account						
101010 Cash - Investment / Savings	2,591.04	0.00	0.00	0.00	0.00	2,591.04
2394 BUILDING CODE ENFORCEMENT						
101000 Cash - Operating	112,645.80	8,925.50	0.00	0.00	2,174.13	119,397.17
2410 Dayton Lighting #1 District 55						
101000 Cash - Operating	4,312.16	0.00	0.00	0.00	0.00	4,312.16
2420 Peterson Addn Lighting #2 District 80						
101000 Cash - Operating	1,797.54	0.00	0.00	0.00	0.00	1,797.54
2430 Geo Smith Lighting #3 District 76						
101000 Cash - Operating	4,540.25	0.00	0.00	0.00	0.00	4,540.25
2440 Creekside Lighting #4 District 77						
101000 Cash - Operating	1,092.89	0.00	0.00	0.00	737.34	355.55
2450 Twin Creeks Lighting #5 District						
101000 Cash - Operating	4,289.44	0.00	0.00	0.00	0.00	4,289.44
2810 POLICE TRAINING & PENSION						
101000 Cash - Operating	8,205.26	0.00	0.00	0.00	112.15	8,093.11
2820 GAS APPORTIONMENT TAX						
101000 Cash - Operating	2,868.71	0.00	0.00	0.00	0.00	2,868.71
102000 Cash - Restricted	89,865.21	0.00	0.00	0.00	0.00	89,865.21
Total Fund	92,733.92					92,733.92
2821 BaRSAA (HB 473)						
101000 Cash - Operating	13,411.94	0.00	0.00	0.00	0.00	13,411.94
2889 Heyer Foundation Grant						
101000 Cash - Operating	530.16	0.00	0.00	0.00	295.00	235.16
2916 COPS Grant						
101000 Cash - Operating	1,348.92	0.00	0.00	0.00	0.00	1,348.92
2940 Economic Development						
101000 Cash - Operating	29,058.52	0.00	0.00	0.00	14,548.47	14,510.05
2987 Jean Thomas Park Beautification Fund						
101000 Cash - Operating	75,000.00	0.00	0.00	0.00	0.00	75,000.00
4000 CAPITAL IMPROVEMENTS						
101000 Cash - Operating	87,266.59	0.00	0.00	0.00	0.00	87,266.59
4001 Sidewalk Improvements						
101010 Cash - Investment / Savings	52,569.98	0.00	0.00	0.00	0.00	52,569.98
4002 Fire Engine Capital Improvement						
101000 Cash - Operating	10,000.00	0.00	0.00	0.00	0.00	10,000.00

TOWN OF STEVENSVILLE
Cash Report
For the Accounting Period: 8/19

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
102000 Cash - Restricted	17,519.64	0.00	0.00	0.00	0.00	17,519.64
Total Fund	27,519.64					27,519.64
5210 WATER						
101000 Cash - Operating	612,448.91	38,183.06	640.00	0.00	148,067.81	503,204.16
102000 Cash - Restricted	2,551.51	0.00	0.00	0.00	0.00	2,551.51
102110 Cash - Restricted for	362,028.00	0.00	0.00	0.00	0.00	362,028.00
102220 Cash - Restricted for future	91,008.00	0.00	0.00	0.00	0.00	91,008.00
102240 Cash - Restricted for	169,000.00	0.00	0.00	0.00	0.00	169,000.00
Total Fund	1,237,036.42	38,183.06	640.00		148,067.81	1,127,791.67
5250 WATER BOND Principal & Interest						
101000 Cash - Operating	328,550.05	16,827.06	428.38	0.00	0.00	345,805.49
5310 SEWER						
101000 Cash - Operating	118,160.82	30,034.85	712.63	0.00	23,501.75	125,406.55
102000 Cash - Restricted	302,283.44	0.00	0.00	0.00	0.00	302,283.44
Total Fund	420,444.26	30,034.85	712.63		23,501.75	427,689.99
5350 SEWER BOND PRINCIPAL & INTEREST						
101000 Cash - Operating	216,248.86	19,755.72	804.17	15,794.00	0.00	221,014.75
5610 AIRPORT						
101000 Cash - Operating	20,531.22	11,633.90	0.00	0.00	2,049.63	30,115.49
101010 Cash - Investment / Savings	92,263.58	0.00	0.00	0.00	0.00	92,263.58
101104 CD's - Airport - Farmers	17,018.29	0.00	0.00	0.00	0.00	17,018.29
Total Fund	129,813.09	11,633.90			2,049.63	139,397.36
5620 Airport Project						
101000 Cash - Operating	-28,410.61	0.00	0.00	0.00	0.00	-28,410.61
7120 FIREMEN'S DISABILITY						
101000 Cash - Operating	3.15	0.00	0.00	0.00	0.00	3.15
7910 PAYROLL FUND						
101000 Cash - Operating	43,304.57	0.00	42,487.90	29,756.99	0.00	56,035.48
7930 CLAIMS FUND						
101000 Cash - Operating	250,523.13	0.00	187,085.16	6,565.32	0.00	431,042.97
Totals	3,596,858.04	131,119.52	232,164.24	52,116.31	232,164.24	3,675,861.25

*** Transfers In and Transfers Out columns should match. There are a couple exceptions to this: 1) Canceled Electronic Checks and 2) Payroll Journal Vouchers that include local deductions set up with receipt accounting. Please see cash reconciliation procedure in manual or call for more details.

Item Attachment Documents:

- e. Police Department Report

**TOWN OF STEVENSVILLE
POLICE DEPARTMENT ACTIVITY REPORT
September 12th, 2019**

MONTHLY REPORT:

Creamery Picnic festivities went well, thank you to the Town of Stevensville, Civic Club, Community Members and Volunteers for a successful event. Looking forward to next year!

Chief Marble attended a Threat Management Training in Bozeman, MT August 26th-27th. The training was sponsored by Montana State University Police Department and proved to be a great asset to the department. The benefit to participants in this training was to provide direction and guidance on how to conduct targeted violence threat assessments and to initiate threat management operations.

The police department has received multiple applications for the School Resource Officer position, gathering additional documents and holding interviews will take place during the months of September and October. Officer Teniente is filling in as the SRO until a replacement is hired.

POLICE DEPARTMENT STATISTICS:

August 2019

Calls for Service: **54**

Incidents created from these calls for service: **15**

Thefts, City Ordinance Violations, PFMA's, Traffic Accidents, Disturbance, General.

Item Attachment Documents:

- f. Public Works Report

**TOWN OF STEVENSVILLE
PUBLIC WORKS ACTIVITY REPORT
September 12th, 2019**

UTILITIES REPORT

Water Production

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	31,492,000	

- ♣ Well #7 on line, smaller pump installed (75hp)
- ♣ 3 Service leaks repaired
- ♣ Water meter repairs
- ♣ Monthly and Yearly water samples were taken and the State Reports sent
- ♣ Value Box repair AIC-way

Waste Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	6,642,000	6,800,000

- ♣ Monthly and Weekly sewer samples, EPA & State reports sent.
- ♣ Drying beds cleaned of sludge and refilled.
- ♣ Water and Sewer inspected for new homes.
- ♣ Water and Sewer Taps for new home on Mission ST.

STREETS & TRANSPORTATION

- ♣ Street sweeping on Park St and the cross walks were repainted.

CEMETERY'S

- ♣ Opened and Closed 2 graves in Maplewood cemetery

PARK MAINTENANCE

- ♣ Weed control and mowing was done in the parks.
- ♣ The pool will close this month and we will need to prep for winterizing

Item Attachment Documents:

- a. Letter from Bent & Beverly Laursen

received
8/22/19
@ellA

August 16, 2019

I am appalled at the idea of building all the low income rentals, RIGHT BEHIDE OUR HOUSE! We have neighbors who include deer, turkey, racoon, & bear, who pass through our neighborhood regular, which if the housing is allowed the natural neighbors will no longer be.

Also I see many stand pipes on the proposed land. We have an irrigation well here, the standing water in the well, now August 12, is 4 1/2 feet down, in the spring its much higher, I put in a fence this spring, I dug down about 3 feet and hit mud. Which means water is not far away. If for some reason this project is ok by the county commissioners for a septic, We will be forced to sue the County Sanitation Dept. because we know it it will not pass perk legally do to regulation, and mis represetion of the true facts. Our city sewer system, and water system is already at its max. Why should I be forced to pay for upgrades in taxes. Why was this project refused in both Darby and Hamilton? Why is it here in Stevensville now. If you the commissioners don't stop this project and protect the tax payers of this county we will have no recourse than to file a lawsuti against everyone involved.



Bent & Beverly Laursen

102 Winslett Ave

Stevensville MT 59870

Item Attachment Documents:

- a. Discussion/Decision: Performing a special audit from the time April left employment until now (Holcomb/Vick)

received
8-29-19 9:00 A.M

AGENDA ITEM _____

___ Unfinished ___ New Business

To Be Submitted BEFORE Noon on the Thursday before the Council Meeting

Submission Date ___ - ___ - ___ Time: _____

Person Submitting the Agenda Item Mayor ___ Yes ___ No

Council Member Submitting the Agenda Item Request? Name Robin Holcomb Initial RH

2nd Council Member Submitting the Agenda Item Request? Name [Signature] Initial DK

If you are a Citizen is Submitting the Agenda Item Request please print your Name _____

Citizen's Contact Phone Number _____ Citizen's email address _____

Requested Council Meeting Date for Item: 9-12-19

Agenda Topic: Discussion/Decision

Performing a special audit from the time April left employment until now.

Backup Documents Attached Yes ___ No

If no, why not? _____

Approved/Disapproved, If Approved, Meeting Date for Consideration ___ - ___ - ___

Mayor Signature _____ Date ___ - ___ - ___

Requestor Contacted Date ___ - ___ - ___ Time _____ by Whom _____

If this request is disapproved, please list the date it will be placed before the council. Date ___ - ___ - ___

If the request is not valid, please annotate the reason it is not a valid item for consideration.

Audit during the time Mayor was doing payroll

Dan Whitesitt <skibumin1@yahoo.com>

Mon 8/26/2019 11:31 AM

To: Steve Gibson <steve@townofstevensville.com>; Robin Holcomb <robin@townofstevensville.com>; Patrick Shourd <patrick@townofstevensville.com>; Dempsey Vick <dempsey@townofstevensville.com>; Brandon E. Dewey <brandon@townofstevensville.com>;

Dear Town Council and Mayor,

I am requesting as a citizen of the Town of Stevensville to have an Audit done during the time Mayor Dewey was handling payroll in the last few months. Mainly to protect Mayor Dewey from any potential accusations of wrong doing but also to protect the Town of Stevensville. During the time that April left employment of the Town of Stevensville, Mayor Dewey took over doing payroll and from what I understand he did not have the President of the Council review payroll. This will through up many red flags to the auditors for the next audit. Even if Mayor Dewey had another employee review the payroll this is not how it should have been handled. In the future, the Mayor should not be in this roll as payroll clerk/mayor. What should have been done is the Town should have hired an outside Accounting firm to perform these duties. The other thing that should be checked is any adjustments done to the accounting software Black Mountain. Black Mountain can go back and review any of the transactions that took place during the Mayors time in this position. I am not sure what permissions Mayor Dewey has/had or currently has but he should not have any ability to make adjustments to any of the functions in Black Mountain Software, I think he should only have read only, for his protection.

Again, this is to protect Mayor Dewey. There needs to be a checks and balances in any Government entity. No one person should have full control.

