



**Stevensville Town Council Meeting
Agenda for
THURSDAY, APRIL 14, 2022
7:00 PM, 208 Main Street, NVPL**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
 - [a.](#) Town Council Meeting Minutes, February 24, 2022
 - [b.](#) Town Council Meeting Minutes, March 10, 2022
 - [c.](#) Town Council Meeting Minutes, March 24, 2022
5. Approval of Bi-Weekly Claims
 - [a.](#) Claims #17594-#17651
6. Administrative Reports
 - [a.](#) Airport
 - [b.](#) Building Department
 - [c.](#) Finance
 - [d.](#) Fire Department
 - [e.](#) Police Department
 - [f.](#) Public Works
7. Guests
8. Correspondence
9. Public Hearings
10. Unfinished Business
 - a. Discussion/Decision: Reconsider our Actions from Town Council Meeting March 24, 2022 for Resolution No 415a, to Incorporate Donated Land into the Boundaries of Stevensville River Park
11. New Business
 - [a.](#) Discussion/Decision: Consent to the Mayor's Appointment of Volunteer Firefighter Recruit, Brayden Rogers
 - [b.](#) Discussion/Decision: Notice of Intent for Regional Multi-Hazard Mitigation Plan with the Department of Military Affairs Disaster and Emergency Services Division
 - [c.](#) Discussion/Decision: Purchasing of 2-4 Laptop Computers for Town Council Uses
 - [d.](#) Discussion/Decision: Renewal of Monthly (30 day) Contract Between Town of Stevensville and Robert Underwood
 - [e.](#) Discussion/Decision: Consent to the Mayor's Appointment of Leanna Rodabaugh to the Planning & Zoning Board
 - [f.](#) Discussion/Decision: Approval of Job Description for Zoning Administrator Position
 - [g.](#) Discussion/Decision: Resolution NO. 502, Resolution to Authorize the Town of Stevensville to Solicit Bids for a Half Time Zoning Administrator
12. Executive Report
13. Town Council Comments
14. Board Reports
15. Adjournment

Welcome to Stevensville Town Council Chambers

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

It is essential that we treat each other with respect.

We expect that participants will:

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

We further expect that participants will refrain from disrespectful displays:

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

Guidelines for Public Comment

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

During any council meeting you have two opportunities to comment:

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

Comment made outside of these times may not be allowed.

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

Thank you for observing these guidelines.

File Attachments for Item:

- a. Town Council Meeting Minutes, February 24, 2022

**Stevensville Town Council Meeting Minutes for
THURSDAY, FEBRUARY 24, 2022, 7:00 PM**

CONDENSED MINUTES

1.Call to Order and Roll Call

Mayor Gibson called the meeting to order, councilmembers Barker, Brown, Michalson, and Wolff were all present.

2. Pledge of Allegiance

3. Please Mute or Turn off all Phones and Electronic Devices, Thank you

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

5. Approval of Minutes

NONE

6. Approval of Bi-Weekly Claims

a. Claims #17283-#17320

Mayor Gibson: introduced approval of claims, I need a motion and

Councilmember Michalson: I would like to move to approve the bi-weekly claims.

Councilmember Barker: 2nd.

Mayor Gibson: thank you, Councilmember Wolff?

Councilmember Wolff: I do have questions; I have reviewed some of these claims and I have questions. Councilmember Wolff addressed the claims that she had concerns/questions about. Concerned about the amount of money that was being spent departments. (HDR)

Mayor Gibson: I would like to comment on that, it is from a contract from long ago, has to do with water. I am going to get with Mr. Kruse and discuss. We will sit down with Mr. Caprara and discuss those questions.

Councilmember Wolff: Fireside Pizza.

Mayor Gibson: we have looked into this, back in December. Meals were brought into town hall. In any form of government, you have to be in a status to receive meal reimbursement.

Councilmember Wolff: towing, I understand that our insurance will be paying it back.

Mayor Gibson: there was a wreck some time ago and our insurance will take care of this.

Councilmember Wolff: Zoom subscription, is this personal? Court?

Mayor Gibson: I think that the zoom is the court. There are two more things below that, Constant Contact and Switch board. We are looking into those. You will see a credit for GoDaddy refund. Our intent is to explore other email systems, possibly through the state.

Councilmember Wolff: page 4 pool training. I understand that public works were certified to take care of the pool.

Mayor Gibson: that is correct.

Councilmember Wolff: at the bottom of the page, I see admin amazon refund. I was just curious of what that was.

Mayor Gibson: I don't think that we have figured that out, haven't found a receipt yet, it is a good thing.

Councilmember Wolff: page 5. Another Zoom charge, EIG, and Switch Board. and then again, another interest charge on the credit card.

Mayor Gibson: same situation, they did not pay the bills in December, Jenelle I think that we are working on this, correct?

Jenelle Berthoud, Town Clerk: that is correct.

Mayor Gibson: with that, Councilman Michalson?

Councilmember Michalson: Mr. Mayor and council I just have one question, on page 3 and 5, Pool Spectrum. Why are we paying for this internet charge in the winter when we are not using it?

Mayor Gibson: we are looking into this. Speaking of these Credit Cards, I met with all of the department heads, and we are eliminating many credit cards, also myself I will not have one. There is only going to be the Finance Officer, Fleet Cards for gas, police and fire department and people did not really want them that is some of the problems with the past claims finding these receipts, finding the credit cards. There really is no reason for it. Second week that I was here I had a credit card in my desk and gave it to Jenelle and told her to get rid of it. Councilmember Barker?

Councilmember Barker: on the 3rd page where it says PD Valley Drug Christmas lights for the police department.

Mayor Gibson: I assumed that it was fire department, I don't know.

Jenelle Berthoud: it was the police department, but I am not sure.

Councilmember Barker: can we figure out what that is please.

Councilmember Brown: that might have been part of the program that they did at Christmas time.

Councilmember Barker: could you please check on that Jenelle. This is the first time that I have seen the initial next to the item itself. I guess the PW would be public works, it is nice to see that they are broken down by department.