Thank you for your time,

Dan Whitesitt
406-370-5888

Summary of all Fund Expenditures by Object

Fund	Personal Services			Operating & Maintenance			Capital Outlay			Transfers			Total
1000 GENERAL													
2230 Ambulance													
2250 PLANNING													
2310 Tax Increment Finance District													
2311 Targeted Economic Development District													
2390 Drug Fines-Forfeitures Account													
2394 BUILDING CODE ENFORCEMENT													
2410 Dayton Lighting #1 District 55													
2420 Peterson Addn Lighting #2 District 80													
2430 Geo Smith Lighting #3 District 76													
2440 Creekside Lighting #4 District 77													
2450 Twin Creeks Lighting #5 District													
2810 POLICE TRAINING & PENSION													
2820 GAS APPORTIONMENT TAX													
2821 BARGAA (HB 473)													
2889 Heyer Foundation Grant													
2940 Economic Development													
2987 Jean Thomas Park Beautification Fund													
4000 CAPITAL IMPROVEMENTS													
4001 Sidewalk Improvements													
4002 Fire Engine Capital Improvement													
5210 WATER													
5250 WATER BOND Principal & Interest													
5310 SEWER													
5350 SEWER BOND PRINCIPAL & INTEREST													
5610 AIRPORT													
5620 Airport Project													
7120 FIREMEN'S DISABILITY													
Total:													

238,277
3,500 -- 1500.00

Item Attachment Documents:

- b. Discussion/Decision: Rescinding Mayor's compensation \$25 (Holcomb/Gibson)

received
8-29-19 9:00 A.M

AGENDA ITEM _____

___ Unfinished ___ New Business

To Be Submitted BEFORE Noon on the Thursday before the Council Meeting

Submission Date ___ - ___ - ___ Time: _____

Person Submitting the Agenda Item Mayor ___ Yes ___ No

Council Member Submitting the Agenda Item Request? Name Robin Holcomb Initial RH

2nd Council Member Submitting the Agenda Item Request? Name Steve Zai Initial S.Z.

If you are a Citizen is Submitting the Agenda Item Request please print your Name _____

Citizen's Contact Phone Number _____ Citizen's email address _____

Requested Council Meeting Date for Item: 9-12-19

Agenda Topic: Discussion/Decision

Rescinding Mayor's compensation \$25

Backup Documents Attached Yes ___ No

If no, why not? _____

Approved/Disapproved, If Approved, Meeting Date for Consideration ___ - ___ - ___

Mayor Signature _____ Date ___ - ___ - ___

Requestor Contacted Date ___ - ___ - ___ Time _____ by Whom _____

If this request is disapproved, please list the date it will be placed before the council. Date ___ - ___ - ___

If the request is not valid, please annotate the reason it is not a valid item for consideration.

MONTANA CODE ANNOTATED 2015

IMPORTANT

THIS IS NOT THE MOST CURRENT MCA
THE 2017 MCA IS AVAILABLE HERE.
PLEASE UPDATE YOUR BOOKMARKS.

[Previous Section](#) [MCA Contents](#) [Part Contents](#) [Search](#) [Help](#) [Next Section](#)

2-2-104. Rules of conduct for public officers, legislators, and public employees. (1) Proof of commission of any act enumerated in this section is proof that the actor has breached the actor's public duty. A public officer, legislator, or public employee may not:

(a) disclose or use confidential information acquired in the course of official duties in order to further substantially the individual's personal economic interests; or

(b) accept a gift of substantial value or a substantial economic benefit tantamount to a gift:

(i) that would tend improperly to influence a reasonable person in the person's position to depart from the faithful and impartial discharge of the person's public duties; or

(ii) that the person knows or that a reasonable person in that position should know under the circumstances is primarily for the purpose of rewarding the person for official action taken.

(2) An economic benefit tantamount to a gift includes without limitation a loan at a rate of interest substantially lower than the commercial rate then currently prevalent for similar loans and compensation received for private services rendered at a rate substantially exceeding the fair market value of the services. Campaign contributions reported as required by statute are not gifts or economic benefits tantamount to gifts.

(3) (a) Except as provided in subsection (3)(b), a public officer, legislator, or public employee may not receive salaries from two separate public employment positions that overlap for the hours being compensated, unless:

(i) the public officer, legislator, or public employee reimburses the public entity from which the employee is absent for the salary paid for performing the function from which the officer, legislator, or employee is absent; or

(ii) the public officer's, legislator's, or public employee's salary from one employer is reduced by the amount of salary received from the other public employer in order to avoid duplicate compensation for the overlapping hours.

(b) Subsection (3)(a) does not prohibit:

(i) a public officer, legislator, or public employee from receiving income from the use of accrued leave or compensatory time during the period of overlapping employment; or

(ii) a public school teacher from receiving payment from a college or university for the supervision of student teachers who are enrolled in a teacher education program at the college or university if the supervision is performed concurrently with the school teacher's duties for a public school district.

(c) In order to determine compliance with this subsection (3), a public officer, legislator, or public

position. The Mayor requested a 10 minute recess to consult in the attorney on how to proceed, council will continue @ 8:00pm.

Mayor Dewey resumed the council meeting and he, indeed contacted the attorney during the break for direction. The attorney believes that we can re-advertise for the position. Council reassured that they will be following council rules, dating the new posting with tomorrow's date because of the time this evening.

Council member Michalson continued with making a motion to re-advertise council seat for Ward 2, vacated by council member Phillips. Council member Holcomb Seconded the motion. Mayor Dewey called for public comment

Jan Perrin, 503 Charlos

Jan was concerned about re-advertisement

Mayor Dewey called for the vote, Council member Barker "Aye," Holcomb "Aye," Michalson "Aye." The motion passed with a 3-0 vote.

10. New Business

a. Bid Opening – Auditor Proposal

Mayor Dewey presented one proposal for auditing purposes from the current auditor, Armstrong & Associates. The audit would cover the fiscal year ending in June 30,2021. The audit would commence January 2022 with submitting the final audit June 2022 with a price of \$15,000.00.

b. Bid Opening – Town Attorney Proposals

Mayor Dewey presented 2 proposals to the council, consisting of current attorney, Brian West, with a bid of \$105.00 per hour. The second bid was from attorney, Scott Owens, with a bid of \$80.00 an hour, plus \$250 monthly for insurance and training.

c. Discussion/decision: Temporary appointment of a Town Councilmember to fulfill the duties of Town Clerk relating to Council meetings and the taking of minutes.

The Town Clerk's duties, as far as writing up council minutes temporarily, are allowed to be filled by a council member at the time of council if no Town Clerk staff is available. After discussion, Council is interested in any staff available to write up the meeting minutes, even if this includes overtime.

d. Discussion/Decision regarding temporary compensation for administration during the Finance Officer and Town Clerk recruitment, hiring and onboarding

Mayor Dewey explained to the council that the applications for Finance Officer are due May 31st, while the applications for Town Clerk are due 2 weeks after that, June 7th. He continued to explain that office staff will be short for the next several weeks. The mayor explained to the council that someone needs to handle the recruitment, hiring and training of the new office staff. He explained that someone needs to be compensated for the work expected at Town Hall. After much conversation between the council and mayor, as to why it is reasonable to pay someone for the work being done, the compensation requested by the mayor is: current compensation for Mayor, with an additional \$25 per hour for the financial Officer and Town Clerk, including the current work being done, as well as training the new hires for the positions.

Mayor Dewey asked for any public comments:

Few public comments on approaching a past employee about potential, temporary job interest, which would also include training.

Motion on the floor is to increase the Mayor's compensation \$25 with the absence of the Finance Office and Town Clerk for the recruitment, hiring and onboarding, not to exceed 30 hrs per week. Council member Holcomb then Seconded the motion.

Mayor Dewey called for the vote starting with Council member Holcomb "No," Michalson "No," Barker "Aye" The motion failed with a 2-1 vote.

The Mayor refused to do "free work" in which the council expects to be done without compensation. The council wants Town Hall to be open and staffed, and the bills to be paid, yet there is no one to do the work other than the mayor.

Revote: Council member Holcomb "Aye," Barker "Aye," Michalson "No." The motion passed with a 2-1 vote.

- e. Discussion: Interview of applicants for Ward 2 Councilmember vacancy
- f. Discussion/decision - appoint a candidate to fill the vacant Ward 2 Council position
- g. Discussion/decision: Special Event and Alcohol Use Permit for Western Heritage Day

The town event is planned for June 29th. Vendors will be on West 3rd. The event volunteer coordinators are requesting permission from the the town to allow alcohol open-beverages on East 3rd St. which will be fenced off and security will be on the premises. They are also requesting the approval of fireworks afterward. After speaking with the Fire Chief, he didn't see any danger with this. Council member Barker made a motion to approve the special event permit for Stevensville Heritage Days, including alcohol use and a fireworks display, with the approval that Fire Chief Motley signs off on the fireworks display. Council member Holcomb Seconded the motion.

Mayor Dewey called for public comment

Chief Motley explained to the council that he is fully certified to set off these particular fireworks.

Discussion on The Bitterroot Star sponsoring Heritage Days this year and private security has always been hired for the beer garden area.

Mayor Dewey called for the vote starting with Council member Holcomb "Aye," Michalson "Aye," Barker "Aye." The motion Passed unanimously with a 3-0 vote.

11. Executive Report

Mayor Dewey explained that Laura Miller was hired as the Deputy Clerk and will begin training on all the utility billing for the next few months by Denise Philley. The plumbing and electrical has been completed in the park restrooms, and other fixtures have been ordered. There is now LED lighting in the restrooms. The pool heater will be installed by a plumber; Shooting for a June 10th opening day for the pool. Melissa Henderson has been hired as the pool manager. With the resignation of the Financial Officer, the budget will take longer this year. Public input on the budget will be approached a little differently this year. Community Clean-up was held April 28th. The kiosk is well underway as a project and will be a successfully executed project in the near future. Public Works is working diligently on getting the cemetery ready for Memorial Day. The Finance Officer position has been posted, applications are due 31st, no applications have been received to date. The vacant Town Clerk position has not received any inquiries as well. A special events permit was issued in the beginning of the month for the Farmer's Market. Chief Marble's work is appreciated for Officer Palmer's return yesterday, including the town's compassion. The Mayor is proud and grateful for a community such as Stevensville. The Mayor encourages for citizens to review the budget. The Mayor ended on referencing to a hockey game, the interviews after the game included players not necessarily losing the game to the last score but loosing because of performance in the previous 3 periods of the game. In life, sometimes we get screwed and loose, but if we move on to compete, perfecting our game, we can move on to play at the Stanley Cup.

12. Town Council Comments

13. Board Report

Council member Michalson commented on behalf of the airport board report. New hangars and taxing ways were discussed.

Executive Supplement

The attached documents were not included with the original agenda submission but have been added as supplemental and additional information relative to the agenda materials.

First In Montana - 1841

TOWN OF STEVENSVILLE

P.O. Box 30
Stevensville, MT 59870
406-777-5271

Home of Historic
Fort Owen and St. Mary's Mission

June 10, 2019

Mayor Brandon Dewey

Council President Bob Michalson

Town Hall
PO Box 30
Stevensville, MT 59870

VIA: Email to: mayor@townofstevensville.com
bob@townofstevensville.com

RE: Mayor Compensation Request

This memo is in response to the Council President's May 29th request to review action taken by the Council on the Mayor's compensation request.

As brief background, both the Town Clerk and Treasurer have resigned. The Mayor requested temporary compensation from the Town to cover the additional time spend covering the tasks normally assigned to the clerks. This compensation would be in addition to the \$800 monthly stipend the Mayor already collects. By a 2 to 1 vote, the Council approved additional compensation at a rate of \$25 per hour, up to 30 hours per month.

You specifically request a response whether the allocation is a violation of either Montana Code Annotation §2-1-104 or the Doctrine of Incompatible Offices or both.

Short Answer

The temporary compensation increase request and approval appears to be limited to the Mayor's existing position. The Council had authority to approve the compensation request pursuant to MCA §7-4-4103(5) and SMC §2-57. Because the Mayor's position remains unchanged it is not a violation of MCA §2-1-104(3), nor does he currently occupy the position of clerk or treasurer and therefore the Doctrine of Incompatible Offices is not implicated. Despite that finding, compensation should be handled as either an ordinance or a resolution pursuant to MCA §7-4-4201.

Legal Support

For a municipality that is designated as a Town, State and local law require, as executive officers, a mayor and a chief of police. Mont Code Ann. [§7-4-4103\(1\)](#) & SMC [§2-112](#). Remaining support officers are permissive. *Id.* Stevensville has elected to provide for a clerk, a treasurer, and deputy clerks. The mayor remains the chief executive officer charged with "...perform[ing] such other duties as may be prescribed by law or by resolution or ordinance of the council." SMC [§2-24\(16\)](#). The Town Council has the authority to set compensation for officers. Stevensville Municipal Code [§2-57](#) and MCA [§7-4-4103\(5\)](#). Further state law provides that salaries and compensation of officers shall be set by ordinance or resolution. MCA [§7-4-4201](#). And the Town, with general powers, is authorized to "...exercise powers not inconsistent with law necessary for the effective administration of authorized services and functions." MCA [§7-1-4124\(24\)](#).

State law prohibits an officer from receiving compensation for two roles at the same time. [§2-1-104\(3\)](#) reads:

- (a) Except as provided in subsection (3)(b), a public officer, legislator, or public employee may not receive salaries from two separate public employment positions that overlap for the hours being compensated, unless:
 - (i) the public officer, legislator, or public employee reimburses the public entity from which the employee is absent for the salary paid for performing the function from which the officer, legislator, or employee is absent; or
 - (ii) the public officer's, legislator's, or public employee's salary from one employer is reduced by the amount of salary received from the other public employer in order to avoid duplicate compensation for the overlapping hours.

The exceptions contained within [§2-1-104\(3\)\(b\)](#) are not relevant to your request and will not be reviewed.

The Doctrine of Incompatible Offices prohibits an officer from occupying two positions deemed incompatible - generally simultaneously occupying an office that is subordinate to the primary office.¹ The surrounding law is more thoroughly discussed in my opinion to the Town concerning the Mayor serving as a volunteer firefighter being incompatible and the May 4, 2018 Attorney General Opinion confirming that position.

¹ *State ex rel. Klick v. Wittmer*, 50 Mont. 22 (1914).

Discussion

The Council's vote and decision of May 23rd reflects intent, not to place the Mayor in the position of the departed clerk or treasurer's position, but to alter his compensation as the Chief Executive and on a temporary basis. This stems from the very insistent request by the Mayor. I did not have minutes from the meeting to review and so I reviewed the audio itself. The times in the footnotes are approximations.

The matter was taken up as new business Agenda Item D and under the title "Discussion/Decision regarding temporary compensation for administration during the Finance Officer and Town Clerk recruitment, hiring and onboarding."²The Mayor makes a statement that he needs additional compensation to fulfill the administrative task that the departed clerks traditionally did and he asks for "temporary compensation" or proposed alternatives from the council for completing the work.³ Upon inquiry from the Council about whether the Mayor could fulfill both the position of Mayor and the Clerk, the Mayor responded that he was not seeking appointment to the clerks' positions.⁴ Repeatedly, the Mayor states the compensation is a temporary increase until the replacement positions are filled.⁵ A motion was made and seconded to give our Mayor temporary compensation of \$25 per hour for administration during the clerk/treasurer onboarding and not to exceed 30 hours a week."⁶ The first vote failed on a 2:1 vote,⁷ but ultimately was approved on a 2:1 vote after a Motion to reconsider.⁸

The Council's has clear authority to set compensation for the Mayor (as well as other officials). There is no limiting language is the means used to compensate a given position under the relevant state law and local ordinance, meaning that the Council can temporary increase compensation. The one issue that does arise is that the action more appropriately should have been done as a resolution or ordinance, with a resolution being more appropriate for the action taken.

Because the Mayor did not request appointment to the existing clerks' positions and the council did not place him in the roles - again temporarily increasing the compensation for the role of Mayor - it does not appear that the Mayor will be drawing "salaries from two separate public employment positions" as contemplated by MCA §1-1-104(3). The Mayor has stated he will be coming into the office for additional hours that the Mayor traditionally has not appeared for which weighs against the "overlap" also considered in the statute.

² The discussion on the audio begins at approximately 1:15:40.

³ 1:18:18

⁴ 1:19:25

⁵ Example at 1:24:00

⁶ 1:27:50

⁷ 1:38:45

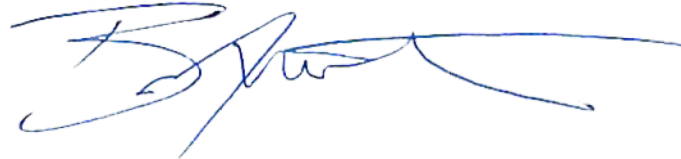
⁸ 1:39:52

Lastly, based on state and local law, there is no requirement that the Town have the roles of clerk or treasurer. Nothing about this suggests that the Town should consider those positions non-essential, given this circumstance shows the valuable work the officers provide for the Town. That said it is conceivable that the Town could be composed to operate without either positions staffed, which would likely leave the Mayor to fulfill the duties. The Council has provided for additional clerk positions and the best characterization I can make of the situation temporarily re-allocated the duties those positions back to the Mayor with appropriate compensation by SMC [§2-24\(16\)](#).

Conclusion

Again, the appropriate procedure would be to set out the duties and compensation as a resolution and reflecting the temporary nature, however given the language of the Mayor's request and the language of the approved Council action, I do not find the temporary, additional compensation allocated to the Mayor at the May 23rd meeting to be a violation of MCA §2-1-104(3) or the Doctrine of Incompatible Offices.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brian J. West", with a long horizontal flourish extending to the right.

Brian J. West
Town Attorney

Ad-Hoc Executive Compensation Committee

Final Report

The Ad-Hoc Executive Compensation Committee was formed at the direction of the Stevensville Town Council in November of 2014, for the purpose of reviewing the Mayor's compensation and making recommendations to council for current and future Mayors. Two Council Members were chosen by mutual agreement of the council and each councilperson chose a member of the public to serve on the committee as well.

The members of the committee were:

Tim Hunter, Ward 1 Councilperson, Committee Chair
Jim Crews, Ward 2 Councilperson, Secretary
Bill Anderson, Citizen chosen by councilperson Bill Perrin
Bob Summers, Citizen chosen by councilperson Jim Crews
Eddie Olwell, Citizen chosen by councilperson Tim Hunter
Raymond Smith, Citizen chosen by councilperson Robin Holcomb

The inaugural meeting of the committee on November 10, 2014, was facilitated by Dan Clark of the MSU Local Government Center. Dan provided lots of information regarding Montana State law relating to mayoral duties and responsibilities and also gave guidance as to the format and conduct of the subsequent meetings. At the first meeting Tim Hunter was elected as the committee chairperson and Jim Crews was elected as the Secretary. The following committee ground rules were agreed upon and formally adopted at the next meeting:

1. Use Robert's Rules of order
2. Discuss the position, not the person
3. One person speaks at a time, to be recognized by the chair
4. Committee members actively engage and participate

The Committee met seven times:

1. November 10, 2014
2. December 8, 2014,
3. January 5, 2015,
4. January 21, 2015
5. February 9, 2015,
6. February 23, 2015
7. March 18, 2015.

Meetings were recorded and minutes were taken and approved by the committee at each subsequent meeting.

The major considerations and activities of the committee are summarized in the following bullet points.

- The current executive compensation includes a \$400/month honorarium plus \$1,200/month salary, for a total of \$1,600/month or \$19,200/year.

- The committee reviewed Mayor and City Manager job descriptions and salaries for Montana communities, concentrating on communities of similar size to Stevensville.
- The committee reviewed salary surveys for all mayors in Montana.
- The committee looked extensively at mayoral duties according to the Montana Code Annotated and developed a spreadsheet or “matrix” of duties and responsibilities specific to the form of government chosen in the Town of Stevensville.
- The committee researched and reviewed all Town ordinances and resolutions for references to mayoral duties and any information regarding executive compensation.
- The committee reviewed all job descriptions for employees of the Town of Stevensville and the Town’s organizational charts.
- The committee interviewed the current Mayor and the President of the Stevensville Town Council to receive input on the current actual job duties and responsibilities.
- The committee developed a job description for the Mayor, which was reviewed by the current mayor and the human resources manager for the Town of Stevensville.
- All committee meetings were noticed to the public and public comment was solicited and received at each meeting.

Work Products of the committee are:

1. Matrix of Mayoral Duties and Responsibilities
2. Mayor’s job description. The job description should be made available to all mayoral candidates and the expectation of a minimum commitment of 20 hours per week should be communicated.
3. The executive compensation recommendation which follows.

The following three options for executive compensation are provided to the Stevensville Town Council for their consideration:

1. Raise the honorarium from \$400/month to \$800/month. An additional salary of between \$200/month and \$800/month should be paid when special projects that require additional attention from the Mayor are underway.
2. Leave the compensation as it is now, \$400/month honorarium plus \$1,200/month salary.
3. Provide a budget of \$20,000/year for executive compensation. If the Mayor is able to devote at least the minimum of 20 hours/week, all of the budget would be used to compensate the Mayor. If not, the Mayor’s salary would be reduced and a portion of the budget would be used to hire a part-time assistant. The total compensation for both positions would not exceed \$20,000/year.

Item Attachment Documents:

- c. Discussion/Decision: Re-scheduling the 9/26/2019 Regular Meeting to 9/24/2019



Stevensville Town Council Meeting

Agenda Item Request

To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	9/12/2019
Agenda Topic:	Discussion/Decision: Re-scheduling the 9/26/2019 Regular Meeting to 9/24/2019
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	09/12/2019
Notes:	



**TOWN COUNCIL
Council Communication**

**Regular Meeting
September 12, 2019**

Agenda Item: 9c, New Business

Discussion/Decision: Re-scheduling the 9/26/2019 Regular Meeting to 9/24/2019

Other Council Meetings

Exhibits

This agenda item provides Council with the ability to reschedule the September 26th Town Council Meeting to September 24th to accommodate the absence of the Mayor & Clerk.

Background:

The Town Council has a regularly scheduled meeting on September 26, 2019. Both Mayor Dewey and Town Clerk Monica Hoffman are scheduled to be out of the office beginning September 25th and returning to the office September 30th. Due to these scheduled absences, the administration is requesting the council meeting be rescheduled so that Mayor & staff are present to facilitate the meeting.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): Do not reschedule the meeting

MOTION

I move to: Re-schedule the 9/26/2019 Regular Meeting to 9/24/2019 at 7:00pm

Item Attachment Documents:

- d. Discussion/Decision - Federal Aeronautics Administration (FAA) Grant Agreement for Stevensville Airport Pavement Reconstruction Project



Stevensville Town Council Meeting

Agenda Item Request

To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	9/12/2019
Agenda Topic:	Discussion/Decision - Federal Aeronautics Administration (FAA) Grant Agreement for Stevensville Airport Pavement Reconstruction Project
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	09/12/2019
Notes:	

Agenda Item: 9d, New Business

Discussion/Decision: Discussion/Decision - Federal Aeronautics Administration (FAA) Grant Agreement for Stevensville Airport Pavement Reconstruction Project

Other Council Meetings

Exhibits

This agenda item provides Council with the ability to approve the FAA Grant Agreement for the Stevensville Airport Pavement Reconstruction Project.

Background:

The Federal Aeronautics Administration (FAA) has made grant funding available to the Stevensville Municipal Airport to complete reconstruction of apron & taxiway pavement and install a mid-field taxiway to the runway. These projects have already had the engineering completed, so they are considered “shovel ready” when funds for construction are available.

The Airport Fund will provide the match for the project. The project is broken out into segments so that portions of the larger scope can be completed depending on the final availability of funding.

As of agenda publication, the FAA had not had the agreement prepared, but anticipates a draft to be provided to the Council in time for the September 12th meeting.

Board/Commission Recommendation: **Applicable** - **Not Applicable**

The Airport Board recommends the completion of the reconstruction project at the airport.