Mayor Gibson: there has been discussion about breaking down these claims by department and we will get with Pam when she gets back, I think that it is a good idea.

Councilmember Barker: what is ECO Development on Spectrum? Page 5.

Councilmember Michalson: I talked to Robert Underwood about that he has never seen that before either, he did not think that should be there.

Mayor Gibson: just a reminder, she had a prior commitment but after this meeting the finance officer will be her for all claims. Councilmember Brown?

Councilmember Brown : page 4, PW, Merc Fresh? And Then PW, Doctor Scott Finley?

Mayor Gibson: I think that the doctor one was the CDL driver had to have a physical. The other \$14.00 I will look into. Any other questions on the claims? Any public comment on the claims, seeing none. Jenelle, will you take the vote.

Councilmember Barker: aye.

Councilmember Brown: no

Councilmember Michalson: aye.

Councilmember Wolff: yes, except on the Target Solutions, I would like the legal opinion on this. I will sign the claim sheet, but under protest.

Mayor Gibson: I will be getting with him tomorrow. Passes 3 to 1.

7. Administrative Reports

NONE

8. Guests

NONE

9. Correspondence

NONE

10. Public Hearings

NONE

11. Unfinished Business

NONE

12. New Business

a. Discussion/Decision: To Nominate and Elect a Councilmember to Serve as Council President in Accordance with Town Council Rules Part XII

Mayor Gibson: introduced new business item a.

Jenelle Berthoud, Town Clerk: read email from Mr. Michalson. Asking to be considered for Town Council President. I will ask for a motion and a 2nd and then you can go back to discussion.

Councilmember Wolff: I will make a motion to have Bob Michalson as our new president.

Councilmember Brown: 2nd.

Mayor Gibson: is there any public comment? Seeing none. Any further discussion? Seeing none, Jenelle do you want to take the vote?

Councilmember Barker: I really have had some mixed feelings on this on how I have voted in the past with Bob, it has been very hard for me, and Bob and I have talked about this. I am going to abstain.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: 3 to 1.

b. Discussion/Decision: Appointment of Councilperson to Serve on Planning & Zoning Board in Accordance with Stevensville Municipal Code §2-313

Mayor Gibson: introduced new business item b. councilperson to serve on the Planning & Zoning Board.

Councilmember Michalson: I move to appoint myself to the Planning & Zoning Board.

Councilmember Barker: 2nd.

Mayor Gibson: motion and a 2nd. Is there any public comment? Hearing none, is there any further comment?

Councilmember Wolff: I think that Bob will make an excellent member to that board.

Councilmember Barker: aye

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: 4 to 0

c. Discussion/Decision: Appointment of Councilperson to serve on TIFID/TEDD Board in Accordance with Stevensville Municipal Code §2-330

Mayor Gibson: introduced new business item c.

Councilmember Barker: I would like to move that we appoint Cindy Brown to the TIFID/TEDD board.

Councilmember Wolff: 2nd.

Mayor Gibson: motion and a 2nd. Is there any public comment? Seeing none, any discussion? Seeing none, Jenelle will you call for the vote.

Councilmember Barker: aye.

Councilmember Brown: no.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: 3 to 1

d. Discussion/Decision: Appointment of Councilperson to Serve on Park Board

Mayor Gibson: introduced new business item d.

Councilmember Wolff: I would like to make a motion for Stacie Barker to serve on the Park Board.

Councilmember Michalson: 2nd.

Mayor Gibson: motion and a 2nd. Any public comment, seeing none, any further discussion? Seeing none, Jenelle will you call for the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: 4 to 0

e. Discussion/Decision: Appointment of Councilperson to Serve on the Airport Board in Accordance with Stevensville Municipal Code §3-33

Mayor Gibson: introduced new business item e.

Councilmember Wolff: I will make a motion that Marilyn Wolff serve on the airport board.

Councilmember Michalson: 2nd.

Mayor Gibson: motion and a 2nd. Is there any public comment? Seeing none and further discussion, seeing none Jenelle will you take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: 4 to 0

f. Discussion/Decision: Appointment of Councilperson to Serve on the Climate Action Ad. Board

Mayor Gibson: introduced new business item f. just to reminder to the council the board was formed two to two and half years ago since that time no one has served on the board except for a council person. At some point a council person is going to bring this as an agenda item to review this, but at this time we need to have someone there.

Councilmember Barker: I would like to make a motion that Mr. Michalson sits on that board.

Councilmember Wolff: 2nd

Mayor Gibson: motion and a 2nd. Public comment, seeing none. Further discussion, seeing none, Jenelle call for the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: abstained

Councilmember Wolff: aye.

Mayor Gibson: a lot of work to do their buddy.

g. Discussion/Decision: Consent to the Mayor's Appointment of Jim Sayre to the Planning & Zoning Board

Mayor Gibson: introduced new business item g.

Councilmember Brown: I will move that we appoint Jim to the board.

Councilmember Wolff: 2nd

Mayor Gibson: motion and a 2nd. Public comment, seeing none. Any discussions? Seeing none, Jenelle will you call for the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: if there is no objection, all these airport boards have been on there before, this pretty much fills the airport board. Would you object to making a motion to nominate them all?

Councilmember Michalson: I would like to suspend council rules and appoint h-m put them altogether for one vote.

h. Discussion/Decision: Consent to the Mayor's Appointment of Craig Thomas to the Airport Board

i. Discussion/Decision: Consent to the Mayor's Appointment of Don Whitehair to the Airport Board

j. Discussion/Decision: Consent to the Mayor's Appointment of Dustin Wood to the Airport Board

k. Discussion/Decision: Consent to the Mayor's Appointment of Don Lorenzen to the Airport Board

l. Discussion/Decision: Consent to the Mayor's Appointment of Rich Perry to the Airport Board

m. Discussion/Decision: Consent to the Mayor's Appointment of Kelli Weed to the Airport Board

Councilmember Wolff: I will 2nd that. All of these people have excellent applications.

Mayor Gibson: thank you, any public comment? Seeing non. Any further discussion, Jenelle will you take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: 4 to 0

n. Discussion/Decision: Rescind Proposed Contract for Transportation Plan Between Robert Peccia & Associates, Inc. and the Town of Stevensville

Mayor Gibson: introduced new business n. Some of you remember that a partial contract was approved for about \$82,000.00. Part of the contract it says that this was to be negotiated which I don't think it was, it was signed December 13th. I have talked to department heads and my understanding none of them were involved in this and I think if you are doing a transportation contract you should involve, public works, police department, fire department. The other thing is I have no problem with Peccia & Associates, they do a good job. In reviewing it, it is kind of a piecemeal. We are looking at a bigger issue here and we may have to put out bids for that. The town needs to have a growth plan every five years and that includes transportation and everything. Planning & Zoning Board is going to be very busy, subdivision regs and start looking at the growth policy for the town of Stevensville. I want to make it clear I have no issue with the

people that were contracted here I don't believe that it was signed by the town attorney. They might want to get involved down the road with the growth policy so with that I am recommending that we don't follow through with this contract at this time for \$82,000.00.

Councilmember Wolff: I will make a motion to rescind this contract.

Councilmember Barker: 2nd.

Mayor Gibson: motion and a 2nd. public comment? Further discussion?

Councilmember Wolff: Councilmember Wolff read from a statement that she wrote, visionary study of 20 years, previous Mayor Dewey signed the agreement on December 13, 2021, a little over two months ago. The cost of the agreement is to be over \$82,000 this is totally inappropriate for a town the size of Stevensville that has a small footprint surrounded by state and county highways that we do have some input, but these entities decide real changes. In my opinion the Planning & Zoning Board has to update the 2016 growth policy and develop a subdivision regulation plan based on 2021 legislative changes before anything goes through. I support that this be rescinded.

Mayor Gibson: any further comment? Councilmember Michalson.

Councilmember Michalson: I would like to add that in last April meeting for Burnt Fork Estates, Councilmember Ludington and Mayor Dewey stated in the minutes that any cost generated would have to be paid by the developer not the town, I think that this fell in line with Burnt Fork Estates.

Councilmember Barker: so, reading where it says HDR consultants on there is that part of what we are paying in claims right now?

Mayor Gibson: this is a separate contract. I think that their part was small. This contract has not even commenced. It says that we have to negotiate and done at any time, it really has not started. Any further discussion?

Councilmember Brown: I did read through the contract that was provided to us and it stated in there that in 2006 plan which doesn't look like we even began to meet any of those goals on that 2006 plan so I think that the timing in not right on this, I think that it is a good idea, but I think we need to back off and wait and get other things done.

Mayor Gibson: any further discussion? Jenelle, will you take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: 4 to 0

13. Executive Report

Mayor Gibson: I think that we should work local, working with MDT, the county I think all of us that live here know where the problems are, Logan and Eastside HWY and then if you come down, College and Church are getting a lot more traffic because when you come down Eastside Hwy and Main, a state highway, you can see traffic backed up 15-20 deep. You are starting to see problems at Middle Burnt Fork and Main and of course it needs to look at all the traffic. I can do that study for \$5.00 and a gallon of gas. Planning and Zoning Board is going to be busy I am requesting that they have a meeting next week. And first to look and review the subdivision regulations and we need a recommendation after they look at that, I think that there were some good things put in there and I think that there was a lot of work put into it, but as some of you know even the last legislature, I am not convinced that all of the changes in subdivision regulations were put in there. It will all have to be reviewed, we are being overwhelmed not just weekly, but some times daily with proposals for rezoning. We need to have guidelines in place and who pays for what. Steve Kruse and I went through the HDR report, and my interpretation was water capacity, water pressure, water storage, water leakage, sewer and how I understood it I think that we are less than 500 hookups away to being kind of in trouble. If you want to consider whether Burnt Fork goes through all the way at some point with 300 some users, the extension of Twin Creeks 225 users I believe. There is another proposal on Pine, condos, townhomes or 4 plex's that is a number of users. There is another thing sitting on Park Street and they were annexed in, and they want to look at possible development. The Planning & Zoning Board is really going to be busy. And all the other boards are really important, but at this time we are up against it. As I have said time and time again, I am not going to put the burden on the current taxpayers for any issues with water, sewer, or any of that. I think that most of you feel the same, it is very important and again the growth policy I understand that it is to be done every five years and we are a year behind. It is big and they are both connected.

14. Town Council Comments

Councilmember Michalson: will I be able to order Pizza from Fireside?

Mayor Gibson: with your own credit card. Councilmember Wolff?

Councilmember Wolff: I just want to go over the composition currently of the Planning & Zoning Board. I think that we have Commissioner Chilcott, Trenis Hindle, Jessie Reeves, Bob Michalson, Jim Sayer and this is a board that should have seven.

Mayor Gibson: we still have an opening for outside the city limits.

Councilmember Wolff: and that will be advertised, or?

Mayor Gibson: it will be.

Jenelle Berthoud: it has been.

Mayor Gibson: we also have Park Board openings.

Jenelle Berthoud: we will bring those forth on the next meeting as well.

Mayor Gibson: I don't remember, but since you are on the board Mr. Michalson how many were to be on the Climate Board?

Councilmember Michalson: it is full (laughter)

Mayor Gibson: any further comments? Do we have any other business, seeing none we are adjourned.

15. Board Reports

NONE

16. Adjournment

APPROVE:

ATTEST:

Steve Gibson, Mayor

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

b. Town Council Meeting Minutes, March 10, 2022

Stevensville Town Council Meeting Minutes

for THURSDAY, MARCH 10, 2022, 7:00 PM

CONDENSED MINUTES

1. Call to Order and Roll Call

Mayor Gibson called the meeting to order, Councilmembers Barker, Brown, Michalson, and Wolff were all present.

2. Pledge of Allegiance

Mayor Gibson: let the public know that we will be meeting at Town Hall for the 24th meeting as well, due to the library doing some cleaning.

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

Kristina Schmidt: Bitterroot Community College, gave an update on the college and that they will be on the ballot on May 3rd.

4. Approval of Minutes

a. Town Council Meeting Minutes February 7, 2022

Councilmember Wolff: motion to approve meeting minutes.