Alternative(s): Do not approve a Federal Aeronautics Administration (FAA) Grant Agreement for Stevensville Airport Pavement Reconstruction Project

MOTION

I move to: Approve the Federal Aeronautics Administration (FAA) Grant Agreement for Stevensville Airport Pavement Reconstruction Project.

Item Attachment Documents:

- e. Discussion/Decision: Morrison-Maierle Task Order #3, Construction Management & Closeout for Stevensville Airport Pavement Reconstruction Project



Stevensville Town Council Meeting

Agenda Item Request

To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	9/12/2019
Agenda Topic:	Discussion/Decision: Morrison-Maierle Task Order #3, Construction Management & Closeout for Stevensville Airport Pavement Reconstruction Project
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	09/12/2019
Notes:	

Agenda Item: 9e, New Business

Discussion/Decision: Morrison-Maierle Task Order #3, Construction Management & Closeout for Stevensville Airport Pavement Reconstruction Project

Other Council Meetings

Exhibits

- a. Task Order #3 Scope
- b. Task Order #3 Fees

This agenda item provides Council with the ability to approve Task Order #3, for Construction Management & Closeout for Stevensville Airport Pavement Reconstruction Project

Background:

The objective of Task Order #3 is to complete construction management and project closeout services for the reconstruction of both aprons and the parallel taxiway south of the aprons, and the construction of a new midfield taxiway. This Task Order provides for, and assist in the bidding process, full time on-site construction observation, construction survey and staking needs, and grant management for the project.

Task Order #3 provides assistance in closing out the project and grant with the FAA, compile testing results, lien releases, affidavits of amounts paid DBE, provide as-built drawings of the completed project and provide a final report to the Town and the FAA. Provide an update of the existing ALP to current FAA standards.

The project consists of four (4) schedules and six (6) phases. Construction Notice to Proceed will begin in early spring, 2020 (Est. Mid April) with the review of shop drawings and will last 12-13 weeks (90 calendar days construction contract time for Substantial Completion).

Substantial Completion will be followed by a Final Completion Inspection to be performed approximately one week following Substantial Completion at which time a Stop Work Order will be issued for a minimum of 30 days before final paint application. Grant Closeout services shall follow final paint application and completed by December, 2020.

Board/Commission Recommendation: **Applicable** - **Not Applicable**

The Airport Board recommends the completion of the reconstruction project at the airport.

Alternative(s): Do not approve Task Order #3

MOTION

I move to: approve Morrison-Maierle Task Order #3 for Construction Management & Closeout for the Airport Pavement Reconstruction Project

TASK ORDER NO. THREE (3)

For Master Agreement Between OWNER, Town of Stevensville, Montana and the ENGINEER, Morrison-Maierle, Inc.

Task Order

This Task Order is issued under the Master Agreement for Professional Engineering Services between OWNER, Town of Stevensville and ENGINEER, Morrison-Maierle dated August 13, 2018, the terms of which are incorporated herein by reference.

Specific Project Data

**Title: Stevensville Airport Improvements – AIP 3-30-0044-015-2019
Pavement Reconstruction and New Midfield**

- I. Objective: Complete Construction Management and Project Closeout services for the reconstruction of both aprons and the parallel taxiway south of the aprons, and the construction of a new midfield taxiway.

CONSTRUCTION MANAGEMENT SERVICES: Provide services for, and assist in the bidding process, full time on-site construction observation, construction survey and staking needs, and grant management for the project.

PROJECT CLOSEOUT SERVICES: Provide assistance in closing out the project and grant with the FAA, compile testing results, lien releases, affidavits of amounts paid DBE, provide as-built drawings of the completed project and provide a final report to the OWNER and the FAA. Provide an update of the existing ALP to current FAA standards.

PROJECT SCHEDULE: The project consists of four (4) schedules and six (6) phases. Construction Notice to Proceed will begin in early spring, 2019 (Est. Mid-April) with the review of shop drawings and will last 12-13 weeks (90 calendar days construction contract time for Substantial Completion). Substantial Completion will be followed by a Final Completion Inspection to be performed approximately one week following Substantial Completion at which time a Stop Work Order will be issued for a minimum of 30 days before final paint application. Grant Closeout services shall follow final paint application and completed by December, 2020.

Section 1 – Services of ENGINEER: Applicable paragraphs of Section 2 of the Master Agreement are hereby incorporated for the following services:

A. CONSTRUCTION MANAGEMENT SERVICES

1. Prepare project Scope of Services and Fees for the Task Order.
2. Coordinate the Independent Fee Estimate (IFE) and Record of Negotiations for the Task Order.
3. Present Task Order, Bid Opening Results and FAA Grant to Airport Board and Town Council for approval (**1 combined meeting**)
4. Maintain project coordination with the FAA and the Owner throughout the life of the project. Ensure milestones and deliverables are meeting expectations and the predetermined project schedule.
5. Attend Airport Board and Town Council meetings in Stevensville to discuss project status and present project pay request information. **A total of two (2) Town Council meetings and six (6) Airport Board meetings are anticipated.**
6. Prepare an Application for Federal Assistance and submit to the Helena ADO.
7. Prepare and coordinate Sponsor Certifications for submittal to the FAA.
8. Prepare and submit FAA Requests for Reimbursement, Summaries of Project Cost, and Warrant Summary. A total of **six (6)** pay requests are anticipated.
9. Based on the on-site observations of the Resident Project Representative (RPR) and review of Contractor(s)' applications for payment and the supplemental data and schedules, the ENGINEER shall approve, in writing, the amounts owed to the Contractor(s), and in accordance with the provisions of the General Conditions of the construction contract documents shall approve payments to the Contractor(s) in such amounts.

Approvals of payment shall constitute a representation to the OWNER, based on such observations and review, that the work has progressed to the point indicated and that, to the best of ENGINEER's knowledge, information and belief, the quality of the work is in accordance with the construction contract documents subject to an evaluation of the work upon substantial completion and subject to the results of subsequent tests, and to any other qualifications stated in the ENGINEER's approval.

By approving applications for payment, the ENGINEER shall not be deemed to have represented that it has made any examination to determine how or for what purpose any Contractor has used the moneys paid on account of the contract price, or that title to any of the Contractor(s)' work, materials or equipment has passed to the OWNER free and clear of any lien, claims, security interests or encumbrances.

10. Review Contractor and Subcontractor weekly payrolls against Wage Rates included in the construction contract documents.
11. Prepare weekly construction observation reports for review by the OWNER and the FAA. A total of **thirteen (13)** reports are anticipated.

12. Conduct Pre-Bid Meeting to discuss Airport operational safety during construction, Airport security requirements, project construction schedule, and FAA construction specifications with prospective bidders. Attendance for Pre-Bid will include Project Manager, Senior Design Engineer and Engineer Intern.
13. Respond to bidder inquiries during the advertisement period and prepare addenda to Plans and Specifications.
14. Attend bid opening, tabulate bids, and review DBE participation and contractor qualifications.
15. Make recommendations to the OWNER and FAA in awarding the contract.
16. Review contractor insurance submittal.
17. Assist the OWNER in preparation of the construction contract documents.
18. Prepare a Construction Management Plan. The plan will include the identification of the OWNER's representative, the testing laboratory, the procedures for testing laboratories, qualifications of testing personnel, and testing requirements, as required by the versions of the ADO Notices which are in effect as of the date of this Agreement.
19. Conduct a Pre-Construction Conference. Attendance for Pre-Con will include Project Manager, Senior Design Engineer and Engineer Intern.
20. Review Contractor Safety Plan Compliance Document.
21. Review shop drawings, samples, certifications, and other submittals of the Contractor only for general conformance to the design concept of the Project and for general compliance with the construction contract documents. Review Buy American requirements on all submittals of the Contractor for general conformance to the guidelines set forth by the FAA. Such reviews and approvals will not extend to the means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto.
22. Provide the services of a Resident Project Representative (RPR) at the site to provide observation of Contractor's work. Duties, responsibilities, and authority of the RPR are as set forth in the Master Agreement. The furnishing of such RPR services will not extend ENGINEER's responsibilities or authority beyond the specified limits set forth in the Master Agreement. Estimated construction period is estimated at 90-calendar days. Should final bidding documents allow additional time for construction; ENGINEER will be entitled to additional compensation.

RPR coverage of the construction will be divided between the Project Manager and an Engineer Intern. Coverage (including travel time to/from the site) breaks down as:

ON-SITE CONSTRUCTION OBSERVATIONS

- Project Manager – 52-working days at 4-hours per day
- Engineer Intern – 52-working days at 10-hours per day

ON-SITE PAVING OBSERVATIONS

- Project Manager – 12-working days at 10-hours per day

- Engineer Intern – 12-working days at 10-hours per day

Make visits to the site at intervals appropriate to the various stages of construction, as ENGINEER deems necessary, in order to observe the progress and quality of the work. Such visits and observations by ENGINEER and RPR are not intended to be exhaustive or to extend to every aspect of Contractor's work in progress or to involve detailed inspection of Contractor's work in progress, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work. Based on information obtained during such visits and such observations, ENGINEER will determine in general if Contractor's work is proceeding in accordance with the construction contract documents, and ENGINEER shall keep OWNER informed of the progress of the work.

The purpose of ENGINEER's visits to, and observation by the Resident Project Representative will be to enable ENGINEER to better carry out the duties and responsibilities assigned to and undertaken by ENGINEER during the construction phase, and, in addition, to provide for OWNER a greater degree of confidence that the completed Work will conform in general to the Contract Documents. ENGINEER shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over Contractor's work, nor shall ENGINEER have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by Contractor, for safety precautions and programs incident to Contractor's work, or for any failure by Contractor to comply with Laws and Regulations applicable to Contractor's furnishing and performing the WORK. Accordingly, ENGINEER neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the construction contract documents.

23. Require such special inspections or tests of Contractor's work as deemed reasonably necessary, and receive and review all certificates of inspection, tests, and approvals. ENGINEER's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the construction contract documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the construction contract documents. ENGINEER shall be entitled to rely on the results of such tests.
24. Monitor Contractor operations during construction for general adherence to the construction operations plan. In the event construction activities are not in conformance with the provisions of the construction operations plan, the Contractor and OWNER will be notified verbally and in writing. Failure of the Contractor to take corrective action will result in a Stop Work Order issued to the Contractor until such time as the Contractor takes corrective action. The Stop Work Order will be issued at the direction of the OWNER, through the ENGINEER.
25. Provide the following construction survey services for the Contractor:
 - Recover existing control, verify for accuracy, and establish additional control as needed.
 - Provide slope and offset stakes, as directed, placed at 50-foot intervals and at all horizontal and vertical geometry points.
 - Verify subgrade (P-152) surface at centerline, left, and right edges at 50-foot stations and at all horizontal and vertical geometry points.
 - Verify subbase (P-154) surface at centerline, left, and right edges at 25-foot stations and at all horizontal and vertical geometry points.
 - Verify subgrade (P-208) surface at centerline, left, and right edges at 25-foot stations and at all horizontal and vertical geometry points.
 - Verify shoulder grades at 50-foot intervals along the shoulder, and all grade breaks.
 - Stake out all proposed edge light and sign features.

- Stake out all proposed storm drain structures.
 - Provide grade stakes at maximum 50 foot intervals on centerline, breaks, and slope catch points of drainage and safety area grading.
 - Layout survey for pavement markings.
 - Provide Contractor with cut sheets and staking notes.
 - Provide quantity surveys for payment (as needed)
 - Provide final pavement grade verification survey following grid lines established through construction
26. Provide material acceptance testing for P-401 Bituminous Pavements per FAA requirements with an independent testing laboratory. This will be coordinated with a qualified subconsultant.
 27. Monitor Contractor and Sub-consultant operations during construction for general adherence to the construction operations plan. In the event construction activities are not in conformance with the provisions of the construction operations plan, the Contractor and OWNER will be notified verbally and in writing. Failure of the Contractor to take corrective action will result in a Stop Work Order issued to the Contractor until such time as the Contractor takes corrective action. The Stop Work Order will be issued at the direction of the OWNER, through the ENGINEER.
 28. Make recommendations to the OWNER on all claims relating to the execution and progress of the construction work.
 29. Notify the OWNER of permanent work that does not conform to the result required in the construction contract documents, prepare a written report describing any apparent non-conforming permanent work, make recommendations to the OWNER for its correction, and, at the request of the OWNER, have these recommendations implemented by the Contractor.
 30. Prepare incidental Change Orders for the OWNER's approval. Incidental in this reference would require no additional design or construction management. *Change Orders involving additional design and construction management services shall be considered Additional Services and subject to Section 2.02 of the Master Agreement.*
 31. Monitor Contractor's DBE utilization.
 32. Promptly after notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with OWNER, the FAA, and Contractor, conduct a semi-final inspection to determine if the Work is substantially complete. If, after considering any objections of OWNER, and the FAA, the ENGINEER considers the Work substantially complete, the ENGINEER shall then deliver a Certificate of Substantial Completion to OWNER and Contractor.
 33. Final Notice of Acceptability of the Work. Conduct a final inspection to determine if the completed Work of Contractor is acceptable so that ENGINEER may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, ENGINEER shall also provide a "Notice of Acceptability of Work" that the Work is acceptable to the best of the ENGINEER's knowledge, information, and belief and based on the extent of the services provided by ENGINEER under this Task Order.

B. PROJECT CLOSEOUT SERVICES

1. Upon completion of construction, the ENGINEER shall prepare a Final Project Report covering all items included under this Task Order, in accordance with appropriate ADO Notices in affect at the time of the project. The ENGINEER shall furnish the OWNER with one (1) full size set and FAA with one (1) 11 x 17 set of record drawings, based on information furnished to the ENGINEER by the Contractor. The ENGINEER shall furnish one (1) copy of the Final Project Report to the OWNER and to the FAA.
2. The construction specifications require the Contractor to perform all tests of materials and to submit a set of marked up as-constructed plans. The Contractor will be responsible for retaining the services of a certified materials testing firm to perform quality control and acceptance testing in accordance with FAA requirements. The ENGINEER will utilize the above Contractor-furnished testing data to prepare the Final Project Report.
3. The ENGINEER will also furnish, without restriction, to the OWNER and the FAA, PDF drawings in electronic media (disk) format. Copies of documents that may be relied upon by OWNER are limited to the printed copies (also known as hard copies) that are signed or sealed by ENGINEER. Files in electronic media format of text, data, graphics, or of other types that are furnished by ENGINEER to OWNER are only for convenience of OWNER. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.

Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 60 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 60-day acceptance period will be corrected by the party delivering the electronic files. The ENGINEER shall not be responsible to maintain documents stored in electronic media format after acceptance by OWNER.

When transferring documents in electronic media format, ENGINEER makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by ENGINEER at the beginning of this Project.

4. Summarize and report DBE achievement to FAA Civil Rights Office.
5. Receive bonds, product certificates, certificates of inspection, tests, and approvals, shop drawings, samples and other data required by the construction Contract documents and the annotated record documents which are to be assembled by Contractor in accordance with the construction Contract documents to obtain final payment.
6. Prepare Airport Layout Plan (ALP) Update. Update the ALP drawing set in accordance with the latest versions of AC 150/5070-6B *Change 2 to Airport Master Plans* and Standard Operating Procedure (SOP) 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs)* to reflect as-built conditions

following construction of this project. Complete the ALP Review Checklist found in Appendix A of SOP 2.00.

7. Update the following sheets:
 1. Airport Layout Plan
 2. FAR Part 77 Airspace Drawing
 3. Inner Portion of the Approach Surface Drawing
 4. 40:1 Departure Surface Drawing
 5. North Terminal and Hangar Area Plan
 6. South Terminal and Hangar Area Plan
 7. Airport Property Map (Exhibit 'A')

SECTION 2 – OWNER’s Responsibility: All paragraphs of Section 3 of the Master Agreement are incorporated by reference.

SECTION 3 – Times for Rendering Services: All applicable paragraphs in Section 4 of the Master Agreement are incorporated by reference. The anticipated schedule for completion of milestones within this Task Order are listed below.

<u>Phase</u>	<u>Estimated Completion Date</u>
A. Construction Management Services	September 1, 2020
B. Project Closeout Report	December 31, 2020

SECTION 4 – Payments to ENGINEER: Applicable paragraphs of Section 5 of the Master Agreement are hereby incorporated for the following services:

- A. The approved and audited overhead rate in effect for this Task Order is **80.47%**.
- B. The services identified under this Task Order will be paid by method of Lump Sum. Total compensation for this Task Order is estimated to be:

Phase	Method of Payment	Estimated Compensation
Construction Administration	Cost Plus Fixed Fee	\$ 183,500
Project Closeout	Lump Sum	\$ 13,250
Total Estimated Compensation		\$ 196,750

SECTION 5 – General Provisions: All paragraphs of Section 6 of the Master Agreement are incorporated by reference.

SECTION 6 – Consultants: The following fees are included in the overall fees of this Task Order:

- A. Tetra Tech (QA for Paving) lump sum of \$20,000.

SECTION 7 – Other Modifications to Master Agreement: None.

TASK ORDER-03

CONSTRUCTION MANAGEMENT AND CLOSEOUT

3-30-0044-015-2019



Summary of Professional Service Fees

August 27, 2019

	<u>Labor</u>	<u>Expense</u>	<u>Total</u>
CONSTRUCTION ADMINISTRATION	\$130,274	\$53,226	\$183,500
GRANT CLOSEOUT	\$11,197	\$2,053	\$13,250
	<hr/>		
Project Total			\$196,750

ENGINEERING BUDGET
 STEVENSVILLE AIRPORT
 3-30-0044-015-2019
 TASK ORDER-03
 CONSTRUCTION MANAGEMENT AND CLOSEOUT



CONSTRUCTION MANAGEMENT SERVICES

WORK DESCRIPTION	PROJECT MANAGER	SR. DESIGN ENGINEER	ENGINEER INTERN	SURVEY MANAGER	SURVEY TECHNICIAN	2-MAN SURVEY CREW	CAD DESIGNER	PROJECT COORDINATOR	TOTAL LABOR HOURS	TOTAL LABOR COST
PROJECT MANAGEMENT (MEETINGS AND COORDINATION)										
Prepare Task Order #3	4	2		2				2	10	\$ 1,118.56
Independent Fee Estimate & Record of Negotiations	2							1	3	\$ 300.59
Present Task Order to Airport Board/Town Council	2								2	\$ 230.98
Coordination with FAA, Airport Manager, Town	8								8	\$ 923.92
Attend Town Council (2) and Airport Board Meetings (6)	16								16	\$ 1,847.83
SUBTOTAL	32	2	0	2	0	0	0	3	39	\$ 4,421.88

GRANT ADMINISTRATION

Federal Grant Application	2							1	3	\$ 300.59
Sponsor Certifications	2							1	3	\$ 300.59
Prepare FAA Request for Reimbursement (6 total)	6							3	9	\$ 901.77
Contractor Pay Request (4 total)	4							2	6	\$ 601.18
Review Contractor Certified Payrolls (13 weeks)	2							13	15	\$ 1,135.92
Prepare Weekly Construction Reports (13 total)	2		8						10	\$ 864.00
DBE Reporting and Update Goal	2							4	6	\$ 509.42
SUBTOTAL	20	0	8	0	0	0	0	24	52	\$ 4,613.48

CONSTRUCTION BIDDING

Conduct Pre-Bid Meeting	5	3	3						11	\$ 1,214.99
Respond to Bidding Q/A	4	2							6	\$ 728.73
Prepare Bid Addenda	4	2	2				2	2	12	\$ 1,184.76
Attend Bid Opening	2								2	\$ 230.98
Review Bid Proposals, DBE, Contractor Qualifications	1								1	\$ 115.49
Prepare Bid Tabulations	1							1	2	\$ 185.10
Bid Recommendation, Award Letter	1								1	\$ 115.49
SUBTOTAL	18	7	5	0	0	0	2	3	35	\$ 3,775.54

PRE-CONSTRUCTION										
Review Contractor Insurance Submittal	2								2	\$ 230.98
Executed Contract Documents	1							2	3	\$ 254.71
Prepare Construction Management Plan	2	4	24					2	32	\$ 2,802.82
Pre-Construction Conference	5	3	3			1			12	\$ 1,386.29
Review Contractor Safety Plan Compliance Document	2	2	2						6	\$ 656.01
Review Construction Materials Submittal	2	4	8						14	\$ 1,397.55
SUBTOTAL	14	13	37	0	0	1	0	4	69	\$ 6,728.35

CONSTRUCTION STAKING										
Set & Verify Control				2		4	1		7	\$ 1,015.11
Slope / Offset Stakes				2		32	4		38	\$ 6,049.45
Subgrade Verification (P-152)				1	16		2		19	\$ 1,758.68
Subbase Verification (P-154)				1	16		2		19	\$ 1,758.68
Base Course Verification (P-208)				1	16		2		19	\$ 1,758.68
Verify Shoulders				1	12		2		15	\$ 1,389.98
Grading and Drainage				1		4	1		6	\$ 889.80
Pavement Markings				1	6		1		8	\$ 757.64
Prepare & Provide Survey Cut Sheets and Staking Notes				1	2				3	\$ 309.66
Quantity Surveys				2	8		2		12	\$ 1,146.58
Asphalt Surface Verification				2	6		2		10	\$ 962.22
SUBTOTAL	0	0	0	15	82	40	19	0	156	\$ 17,796.47

CONSTRUCTION SERVICES										
Construction Administration (13-Weeks)		16							16	\$ 3,247.95
Construction Observation (52-Days)	208		520						728	\$ 65,168.34
Paving Operations (12-Days)	120		120						240	\$ 23,354.10
Punch-List Items	2		2						4	\$ 389.23
Substantial Completion Inspection	2		2						4	\$ 389.23
Final Completion Inspection	2		2						4	\$ 389.23
SUBTOTAL	334	16	646	0	0	0	0	0	16	\$ 92,938.10

TOTAL LABOR HOURS	418	38	696	17	82	41	21	50	1363	\$ 130,273.83
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SUMMARY OF ESTIMATED LABOR COSTS CONSTRUCTION MANAGEMENT AND CLOSEOUT			
	HOURS	LABOR RATE	TOTAL COST
PROJECT MANAGER	418	\$ 115.49	\$ 48,274.66
SR. DESIGN ENGINEER	38	\$ 133.39	\$ 5,068.67
ENGINEER INTERN	696	\$ 79.13	\$ 55,073.01
SURVEY MANAGER	17	\$ 125.31	\$ 2,130.20
SURVEY TECHNICIAN	82	\$ 92.18	\$ 7,558.45
2-MAN SURVEY CREW	41	\$ 171.30	\$ 7,023.47
CAD DESIGNER	21	\$ 79.28	\$ 1,664.83
PROJECT COORDINATOR	50	\$ 69.61	\$ 3,480.55
TOTAL LABOR COSTS	1363		\$ 130,273.83

SUMMARY OF DIRECT EXPENSES CONSTRUCTION MANAGEMENT AND CLOSEOUT				
	QTY	UNIT	RATE	TOTAL COST
Number of Project Site Visits:	140	Visits		
Round Trip Mileage Per Site Visit	70	Mile		
Number of Staff Days:	0	Days		
Vehicle (Company)	9800	Mile	\$ 0.67	\$ 6,566.00
Meals	0	Person/Day	\$ 40.00	\$ -
Lodging	0	Night	\$ 150.00	\$ -
Survey Equipment	10	Day	\$ 240.00	\$ 2,400.00
Survey Supplies	1	Lump Sum	\$ 200.00	\$ 200.00
Printing	500	Each	\$ 0.15	\$ 75.00
Miscellaneous	1	Lump Sum	\$ 50.39	\$ 50.39
TOTAL - DIRECT EXPENSES				\$ 9,291.39