Councilmember Barker: I will 2nd.

Mayor Gibson: motion and a 2nd. Public comment? Seeing none any questions from the council.

Councilmember Wolff: page 5 question 4 should be constituents , page 6 2nd paragraph, fair. Page 7, we in ward 2 have been misrepresented, page 8 Mayor Gibson, before, we have 3 in ward one, page 12, Gibson knew. Page 13, town council comments Cindy brown.

Councilmember Barker: aye

Councilmember Brown: aye

Councilmember Michalson: abstained

Councilmember Wolff: aye

b. Town Council Meeting Minutes February 10, 2022

Councilmember Wolff: make a motion.

Councilmember Barker: 2nd

Mayor Gibson: motion and a 2nd. Public comment? Seeing none, any further discussion? Jenelle, will you take the vote.

Councilmember Barker: aye

Councilmember Brown: aye

Councilmember Michalson: abstained

Councilmember Wolff: aye

Mayor Gibson: I am assuming Mr. Michalson you are abstaining because you were not here.

Councilmember Michalson: yes.

Mayor Gibson: that is totally appropriate.

5. Approval of Bi-Weekly Claims

a. Claims #17257-#17375

Mayor Gibson: introduced claims.

Councilmember Michalson: make a motion to approve claims #17257-#17375

Councilmember Brown: 2nd

Mayor Gibson: motion and a 2nd. Public comment? Seeing none. Council comments?

Councilmember Barker: Claim for Ravalli County Sheriffs Office for Zuercher mobile.

Pam Sosa, Finance Officer: reporting system for the police department.

Councilmember Wolff: 17323, building inspections? Was this just one building inspection or the whole month?

Pam Sosa: it is the entire month of February

Councilmember Wolff: claim 17325, Taz Properties that would be the airport, I am seeing late charges on bank fees again, page 3 at the bottom, January 12th are these credit card late charges?

Pam Sosa: as far as the Visa bill, we have been in discussion with the bank in reducing some of the fees currently we have a payment that did not go through, so we are making that payment. The prior month we are working on.

Councilmember Wolff: claim 17351, police office lease, Month of March?

Pam Sosa: right.

Mayor Gibson: gave comment to the lease for the police department, we are going to trying and work with the lease, Chief and his people want to come back here.

Councilmember Michalson: pg. 39, 17353, AFR late fee, \$130.00?

Pam Sosa: it is because the AFR has not been turned in we get that late fee every month.

Councilmember Michalson: 17334, Pintler billing for our ambulance services. Maybe Jeff can help we out.

Chief Motley: it is for our ambulance runs and transports.

Councilmember Michalson: has the town ever claimed any revenues off of this?

Chief Motley: yes, we have.

Mayor Gibson: In regards to claims, Pam has been working on not having the ZOOM charges anymore, the judge does not need them. What are the other ones?

Pam Sosa: constant contact, Switch board has also been cancelled.

Mayor Gibson: any other questions on the claims, seeing none. Jenelle call for the vote.

Councilmember Barker: aye

Councilmember Brown: aye

Councilmember Michalson: aye

Councilmember Wolff: aye

Mayor Gibson: motion passes

6. Administrative Reports

Mayor Gibson: gave an introduction on administrative reports, focused on Finance and that we will be starting budget talks in May. At first glance it looks like we are okay for this year. Spoke with department heads this morning and they will present what they need and what they would like to have. Mac is here to discuss the school resource officer position.

a. Airport

b. Building Department

c. Finance

d. Fire Department

e. Police Department

Chief Mac Sosa: we signed today on the CARES officer, 5-year contract.

f. Public Works

7. Guests

NONE

8. Correspondence

NONE

9. Public Hearings

NONE

10. Unfinished Business

NONE

11. New Business

a. Discussion/Decision: CDBJ Grant, North Valley Public Library, Mayors Signature Needed for Grant Application Completion

Mayor Gibson: introduced new business item a. we do have a member of the library board here to present.

Councilmember Michalson: make a motion to approve.

Councilmember Wolff: 2nd the motion.

Mayor Gibson: public comment, Victoria?

Victoria Howell: on the Library Board, Chair. Presented the reason behind the grant. No match from the town needed. I don't know if we will get the grant, but I did get it turned in and now the mayor's signature is needed.

Mayor Gibson: thank you, any other public comment. Thank you, Victoria. Any further discussion? Jenelle call for the vote.

Councilmember Barker: aye

Councilmember Brown: aye

Councilmember Michalson: aye

Councilmember Wolff: aye

Mayor Gibson: motion passes.

b. Discussion/Decision: Resolution No. 501, Resolution to Authorize the Town of Stevensville to Enter into the Montana Community Development Block Grant Program

Mayor Gibson: introduced new business item b.

Councilmember Barker: move to approve Resolution No. 501.

Councilmember Michalson: 2nd.

Mayor Gibson: there is a motion and a 2nd. Is there any further discussion? Seeing none, Jenelle will you call for the vote.

Councilmember Barker: aye

Councilmember Brown: aye

Councilmember Michalson: aye

Councilmember Wolff: aye

Mayor Gibson: motion passes.

c. Termination of Contract with BVS, Inc. and the Town of Stevensville

Mayor Gibson: introduced new business item c.

Councilmember Michalson: make the motion to terminate the contract with BVS.

Councilmember Barker: 2nd

Mayor Gibson: there is a motion and a 2nd. Any public comment?

PUBLIC COMMENT

Dave Wick: thanked the town and Chief Motley for the use of the ambulance. Served about 300 people.

Councilmember Michalson: Dave, did you have any major work done it.

Dave Wick: it was repaired by Olson Trucking; it is in better shape than when I got it.

Mayor Gibson: any further comment? Jenelle, will you call for the vote.

Councilmember Barker: aye

Councilmember Brown: aye

Councilmember Michalson: aye

Councilmember Wolff: aye

Mayor Gibson: motion passes.

d. Discussion/Decision: Consent to the Mayor's Appointment of Jeff Motley to the Police Commission

Mayor Gibson: introduced new business item d.