OUTSIDE SERVICES (SUBCONSULTANTS) CONSTRUCTION MANAGEMENT AND CLOSEOUT				
	QTY	UNIT	RATE	TOTAL COST
Independent Testing Laboratory (QA for P-401)	1	LS	\$ 20,000.00	\$ 20,000.00
TOTAL - OUTSIDE SERVICES				\$ 20,000.00

FEE SUMMARY CONSTRUCTION MANAGEMENT AND CLOSEOUT	
TOTAL LABOR COSTS	\$ 130,273.83
TOTAL DIRECT EXPENSES	\$ 9,291.39
TOTAL OUTSIDE SERVICES	\$ 20,000.00
TOTAL COSTS	\$ 159,565.22
FIXED FEE	\$ 23,934.78
TOTAL FEE -CONSTRUCTION MANAGEMENT SERVICES	\$ 183,500.00

ENGINEERING BUDGET
 STEVENSVILLE AIRPORT
 3-30-0044-015-2019
 TASK ORDER-03
 CONSTRUCTION MANAGEMENT AND CLOSEOUT



GRANT CLOSEOUT SERVICES

WORK DESCRIPTION	PROJECT MANAGER	SR. DESIGN ENGINEER	ENGINEER INTERN	SURVEY MANAGER	SURVEY TECHNICIAN	CAD DESIGNER	PROJECT COORDINATOR	TOTAL LABOR HOURS	TOTAL LABOR COST
GRANT CLOSEOUT									
Prepare Record Drawings	1	2	16			8		27	\$ 2,282.53
Review Material Testing Summary	1		2					3	\$ 273.75
Closeout Checklist	1		2					3	\$ 273.75
Summarize Project Financial Documentation	1							1	\$ 115.49
Prepare Closeout Report	8	2	24				2	36	\$ 3,228.98
Update Capital Improvement Plan	2		4					6	\$ 547.49
ALP Checklist	2	1	2					5	\$ 522.62
Update Airport Layout Plan	2	1	4			2		9	\$ 839.43
Update Airspace Drawings	1	1	2			2		6	\$ 565.69
Update Departure Surface Drawing	1	1	2			2		6	\$ 565.69
Update Terminal Area Plan	2	1	4			2		9	\$ 839.43
Update Exhibit 'A' Drawing	1	1	1			2		5	\$ 486.56
Quality Assurance	2	2	2					6	\$ 656.01
SUBTOTAL	25	12	65	0	0	18	2	122	\$ 6,721.98
TOTAL LABOR HOURS									
	25	12	65	0	0	18	2	122	\$ 6,721.98

SUMMARY OF ESTIMATED LABOR COSTS CONSTRUCTION MANAGEMENT AND CLOSEOUT	HOURS	LABOR RATE	TOTAL COST
PROJECT MANAGER	25	\$ 115.49	\$ 2,887.24
SR. DESIGN ENGINEER	12	\$ 133.39	\$ 1,600.63
ENGINEER INTERN	65	\$ 79.13	\$ 5,143.31
SURVEY MANAGER	0	\$ 125.31	\$ -
SURVEY TECHNICIAN	0	\$ 92.18	\$ -
CAD DESIGNER	18	\$ 79.28	\$ 1,427.00
PROJECT COORDINATOR	2	\$ 69.61	\$ 139.22
TOTAL LABOR COSTS	122		\$ 11,197.40

SUMMARY OF DIRECT EXPENSES CONSTRUCTION MANAGEMENT AND CLOSEOUT	QTY	UNIT	RATE	TOTAL COST
Number of Project Site Visits:	0	Visits		
Round Trip Mileage Per Site Visit	200	Mile		
Number of Staff Days:	0	Days		
Vehicle (Company)	0	Mile	\$ 0.67	\$ -
Printing	1500	Each	\$ 0.15	\$ 225.00
Miscellaneous	1	Lump Sum	\$ 99.34	\$ 99.34
TOTAL - DIRECT EXPENSES				\$ 324.34

OUTSIDE SERVICES (SUBCONSULTANTS) CONSTRUCTION MANAGEMENT AND CLOSEOUT	QTY	UNIT	RATE	TOTAL COST
		LS	\$ -	\$ -
TOTAL - OUTSIDE SERVICES				\$ -

FEE SUMMARY CONSTRUCTION MANAGEMENT AND CLOSEOUT	
TOTAL LABOR COSTS	\$ 11,197.40
TOTAL DIRECT EXPENSES	\$ 324.34
TOTAL OUTSIDE SERVICES	\$ -
TOTAL COSTS	\$ 11,521.74
FIXED FEE	\$ 1,728.26
TOTAL FEE - GRANT CLOSEOUT	\$ 13,250.00

Item Attachment Documents:

- f. Discussion/Decision: Award of Bid to Knife River Construction for Stevensville Airport Pavement Reconstruction Project



Stevensville Town Council Meeting

Agenda Item Request

To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	9/12/2019
Agenda Topic:	Discussion/Decision: Award of Bid to Knife River Construction for Stevensville Airport Pavement Reconstruction Project
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	09/12/2019
Notes:	

Agenda Item: 9f, New Business

Discussion/Decision: Award of Bid to Knife River Construction for Stevensville Airport Pavement Reconstruction Project

Other Council Meetings

Exhibits

- a. Award recommendation & bid tabulations
- b. FAA Concurrence Letter

This agenda item provides Council with the ability to award the bid for the airport pavement reconstruction project to Knife River Construction

Background:

The Town received and publicly opened bids at 7:00 p.m. on August 28th, 2019, for the Stevensville Airport, Pavement Reconstruction and New Midfield Project. Three bids were received. Bids were received from Knife River, First Mark, and Schellinger Construction. Knife River was the lowest responsible bidder for the project at a bid of \$1,498,413.20. The engineers estimate for the project was \$1,582,842.00.

Bids were examined and verified by Morrison-Maierle and concurrence to award the bid to Knife River was sought from FAA Administrators. The FAA concurred with the recommendation to award the bid to Knife River.

Board/Commission Recommendation: **Applicable** - **Not Applicable**

The Airport Board recommends the completion of the reconstruction project at the airport.

Alternative(s): Do not award the bid to Knife River Construction

MOTION

I move to: Award the bid for the Stevensville Airport Pavement Reconstruction Project to Knife River Construction in the amount of \$1,498,413.20.

August 29, 2019

Diane Stilson, PE
Airport District Office
FAA Building STE 2
2725 Skyway Drive
Helena, MT 59602-1213

**RE: Recommendation of Award – Pavement Reconstruction and New Midfield
Stevensville Airport– AIP 3-30-0044-015-2019**

Dear Diane:

The Town of Stevensville received and publicly opened bids at 7:00 p.m. on August 28th, 2019, for the Stevensville Airport, Pavement Reconstruction and New Midfield Project. Three bids were received.

After careful examination of the bids, we are hereby requesting the FAA's concurrence in award of the Contract to **Knife River** with a bid amount of **\$ 1,498,413.20**. The bid was **5.3%** lower than the Engineer's Estimate of **\$ 1,582,842.00**. The estimated unit prices used for the Estimate were determined based on bid tabs from similar projects within the past 3-5 years which included a 5% contingency.

When compared to similar sized projects and recent bid tabulations, we consider the overall pricing associated with the proposal to be fair and reasonable.

The bid was achieved utilizing race neutral means of solicitation and did not have a required DBE contract goal. A bidders' list was provided with Knife River's package which includes three Certified DBE Contractors.

It is our recommendation that The Town of Stevensville award a contract for the **Pavement Reconstruction and New Midfield Project of \$ 1,498,413.20 to Knife River** pending your concurrence. Bid Tabulations are enclosed with this letter.

Sincerely,

Morrison-Maierle, Inc.

Tyler S. Reed, P.E.
Project Manager

cc: Justin Hubbard – Knife River
Encl: Bid Tabulations, Cost Comparison Table

Concurrence

Brandon E. Dewey

Brandon Dewey –Mayor
Town of Stevensville

**STEVENSVILLE AIRPORT
PAVEMENT RECONSTRUCTION AND NEW MIDFIELD
BID OPENING: AUGUST 28, 2019**

SCHEDULE I - RECONSTRUCT NORTH RAMP					ENGINEER'S ESTIMATE		KNIFE RIVER MISSOULA, MONTANA		FIRST MARK CONSTRUCTION MISSOULA, MONTANA		SCHELLINGER CONSTRUCTION COLUMBIA FALLS, MONTANA	
ITEM #	FAA SPEC	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
101	C-100-14.1	CONTRACTOR QUALITY CONTROL PROGRAM	1	LS	\$46,000.00	\$46,000.00	\$49,000.00	\$49,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
102	C-105-7.1	MOBILIZATION (NOT TO EXCEED 10% OF SCHEDULE I)	1	LS	\$46,000.00	\$46,000.00	\$46,000.00	\$46,000.00	\$58,500.00	\$58,500.00	\$65,000.00	\$65,000.00
103	C-105-7.2	TRAFFIC CONTROL	1	LS	\$5,000.00	\$5,000.00	\$3,200.00	\$3,200.00	\$4,000.00	\$4,000.00	\$45,000.00	\$45,000.00
104	C-102-5.1	EROSION CONTROL	1	LS	\$5,000.00	\$5,000.00	\$6,200.00	\$6,200.00	\$7,000.00	\$7,000.00	\$45,000.00	\$45,000.00
105	P-101-5.1	EXISTING ASPHALT PAVEMENT REMOVAL	10,510	SY	\$2.00	\$21,020.00	\$2.00	\$21,020.00	\$2.50	\$26,275.00	\$2.00	\$21,020.00
106	P-101-5.2	REMOVE EXISTING TIE-DOWNS	57	EA	\$100.00	\$5,700.00	\$58.00	\$3,306.00	\$100.00	\$5,700.00	\$150.00	\$8,550.00
107	P-101-5.3	SAW CUT ASPHALT PAVEMENT	110	LF	\$3.00	\$330.00	\$2.00	\$220.00	\$5.00	\$550.00	\$3.00	\$330.00
108	P-151-4.1	VEGETATION CLEARING	0.60	AC	\$2,000.00	\$1,200.00	\$1,000.00	\$600.00	\$4,000.00	\$2,400.00	\$2,000.00	\$1,200.00
109	P-152-4.1	UNCLASSIFIED EXCAVATION	2,885	CY	\$8.00	\$23,080.00	\$10.00	\$28,850.00	\$11.00	\$31,735.00	\$16.00	\$46,160.00
110	P-154-5.1	SUBBASE COURSE (4")	1,250	CY	\$55.00	\$68,750.00	\$40.00	\$50,000.00	\$40.00	\$50,000.00	\$30.00	\$37,500.00
111	P-208-5.1	CRUSHED AGGREGATE BASE COURSE (4")	1,250	CY	\$55.00	\$68,750.00	\$44.00	\$55,000.00	\$65.00	\$81,250.00	\$43.00	\$53,750.00
112	P-401-8.1	BITUMINOUS SURFACE COURSE (3")	1,875	TON	\$65.00	\$121,875.00	\$60.00	\$112,500.00	\$57.00	\$106,875.00	\$61.00	\$114,375.00
113	P-401-8.2	BITUMINOUS MATERIAL (PG 64-28)	123	TON	\$700.00	\$86,100.00	\$730.00	\$89,790.00	\$640.00	\$78,720.00	\$575.00	\$70,725.00
114	P-630-7.1	REFINED COAL TAR EMULSION	2,022	SY	\$8.00	\$16,176.00	\$5.50	\$11,121.00	\$5.00	\$10,110.00	\$5.00	\$10,110.00
115	P-620-5.1	PAVEMENT MARKINGS (1ST APPLICATION, 50% RATE, GLASS BEADS)	2,015	SF	\$1.00	\$2,015.00	\$1.10	\$2,216.50	\$1.00	\$2,015.00	\$1.20	\$2,418.00
116	P-620-5.2	PAVEMENT MARKINGS (2ND APPLICATION, 100% RATE, GLASS BEADS)	2,015	SF	\$1.50	\$3,022.50	\$1.50	\$3,022.50	\$2.00	\$4,030.00	\$1.50	\$3,022.50
117	P-610-5.1	NEW TIE DOWN ANCHOR	42	EA	\$500.00	\$21,000.00	\$640.00	\$26,880.00	\$1,000.00	\$42,000.00	\$700.00	\$29,400.00
118	T-905-5.1	TOPSOIL	2,830	SY	\$1.50	\$4,245.00	\$0.70	\$1,981.00	\$4.00	\$11,320.00	\$1.00	\$2,830.00
119	T-901-5.1	SEEDING	0.58	AC	\$2,000.00	\$1,160.00	\$670.00	\$388.60	\$500.00	\$290.00	\$525.00	\$304.50
120	T-908-5.1	MULCHING	0.58	AC	\$2,000.00	\$1,160.00	\$1,700.00	\$986.00	\$1,500.00	\$870.00	\$1,500.00	\$870.00
TOTAL COST OF SCHEDULE I					\$547,583.50		\$512,281.60		\$623,640.00		\$657,565.00	