Councilmember Barker: made a motion to approve.

Councilmember Wolff: 2nd.

Mayor Gibson: motion and a 2nd. Any public comment? Any further discussion? Seeing none, Jenelle will you take the vote.

Councilmember Barker: aye

Councilmember Brown: aye

Councilmember Michalson: aye

Councilmember Wolff: aye

Mayor Gibson: motion passes.

e. Discussion/Decision: Consent to the Mayor's Appointment of Mike Mickelson to the Police Commission

Mayor Gibson: introduced new business item e.

Councilmember Brown: make a motion

Councilmember Wolff: 2nd.

Mayor Gibson: there is a motion and a 2nd. Any public comment? Seeing none? Any further discussion?

Councilmember Michalson: can I ask how many applicants?

Jenelle Berthoud: total of three.

Mayor Gibson: any further discussion? Seeing none, Jenelle will you call for the vote.

Councilmember Barker: aye

Councilmember Brown: aye

Councilmember Michalson: aye

Councilmember Wolff: aye.

Mayor Gibson: motion passes.

f. Discussion/Decision: Consent to the Mayor's Appointment of Angela Lyons to the Planning & Zoning Board

Mayor Gibson: introduced new business item f.

Councilmember Wolff: made a motion to appoint.

Councilmember Michalson: 2nd.

Mayor Gibson: any further discussion?

Councilmember Wolff: I would just like to say that she doesn't have any ties to developers and that was a breath of fresh air to me.

Mayor Gibson: any further discussion? Seeing none Jenelle will you call for the vote.

Councilmember Barker: aye

Councilmember Brown: aye

Councilmember Michalson: aye

Councilmember Wolff: aye.

Mayor Gibson: motion passes.

g. Discussion: Preparation of the Town of Stevensville Annual Financial Report by Jennifer Cote, CPA

Mayor Gibson: introduced new business item g. this was approved by the last mayor and the council I believe in September, and it did not move forward. All this is the contract has already been approved by the council and the former mayor and we just want to move forward. With that is there a motion?

Councilmember Michalson: make a motion to approve.

Councilmember Barker: 2nd.

Mayor Gibson: there is a motion and a 2nd. Public comment? Seeing none. Any other discussion? Seeing none, Jenelle will you call for the vote.

Councilmember Barker: aye

Councilmember Brown: aye

Councilmember Michalson: aye

Councilmember Wolff: aye

Mayor Gibson: motion passes.

h. Discussion: Community Development Position

Mayor Gibson: some of you are aware that we have been advertising for a community development position. We have all these requests for zoning, developments. We are thinking about bidding out a half time contract to do this. I just wanted to bring it up that at the next meeting or after that we will be bringing a contract to you. There is no decision to be made, just bringing it to your attention.

12. Executive Report

Mayor Gibson: talked about the restructure of the water and sewer bonds. They have done a lot of work on this and then it just kind of stalled. Interest rates have gone up a little bit, but I think that we can still save some money. Airport Board is full and as of tonight the Planning & Zoning Board is full. TIFD/TED board will be full. We need to start our growth policy. We want to make sure that all of you and all of you on the Planning and Zoning Board know that we are not going to put the burden on the taxpayers. In April we will hear about the ARPA grant. Started the process with Northwest Energy for the possibility of a program to help reduce our rates and receive rebates. Just like Councilmember Brown asked, is this energy bill normal? No, it is not. Council meeting on the 24th will be here. Reminder that the police department is having their chili feed and contest.

13. Town Council Comments

NONE

14. Board Reports

Councilmember Wolff: nice group of guys and a young lady.

Mayor Gibson: Park Board still has some spots.

Jenelle Berthoud: I believe that there are 3 spots open.

Councilmember Brown: reminded that the TIRD?TED board needs a person from economic development and that the last person was Julie Foster.

15. Adjournment

APPROVE:

ATTEST:

Steve Gibson, Mayor

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

c. Town Council Meeting Minutes, March 24, 2022

Stevensville Town Council Meeting Minutes for THURSDAY, MARCH 24, 2022
7:00 PM 206 Buck Street, Town Hall

CONDENSED MINUTES

1. Call to Order and Roll Call

Mayor Gibson called the meeting to order, councilmembers Barker, Brown, Michalson and Wolff were all present.

2. Pledge of Allegiance

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

4. Approval of Minutes

NONE

5. Approval of Bi-Weekly Claims

a. Claim #17536- #17619

Mayor Gibson: introduced approval of claims.

Councilmember Michalson: make a motion to move.

Councilmember Barker: 2nd.

Mayor Gibson: Mr. Michalson made a motion, Ms. Barker 2nd. Public comment? Seeing none, council comment?

Councilmember Wolff: 17536, postage machine lease, is see the breakdown for police department, fire department I don't know what those others are, could you give us those?

Pam Sosa: that is going to be water department, wastewater and airport.

Councilmember Wolff: and the C.

Pam Sosa: court.

Councilmember Wolff: is this one machine and everyone uses it? Or are their different machines?

Pam Sosa: it is one machine.

Councilmember Wolff: since Mr. Kruse is here, I was looking at the sewer testing and this is a side thought and I am not sure if you are doing this right now. A lot of communities are doing Wastewater, COVID testing as a public testing. I don't know how pricy that is, but it does let you know about infections in your own community.

Steve Kruse, Public Works Department: that is not currently in our town tests, I can look into the additional cost.

Councilmember Wolff: I would be interested; I think that it is a public health concern. Down under police department, it has concealed armor. 17602, is that like bullet proof vest?

Pam Sosa, Finance Director: yes, it is.

Councilmember Wolff: on page 2 graphics installation on the wrecked fire truck is \$427. 22 and this is part of this MMIA claim on the wrecked truck.

Pam Sosa: yes, it is.

Councilmember Wolff: so that might be partially reimbursed or all of it.

Pam Sosa: yes.

Councilmember Wolff: we have Stevensville Hardware, NAPA for some things. I don't know if they are preferred providers and there is a discount?

Pam Sosa: I do believe that NAPA does give us a discount. And they we just have an account with the hardware stores.

Councilmember Wolff: it would be nice to have the ability to see if we could get a discount. Under New Fields we have a preapplication meeting was this a one-day meeting? Who was all involved?

Steve Kruse: it was the mayor and myself, it was progress billing, it was for the work done prior for mapping for the water rights issue.

Councilmember Wolff: nice to see the \$11,894.11 in claims total versus the prior claims report.

Councilmember Michalson: 17611,HDR, \$1309.00 The other one is for HDR. 17603. In three months, we have paid over \$24,000 what are the reports that are actually coming.

Steve Kruse: miscellaneous task order, \$1300.00 was to help me complete an application. The other one was for the booster station.

Pam Sosa: Preliminary engineering report, booster and development.

Mayor Gibson: Steve, we have cut back on some things too, right?

Steve Kruse: yes, we are. The mayor and myself had a meeting with HDR to go over the ARPA grant and that process and costs. And what we agreed to at that meeting that all spending with the exception of the \$10,000 miscellaneous task order.

Mayor Gibson: any further discussion, seeing none. Jenelle, will you call for the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: motion passes.

6. Administrative Reports

NONE

7. Guests

NONE

8. Correspondence

NONE

9. Public Hearings

NONE

10. Unfinished Business

a. Discussion/Decision: Resolution No 415a, to Incorporate Donated Land into the Boundaries of Stevensville River Park

Mayor Gibson: introduced unfinished business item a.

Councilmember Michalson: make a motion.

Councilmember Brown: 2nd.

Mayor Gibson: motion and 2nd. Public comment? Any questions from the council?
Councilmember Wolff?

Councilmember Wolff: I have a real problem with this piece of land, I thought that it was an expansion of the land on the east side, but it does not it is on the west side. I am concerned of the embankment. If you were going to develop this for fishing, you are going to run into problems with the highway. This is a small piece of land, I don't even see parking, it would take town money to take care of this.

Mayor Gibson: Mr. Kruse. Just your opinion. To my knowledge we have done nothing in five years to maintain that land.

Steve Kruse: to my limited knowledge the town has not done anything.

Mayor Gibson: my opinion, after going to see this property, my personal opinion. I don't really see what use it is to the town and like Councilmember Wolff said I only see a liability; it is a steep bank, and it looks like it goes into the river. That is my concern.

Councilmember Michalson: I went back to the original minutes of this meeting, there was no public discussion or council discussion it just went to a vote. My question would be according to the county's resolution, Mr. Michalson recited the resolution. The town had five years to develop this, and nothing was done, I don't even know if anyone knew we had this. Vicky was this brought up?

Vicky Motley: yes, it was brought up at park board meetings and a lot of it had to do with the land upfront was being limited. So, the county gave that to the town to give access to parking and no we have not done anything with it and at about that time Capp's sold, and Fish Wildlife and Parks got involved. I think that it is a viable piece of property for the city. Thinking long term, you have access to the west side of the river and that gives us possible opportunity to grow and improve their financial statement to business going out there.

Mayor Gibson: my biggest concern is the liability, I was there it is just a steep bank, yes there is a little gravel spot. That is just my opinion. If there is any other public comment, please come up and sign.

PUBLIC COMMENT

Vicky Motley: originally Park Board was looking at it from a parking standpoint versus developing it into actual access into the river. You could use it for overflow parking, the way that the river has been lately we have only increased traffic out there. Even it is only for parking, I think that it could do a lot for the town. Just that connecting piece on the west side of the river. Not saying that you are going to do anything, consolidation or how that looks, if you turn that away now you might not get that opportunity and have definitely shut down that growth for Stevensville. I am not a proponent of Stevensville growing, but I think we need to keep those options open.

Mayor Gibson: thank you, I want to ask Steve Kruse one more question along those lines. When you and I looked at this, how much do you think there is for parking.

Steve Kruse: I agree, the way that it sits right now you have the shoulder of the road, I don't think that you can park there.

Mayor Gibson: along those lines, Steve and I met with FW&P today and correct me if I am wrong, there is another piece of land on the other side to Fort Owens and they planted about 200 plus trees and they want to put some water tanks in there to water those trees and also, we talked about parking and there are a lot of parking places taken there. But there is also a trail there and we are going to have a further discussion about how we can designate that trail for people too, that is on the other side.

Councilmember Brown: I think that the town should keep that piece of land. Myla just donated a chunk to FW&P about a year ago the town also has that River Park north of FW&P is. So, in the future it would be nice to see FW&P and maybe the town of Stevensville working together to make a bigger and better plan for the tracks of land down there. There is trails down there that are not very well maintained, I walk them with the dogs. So, I think that it would be in the best interest of the town to keep that piece of property, if we give it back to the county then in the future, they are working with three entities to try to develop anything. Besides that, how many subdivisions have gone in around town, have we seen any of the cash in lieu of for the parks that are not being developed inside the subdivisions outside of town. We don't see any of that money at lease we have a piece of property and try to develop with another agency.

Mayor Gibson: any further discussion? Seeing none, Jenelle will you call for the vote.

Councilmember Barker: aye

Councilmember Brown: aye

Councilmember Michalson: no

Councilmember Wolff: no

Mayor Gibson: motion fails.

11. New Business

a. Discussion/Decision: Approval to Purchase Interpreters and Meters for Public Works

Mayor Gibson: introduced new business item a.

Councilmember Barker: I make a motion to approve.

Councilmember Michalson: 2nd.

Mayor Gibson: there is a motion and a 2nd. Jenelle, can you please read the correspondence.

Jenelle Berthoud, Town clerk: read the correspondence from Mr. Harris. (This will be included in the minutes)

Mayor Gibson: in my response, Mayor read his response back to Mr. Harris. (This will be included in the minutes) Mr. Kruse I would like you to get up and report how many meters you have replaced, how many we need and the issues with software.