SCHEDULE II - RECONSTRUCT SOUTH RAMP					ENGINEER'S ESTIMATE		KNIFE RIVER MISSOULA, MONTANA		FIRST MARK CONSTRUCTION MISSOULA, MONTANA		SCHELLINGER CONSTRUCTION COLUMBIA FALLS, MONTANA	
ITEM #	FAA SPEC	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
201	C-105-7.1	MOBILIZATION (NOT TO EXCEED 10% OF SCHEDULE II)	1	LS	\$34,000.00	\$34,000.00	\$25,000.00	\$25,000.00	\$38,000.00	\$38,000.00	\$35,000.00	\$35,000.00
202	C-105-7.2	TRAFFIC CONTROL	1	LS	\$5,000.00	\$5,000.00	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$25,000.00	\$25,000.00
203	C-102-5.1	EROSION CONTROL	1	LS	\$5,000.00	\$5,000.00	\$1,200.00	\$1,200.00	\$1,000.00	\$1,000.00	\$25,000.00	\$25,000.00
204	P-101-5.1	EXISTING ASPHALT PAVEMENT REMOVAL	8,195	SY	\$2.00	\$16,390.00	\$2.00	\$16,390.00	\$2.50	\$20,487.50	\$2.00	\$16,390.00
205	P-101-5.2	REMOVE EXISTING TIE-DOWNS	30	EA	\$100.00	\$3,000.00	\$58.00	\$1,740.00	\$100.00	\$3,000.00	\$150.00	\$4,500.00
206	P-101-5.3	SAW CUT ASPHALT PAVEMENT	355	LF	\$3.00	\$1,065.00	\$2.00	\$710.00	\$6.00	\$2,130.00	\$3.00	\$1,065.00
207	P-151-4.1	VEGETATION CLEARING	0.35	AC	\$2,000.00	\$700.00	\$1,000.00	\$350.00	\$11,000.00	\$3,850.00	\$2,000.00	\$700.00
208	P-152-4.1	UNCLASSIFIED EXCAVATION	2,145	CY	\$8.00	\$17,160.00	\$10.00	\$21,450.00	\$10.00	\$21,450.00	\$16.00	\$34,320.00
209	P-154-5.1	SUBBASE COURSE (4")	950	CY	\$8.00	\$7,600.00	\$40.00	\$38,000.00	\$40.00	\$38,000.00	\$30.00	\$28,500.00
210	P-208-5.1	CRUSHED AGGREGATE BASE COURSE (4")	950	CY	\$55.00	\$52,250.00	\$44.00	\$41,800.00	\$75.00	\$71,250.00	\$40.00	\$38,000.00
211	P-401-8.1	BITUMINOUS SURFACE COURSE (3")	1,402	TON	\$65.00	\$91,130.00	\$60.00	\$84,120.00	\$57.00	\$79,914.00	\$55.00	\$77,110.00
212	P-401-8.2	BITUMINOUS MATERIAL (PG 64-28)	92	TON	\$700.00	\$64,400.00	\$730.00	\$67,160.00	\$640.00	\$58,880.00	\$575.00	\$52,900.00
213	P-630-7.1	COAL-TAR PITCH EMULSION	1,792	SY	\$8.00	\$14,336.00	\$5.50	\$9,856.00	\$5.00	\$8,960.00	\$5.00	\$8,960.00
214	P-620-5.1	PAVEMENT MARKINGS (1ST APPLICATION, 50% RATE, GLASS BEADS)	1,150	SF	\$1.00	\$1,150.00	\$1.10	\$1,265.00	\$1.00	\$1,150.00	\$1.20	\$1,380.00
215	P-620-5.2	PAVEMENT MARKINGS (2ND APPLICATION, 100% RATE, GLASS BEADS)	1,150	SF	\$1.50	\$1,725.00	\$1.50	\$1,725.00	\$2.00	\$2,300.00	\$1.50	\$1,725.00
216	P-610-5.1	NEW TIE DOWN ANCHOR	30	EA	\$500.00	\$15,000.00	\$640.00	\$19,200.00	\$1,000.00	\$30,000.00	\$700.00	\$21,000.00
217	T-905-5.1	TOPSOIL	1,665	SY	\$1.50	\$2,497.50	\$0.70	\$1,165.50	\$4.00	\$6,660.00	\$1.00	\$1,665.00
218	T-901-5.1	SEEDING	0.33	AC	\$2,000.00	\$660.00	\$670.00	\$221.10	\$500.00	\$165.00	\$525.00	\$173.25
219	T-905-5.1	MULCHING	0.33	AC	\$2,000.00	\$660.00	\$1,700.00	\$561.00	\$1,500.00	\$495.00	\$1,500.00	\$495.00
TOTAL COST OF SCHEDULE II					\$333,723.50		\$332,913.60		\$389,691.50		\$373,883.25	

**STEVENSVILLE AIRPORT
PAVEMENT RECONSTRUCTION AND NEW MIDFIELD
BID OPENING: AUGUST 28, 2019**

SCHEDULE III - RECONSTRUCT EAST PARALLEL TAXIWAY					ENGINEER'S ESTIMATE		KNIFE RIVER MISSOULA, MONTANA		FIRST MARK CONSTRUCTION MISSOULA, MONTANA		SCHELLINGER CONSTRUCTION COLUMBIA FALLS, MONTANA	
ITEM #	FAA SPEC	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
301	C-105-7.1	MOBILIZATION (NOT TO EXCEED 10% OF SCHEDULE III)	1	LS	\$43,000.00	\$43,000.00	\$31,000.00	\$31,000.00	\$36,000.00	\$36,000.00	\$50,000.00	\$50,000.00
302	C-105-7.2	TRAFFIC CONTROL	1	LS	\$5,000.00	\$5,000.00	\$2,200.00	\$2,200.00	\$1,000.00	\$1,000.00	\$25,000.00	\$25,000.00
303	C-102-5.1	EROSION CONTROL	1	LS	\$5,000.00	\$5,000.00	\$1,200.00	\$1,200.00	\$1,000.00	\$1,000.00	\$25,000.00	\$25,000.00
304	P-101-5.1	EXISTING ASPHALT PAVEMENT REMOVAL	9,875	SY	\$2.00	\$19,750.00	\$2.00	\$19,750.00	\$2.50	\$24,687.50	\$2.00	\$19,750.00
305	P-101-5.5	REMOVE EXISTING REFLECTORS	60	EA	\$3.00	\$180.00	\$51.00	\$3,060.00	\$53.00	\$3,180.00	\$55.00	\$3,300.00
306	P-101-5.3	SAW CUT ASPHALT PAVEMENT	75	LF	\$3.00	\$225.00	\$2.00	\$150.00	\$6.00	\$450.00	\$3.00	\$225.00
307	P-151-4.1	VEGETATION CLEARING	4.0	AC	\$2,000.00	\$8,000.00	\$1,000.00	\$4,000.00	\$1,700.00	\$6,800.00	\$2,000.00	\$8,000.00
308	P-152-4.1	UNCLASSIFIED EXCAVATION	6,125	CY	\$8.00	\$49,000.00	\$10.00	\$61,250.00	\$9.00	\$55,125.00	\$16.00	\$98,000.00
309	P-154-5.1	SUBBASE COURSE (4")	1,115	CY	\$55.00	\$61,325.00	\$40.00	\$44,600.00	\$40.00	\$44,600.00	\$30.00	\$33,450.00
310	P-208-5.1	CRUSHED AGGREGATE BASE COURSE (4")	1,115	CY	\$55.00	\$61,325.00	\$44.00	\$49,060.00	\$65.00	\$72,475.00	\$40.00	\$44,600.00
311	P-401-8.1	BITUMINOUS SURFACE COURSE (3")	1,650	TON	\$65.00	\$107,250.00	\$60.00	\$99,000.00	\$52.00	\$85,800.00	\$55.00	\$90,750.00
312	P-401-8.2	BITUMINOUS MATERIAL (PG 64-28)	110	TON	\$700.00	\$77,000.00	\$730.00	\$80,300.00	\$640.00	\$70,400.00	\$575.00	\$63,250.00
313	P-620-5.1	PAVEMENT MARKINGS (1ST APPLICATION, 50% RATE, GLASS BEADS)	2,430	SF	\$1.00	\$2,430.00	\$1.10	\$2,673.00	\$1.00	\$2,430.00	\$1.20	\$2,916.00
314	P-620-5.2	PAVEMENT MARKINGS (2ND APPLICATION, 100% RATE, GLASS BEA)	2,430	SF	\$1.50	\$3,645.00	\$1.50	\$3,645.00	\$2.00	\$4,860.00	\$1.50	\$3,645.00
315	L-125-5.2	NEW TAXIWAY REFLECTORS	70	EA	\$80.00	\$5,600.00	\$140.00	\$9,800.00	\$150.00	\$10,500.00	\$150.00	\$10,500.00
316	T-905-5.1	TOPSOIL	20,360	SY	\$1.50	\$30,540.00	\$0.70	\$14,252.00	\$1.40	\$28,504.00	\$1.00	\$20,360.00
317	T-901-5.1	SEEDING	4.25	AC	\$2,000.00	\$8,500.00	\$670.00	\$2,847.50	\$500.00	\$2,125.00	\$525.00	\$2,231.25
318	T-908-5.1	MULCHING	4.25	AC	\$2,000.00	\$8,500.00	\$1,700.00	\$7,225.00	\$1,400.00	\$5,950.00	\$1,500.00	\$6,375.00
TOTAL COST OF SCHEDULE III						\$496,270.00		\$436,012.50		\$455,886.50		\$507,352.25