Steve Kruse: thank you, tell you a story or ask questions. So, of you probably know more about this than I do. What I discovered that is in 2011 the town of Stevensville switched over to AMI, to the tune of 800 plus meters at that time. When I started working for public works and the first time that I did a meter read it came back with 147 meters that did not read so we made it a priority to change that, at that point my goal was to change that 147. It was pretty difficult during the COVID shutdown to make appointments; people did not want strangers in their house other people maybe weren't in a rush to call us back to put in a new meter that reads accurately in your house, so it was slow going. Over the course of the year, we have put in 60 new meters, 43 meters left and 8 interpreters to do. The disturbing thing about this about 142 did not read we put 62 new meters in and each time our do not read number is going up. Last month it was 172 did not read we put 60 in and when we go out and read meters, part of that report says 48 new meters stopped reading, then I started looking into these meters that are all from 2011. The 10-10 warranty is for 10 years, replacing it at another 10% per meter for the next 10. In my mind it is a known issue, we are talking to our supplier. The town is close to replacing 900 meters, anticipating and planning forward budgeting a pretty good chunk of money to replace meters. If a meter does not read, the customer will pay the flat rate, we have some people that have paid the same rate in February as in August. Our huge water loss problem I can not tell you what that is, until the meters read correctly. I am going to push really hard with Master Meter.

Mayor Gibson: if you were to approve this, we will come back for a budget amendment. It needs to be done and that is my opinion.

Steve Kruse: they have been waiting for interpreters for 2 ½ months. We have our name on 40 that were ordered 2 ½ months ago.

Mayor Gibson: any further discussion, seeing none. Jenelle will you take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: motion passes.

b. Discussion/Decision: Proposed Language Change to Utility Billing Policies & Procedures

Mayor Gibson: introduced new business item b.

Councilmember Barker: I move that we propose language change.

Councilmember Wolff: 2nd

Mayor Gibson: motion and a 2nd. Public comment? Seeing none. Any discussion from the council?

Councilmember Wolff: I basically see three changes, billing cycle, utility billing clerk and 5 more days instead of the 20th it is the 25th. I guess it is only two things.

Shelly Block, Utility Billing Clerk: it is actually 30 days, they are going to get that additional grace period. It is received versus when it was mailed. With this language it is a little more clear that the money has to be received in our office so that we can apply it and do the billing correctly.

Mayor Gibson: any further discussion? Seeing none, Jenelle will you take the vote.

Councilmember Barker: aye

Councilmember Brown: no

Councilmember Michalson: aye

Councilmember Wolff: aye

Mayor Gibson: passes 3 to 1

c. Discussion/Decision: Resolution 457b, Resolution Amending Water & Sewer Billing Policies

Mayor Gibson: introduced new business item c.

Councilmember Michalson: I move to approve resolution 457b.

Councilmember Barker: 2nd

Mayor Gibson: motion and a 2nd. Any public comment? Seeing none. Any discussion from the council? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: no

Councilmember Michalson: aye

Councilmember Wolff: aye

Mayor Gibson: 3 to 1

d. Discussion/Decision: Approval of Airport Hanger for Mr. Hall, Lot 1 Block 3, Stevensville Airport

Mayor Gibson: introduced new business item d.

Councilmember Wolff: make a motion.

Councilmember Barker: 2nd

Mayor Gibson: motion and a 2nd. Public comment? Seeing none. Any discussion from the council?

Councilmember Brown: I would assume that Mr. Hall's lease is recorded with the clerk and recorder's office.

Councilmember Wolff: I would assume so.

Mayor Gibson: I would assume so.

Councilmember Brown: not always.

Mayor Gibson: we will make sure that it happens.

Councilmember Brown: thank you.

Councilmember Wolff: I am the representative for the airport board. After attending a really long meeting. This is a fairly routine matter, and this all has to meet FAA requirements. This is a board that is very serious and meticulous in what they do. Plans were included in the packet, and I think that we can depend on them to make sure that this is done correctly. There were some questions about septic and water. Mr. Hall is trying to deal with this, and they are discussing this with the county health department. They are not connecting to city water, but they are planning on a holding tank.

Mayor Gibson: any further discussion? Seeing none, Jenelle would you call for the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Michalson: aye.

Councilmember Wolff: aye.

Mayor Gibson: thank you.

12. Executive Report

Mayor Gibson: gave his executive report. I was out of town and was unable to attend the chili field I want to thank Mac and Kristin I want to thank all of the people of Stevensville it was pretty successful. And the amount that some people donated I want to thank them. We the staff will be hosting an open house, we will be providing refreshments, it will not come out of the town budget. Our plan is to do that on April 8th from 4-5. I have asked as many employees as possible to attend, I think that it gives the citizens opportunity to ask questions, but I think that it is a good opportunity also for our staff. I have been so amazed at the staff, especially the ones that have been short term. You don't see it every day like I do, if it is the water billing or the budget, whether it is the town clerk, whether it is the chief of police, whether it is Steve Kruse, these people work constantly more than I do. And I am just so appreciative. We talked about the meters, and I assume you that drive around, Steve Kruse has also been busy fixing potholes, it was a bad year for potholes and the leaks, a big shout out to them.

13. Town Council Comments

Councilmember Michalson: did the red fire truck come back that was loaned out? The ambulance I mean.

Vicky Motley responded from the audience, "Yes it did".

Councilmember Brown: where are you at with the laptops for the council?

Jenelle Berthoud: as you guys can see I did not have minutes for this meeting, last week was an extremely busy week unfortunately minutes and those two laptops got put on the back burner. I will hope for IT to tackle them next week.

Mayor Gibson: next meeting there will be an agenda item to purchase 2 more laptops.

Councilmember Barker: I had a citizen of Stevensville reach out to me about Father Ravalli Park, some of the concerns for over there. We still have not had a Park Board Meeting; we are lacking some members for the Park Board. I did get with Mr. Kruse to see where we were sitting with some of the stuff, there was an email sent out to us councilmembers, I know that we are again shorthanded in some departments, however everything else is coming together well. Why can't we do a community workday like you do with Bear Mountain?

Mayor Gibson: I would agree.

Councilmember Barker: I think that we need to set a workday and get it done.

Mayor Gibson: Jenelle can we put that on the next agenda, we have also advertised for the park's person.