**STEVENSVILLE AIRPORT
PAVEMENT RECONSTRUCTION AND NEW MIDFIELD
BID OPENING: AUGUST 28, 2019**

SCHEDULE IV - NEW MIDFIELD TAXIWAY					ENGINEER'S ESTIMATE		KNIFE RIVER MISSOULA, MONTANA		FIRST MARK CONSTRUCTION MISSOULA, MONTANA		SCHELLINGER CONSTRUCTION COLUMBIA FALLS, MONTANA	
ITEM #	FAA SPEC	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
401	C-105-7.1	MOBILIZATION (NOT TO EXCEED 10% OF SCHEDULE IV)	1	LS	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$9,500.00	\$9,500.00	\$27,000.00	\$27,000.00
402	C-105-7.2	TRAFFIC CONTROL	1	LS	\$5,000.00	\$5,000.00	\$16,000.00	\$16,000.00	\$15,000.00	\$15,000.00	\$40,000.00	\$40,000.00
403	C-102-5.1	EROSION CONTROL	1	LS	\$5,000.00	\$5,000.00	\$1,200.00	\$1,200.00	\$2,000.00	\$2,000.00	\$25,000.00	\$25,000.00
404	P-101-5.3	SAWCUT ASPHALT PAVEMENT	120	LF	\$3.00	\$360.00	\$2.00	\$240.00	\$14.00	\$1,680.00	\$3.00	\$360.00
405	P-151-4.1	VEGETATION CLEARING	2.30	AC	\$2,000.00	\$4,600.00	\$1,000.00	\$2,300.00	\$5,000.00	\$11,500.00	\$2,000.00	\$4,600.00
406	P-101-5.4	REMOVE & SALVAGE EXISTING RUNWAY EDGE LIGHT	1	EA	\$100.00	\$100.00	\$140.00	\$140.00	\$150.00	\$150.00	\$150.00	\$150.00
407	P-152-4.1	UNCLASSIFIED EXCAVATION	2,330	CY	\$8.00	\$18,640.00	\$10.00	\$23,300.00	\$7.00	\$16,310.00	\$16.00	\$37,280.00
408	P-154-5.1	SUBBASE COURSE (4")	290	CY	\$8.00	\$2,320.00	\$40.00	\$11,600.00	\$40.00	\$11,600.00	\$30.00	\$8,700.00
409	P-208-5.1	CRUSHED AGGREGATE BASE COURSE (4")	290	CY	\$55.00	\$15,950.00	\$44.00	\$12,760.00	\$60.00	\$17,400.00	\$50.00	\$14,500.00
410	P-401-8.1	BITUMINOUS SURFACE COURSE (3")	420	TON	\$65.00	\$27,300.00	\$60.00	\$25,200.00	\$59.00	\$24,780.00	\$63.00	\$26,460.00
411	P-401-8.1	BITUMINOUS MATERIAL (PG 64-28)	28	TON	\$700.00	\$19,600.00	\$730.00	\$20,440.00	\$640.00	\$17,920.00	\$575.00	\$16,100.00
412	P-620-5.1	PAVEMENT MARKINGS (1ST APPLICATION, 50% RATE, GLASS BEADS)	775	SF	\$1.00	\$775.00	\$1.10	\$852.50	\$1.00	\$775.00	\$1.20	\$930.00
413	P-620-5.2	PAVEMENT MARKINGS (2ND APPLICATION, 100% RATE, GLASS BEA)	775	SF	\$1.50	\$1,162.50	\$1.50	\$1,162.50	\$2.00	\$1,550.00	\$1.50	\$1,162.50
414	D-701-5.1	NEW 12-INCH CLASS III RCP CULVERT WITH F.E.T.S.	60	LF	\$100.00	\$6,000.00	\$82.00	\$4,920.00	\$75.00	\$4,500.00	\$140.00	\$8,400.00
415	D-701-5.2	NEW 15-INCH CLASS III RCP CULVERT WITH F.E.T.S.	50	LF	\$100.00	\$5,000.00	\$90.00	\$4,500.00	\$80.00	\$4,000.00	\$165.00	\$8,250.00
416	D-701-5.3	NEW 18-INCH CLASS III RCP CULVERT WITH F.E.T.S.	120	LF	\$100.00	\$12,000.00	\$90.00	\$10,800.00	\$80.00	\$9,600.00	\$90.00	\$10,800.00
417	L-108-5.1	AIRFIELD LIGHTING CABLE, NO. 8 AWG, 5KV, I-824, TYPE C, INSTALLED IN CONDUIT	705	LF	\$1.50	\$1,057.50	\$3.50	\$2,467.50	\$4.00	\$2,820.00	\$4.00	\$2,820.00
418	L-108-5.2	COUNTERPOISE WIRE #6 AWG BARE COPPER	670	LF	\$1.00	\$670.00	\$3.50	\$2,345.00	\$4.00	\$2,680.00	\$4.00	\$2,680.00
419	L-108-5.3	5/8" COPPER CLAD STEEL GROUND ROD WITH EXOTHERMIC CONNECTOR	3	EA	\$100.00	\$300.00	\$140.00	\$420.00	\$150.00	\$450.00	\$150.00	\$450.00
420	L-108-5.4	EQUIPMENT GROUNDING	14	EA	\$120.00	\$1,680.00	\$140.00	\$1,960.00	\$150.00	\$2,100.00	\$150.00	\$2,100.00
421	L-110-5.1	2" CONCRETE ENCASED, SCH 80 PVC DUCT	170	LF	\$5.00	\$850.00	\$23.00	\$3,910.00	\$25.00	\$4,250.00	\$25.00	\$4,250.00
422	L-110-5.2	2" NON-ENCASED, SCH 40 PVC CONDUIT	560	LF	\$8.00	\$4,480.00	\$9.00	\$5,040.00	\$10.00	\$5,600.00	\$10.00	\$5,600.00
423	L-115-5.1	NEW L-867 SPLICE CAN	4	EA	\$600.00	\$2,400.00	\$950.00	\$3,800.00	\$1,000.00	\$4,000.00	\$1,000.00	\$4,000.00
424	L-125-5.1	NEW MEDIUM INTENSITY TAXIWAY LIGHT, BASE MOUNTED, 30-WATT QUARTZ, W/ L-830-1 TRANSFORMER	12	EA	\$900.00	\$10,800.00	\$1,400.00	\$16,800.00	\$1,400.00	\$16,800.00	\$1,500.00	\$18,000.00
425	L-125-5.3	NEW AIRFIELD SIGN	1	EA	\$3,500.00	\$3,500.00	\$7,300.00	\$7,300.00	\$3,800.00	\$3,800.00	\$8,000.00	\$8,000.00
426	L-125-5.4	NEW SIZE 1 LOCATION SIGN PANEL (TWO) INSTALLED IN EXISTING S	2	EA	\$900.00	\$1,800.00	\$810.00	\$1,620.00	\$850.00	\$1,700.00	\$900.00	\$1,800.00
427	L-125-5.5	NEW UNLIGHTED RETROREFLECTIVE TAXIWAY END SIGN	1	EA	\$2,500.00	\$2,500.00	\$2,900.00	\$2,900.00	\$3,000.00	\$3,000.00	\$3,200.00	\$3,200.00
428	T-905-5.1	TOPSOIL	11,110	SY	\$2.00	\$22,220.00	\$0.70	\$7,777.00	\$2.00	\$22,220.00	\$1.00	\$11,110.00
429	T-901-5.1	SEEDING	2.30	AC	\$2,000.00	\$4,600.00	\$670.00	\$1,541.00	\$500.00	\$1,150.00	\$525.00	\$1,207.50
430	T-908-5.1	MULCHING	2.30	AC	\$2,000.00	\$4,600.00	\$1,700.00	\$3,910.00	\$1,500.00	\$3,450.00	\$1,500.00	\$3,450.00
TOTAL COST OF SCHEDULE IV					\$205,265.00		\$217,205.50		\$222,285.00		\$298,360.00	

= denotes math error on bid sheet, numbers on this bid tab reflect correct values

CONSTRUCTION COST SUMMARY		ENGINEER'S ESTIMATE	KNIFE RIVER MISSOULA, MONTANA	FIRST MARK CONSTRUCTION MISSOULA, MONTANA	SCHELLINGER CONSTRUCTION COLUMBIA FALLS, MONTANA
SCHEDULE I - RECONSTRUCT NORTH RAMP		\$547,583.50	\$512,281.60	\$623,640.00	\$657,565.00
SCHEDULE II - RECONSTRUCT SOUTH RAMP		\$333,723.50	\$332,913.60	\$389,691.50	\$373,883.25
SCHEDULE III - RECONSTRUCT EAST PARALLEL TAXIWAY		\$496,270.00	\$436,012.50	\$455,886.50	\$507,352.25
SCHEDULE IV - NEW MIDFIELD TAXIWAY		\$205,265.00	\$217,205.50	\$222,285.00	\$298,360.00
TOTAL ALL SCHEDULES		\$1,582,842.00	\$1,498,413.20	\$1,691,503.00	\$1,837,160.50

Stevensville Airport
Stevensville, Montana
Project Cost Breakdown
AIP 3-30-0044-019-2019

Pavement Maintenance	CONSTRUCTION GRANT APP
ADMINISTRATION	
Independent Fee Review	\$ 2,500.00
Miscellaneous	\$ 2,500.00
Subtotal Administration	\$ 5,000.00
ENGINEERING (Estimated)	
Construction Manangement Services	\$ 215,000.00
Grant Closeout	\$ 15,000.00
Subtotal Engineering	\$ 230,000.00
CONSTRUCTION	
Construction - Knife River Bid	\$ 1,498,413.20
Subtotal Construction	\$ 1,498,413.20
Total Project	\$ 1,733,413.20

Total Administration	\$ 5,000.00
Total Engineering	\$ 230,000.00
Total Construction	\$ 1,498,413.20
Total Project	\$ 1,733,413.20
Federal Share - NPE Funds (90%)	\$ 1,560,071.00
Local Share - Town of Stevensville (10%)	\$ 173,342.20



U.S. Department
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**Federal Aviation
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Northwest Mountain Region
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Helena Airports District Office
2725 Skyway Dr., Suite 2
Helena, MT 59602

August 29, 2019

Craig Thomas
Airport Board Chairman
Stevensville Airport
ckyper@bigsky.net

Stevensville Airport
Stevensville, Montana
AIP: 3-30-0044-015-2019
Concurrence in Award

Dear Mr. Thomas:

We have reviewed the bid documents, and concur with your recommendation to award pavement reconstruction for taxiway and aprons and construction of midfield taxiway, in the amount of \$1,498,413.20 to Knife River. Furthermore, we accept your statement that the cost is reasonable based on the price/cost analysis performed by you or your consultant. Please maintain a copy of your price/cost analysis for future audit purposes.

You are reminded that your Disadvantage Business Enterprise (DBE) Accomplishments reports are due annually by on December 1 for the previous Fiscal Year. Details regarding the Federal Aviation Administration (FAA) Airport DBE Program can be found at the address below:

http://www.faa.gov/about/office_org/headquarters_offices/acr/bus_ent_program/

FAA regulations require the sponsor certify that adequate construction supervision and inspection have been arranged. Also, the sponsor ensures that construction conforms to the approved plans and specifications.

Please provide us with the following documents:

1. One copy of the executed contract.
2. A copy of the Notice to Proceed so we will be aware of the beginning construction date. This should be provided only after the sponsor determines that all necessary contracts, bonds, certificates of insurance, etc., are satisfactory, so that a Notice to Proceed may be issued to the contractor.

A preconstruction conference should be scheduled after the contract is awarded. Please inform us of the time and place of this meeting. The contractor's construction schedule and the overall project should be discussed. We will attempt to attend this meeting, however, in the event that we cannot attend the meeting, please include the FAA preconstruction guidance package, in the agenda for your preconstruction meeting. This information can be found in Advisory Circular 150/5300-9. Please provide us with a copy of the minutes of the meeting and a list of those in attendance.



U.S. Department
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**Federal Aviation
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Northwest Mountain Region
Colorado · Idaho · Montana · Oregon · Utah
Washington · Wyoming

Helena Airports District Office
2725 Skyway Dr., Suite 2
Helena, MT 59602

Federal participation is contingent upon construction conforming to the approved plans and specifications. To accomplish this, your resident engineer and inspectors must be familiar with the specification requirements and perform testing as required.

Copies of all test results should be available, during construction, at the job site for our review. In addition, Construction Progress and Inspection Reports, using FAA Form 5370-1 must be submitted on a weekly basis during construction.

Changes to the plans and specifications should be made by change order or supplemental agreement. Approval by the FAA should be obtained prior to performing the work to be eligible for participation.

Complete a *Strategic Events Submission Form* and forward to appropriate FAA Air Traffic Organization (ATO) Planning & Requirements office for any project that requires temporary shutdown of a facility.

If you have questions regarding your responsibilities during construction, please call me at (406) 441-5411.

Sincerely,

Diane Stilson, P.E.
Civil Engineer
Environmental Protection Specialist

Cc (via email)
Tyler Reed, Morrison-Maierle