Councilmember Barker: I did attend the chili feed, very well attended. The responses that we got back from the community, everybody thought it was as great thing. And what can we do next to not always use the towns funds.

Councilmember Brown: two picnic tables showed up at the park yesterday, thank you very much.

14. Board Reports

Councilmember Michalson: The Planning and Zoning Board met. representative, Jim Sayer is the chair, Trenis Hindle vice chair and Angela Lyons secretary. Going to go over Subdivision regulations, started to discuss, have assignments to work on and will meet again on April 11th.

Mayor Gibson: tomorrow or Monday, Jenelle is busy. I went through all of the codes for MT codes for subdivision regulations and growth policy. We will make copies for everyone on the Planning and Zoning Board. There were questions so this will be a good start. As you all know we have been bombarded with zoning requests, etc. this is fair to us and also fair to the developers. The Community Development job has been open for years; we will draw up a part time job description that will focus on zoning. We also have another board report.

Councilmember Wolff: it was a long meeting, going over the potential for grants there is a lot of money, potential, for the airport. The report is in the prior, that Tim did, and that gives you the idea of the potential for contracts. Forest Service sees Stevensville as a central area. The airport is extremely busy and during fire season they really need the potential to have the space. Tim did a beautiful report on the potential at the airport.

\Mayor Gibson: ARPA, we are supposed to hear around April 11th. Water storage and leaks are very important. We will be back in the library next meeting.

15. Adjournment

APPROVE:

ATTEST:

Steve Gibson, Mayor

Jenelle S. Berthoud, Town Clerk

Jenelle Berthoud

From: Steve Gibson
Sent: Tuesday, March 22, 2022 10:35 AM
To: Mark Harris; Jenelle Berthoud
Subject: RE: [EXTERNAL] replacement of water meters

Dear Mr. Harris,

Read your email today, received your email at 7:40 March 21st.

In regards to replacing meters, the normal practice for changing meters at residences has been to knock on doors, identify ourselves and what we are doing, ask if it is a convenient time. The only exception was during the COVID emergency when we needed approval from homeowners to come into their house, which we did by scheduling appointments, we have since returned to the normal process.

In relationship to your statement about bogus water bills and random water bills, we are continuing to address these issues. The system calculated the billing amount from the meter reading and not the actual usage. For the meters that were not reading in the month of January, the system calculated the customer's bill based on the reader number and not the actual usage number.

We are continuing to address these problems and I am not blaming the previous administration. We are no longer short staffed and moving forward.

Your correspondence will be read into public comment at the March 24, 2022, council meeting as you requested. If you have any other questions, please contact me at 406-439-2203

Thank you,

Steve Gibson
Mayor of Stevensville

From: Mark Harris <mharris487@gmail.com>
Sent: Monday, March 21, 2022 7:40 PM
To: Steve Gibson <steve.gibson@townofstevensville.com>; Jenelle Berthoud <jenelle@townofstevensville.com>
Subject: [EXTERNAL] replacement of water meters

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Mayor Gibson -

On Monday afternoon a young man in a yellow t-shirt with a "Town of Stevensville" logo on it rang my doorbell and said he was here to change my water meter.

I had shown Jenelle a couple months ago that my water consumption was no longer showing on my bills. She made a copy of the bill and said she'd notify the proper folks. She also said they'd contact me to make an appointment to check batteries or replace the meter if necessary.

Anyway, fast forward to today when the young man didn't show any identification and no prior arrangements had been made. I tend to be suspicious of things like that and turned him away pending verification with the Town of Stevi. I also had to move some items to give him access to the meter and enough room to work. I made an appointment with him to return Tuesday AM at 0730 to change the meter.

I tried to call the town clerk and the billing clerk, but neither seemed to be answering their phones. I left messages. I then spoke with the police clerk by phone who put me on hold and said she'd try to get me in contact with the billing clerk. After waiting on hold for about a minute, the phone hung up.

I called back to the billing clerk and she answered this time. I explained that notifications should have been made prior to sending someone to my home and why. She went so far as to blame this on the previous administration.

I received a bogus \$1800 water/ sewer bill on the day I paid my 80-something dollar (correct amount) this month. Let's get this fixed. I know others who've gotten odd, random water bills this month as well. It has to be costing the taxpayers a lot of money to send out all that nonsense in the mail.

You have a problem, sir, with unprofessional workers who blame everything on the last mayor's administration. I am tired of it and would like to see them get their stuff together and start getting stuff done. No more blame on other administrations. No more blame on short staffing. Stop this and give them some leadership. You said you'd make mistakes as mayor, you'd own them, and you'd correct them. Correct them and lead this in the right direction. Stop blaming the previous mayor yourself and be a leader.

I am requesting that this be read into the record as a public comment at the next council meeting.

Sincerely,

Mark Harris
403 College Street, Stevensville, MT 59870-2525
(406) 777-4870

File Attachments for Item:

a. Claims #17594-#17651

04/12/22
14:08:21

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 3/22

Page: 1 of 7
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
17594	04/01/22	1758 Ramona Vance Police Office Lease March	1,000.00 1,000.00			1000 420100	530	101000
17620	10999 03/31/22	293 Mountain Air Insurance Services Annual Renewal of Airport Premises Liability Insurance Policy Liability Ins Policy - Airport	1,232.00 1,232.00*			5610 430300	510	101000
17621	52-1436720	1582 Optical Scientific, Inc. 03/08/22 AWOS service	1,754.37 187.50			5610 430300	350	101000
	52-1436720	03/08/22 Travel time	875.00			5610 430300	350	101000
	52-1436720	03/08/22 Travel Expenses	576.56			5610 430300	350	101000
	52-1436720	03/08/22 G&A 20%	115.31			5610 430300	350	101000
17622	QL9528897 02/22/22	1652 Quill.com Raffles tickets (PD Chili Cook-off) PD- Raffle tickets Chili Co	16.99 16.99			1000 420100	210	101000
17623	112 03/16/22	74 STEVENSVILLE RURAL FIRE DISTRICT FD-Meal split for training	83.60 29.60			1000 420410	229	101000
	112 03/16/22	FD- Booklets for deaf patients	54.00			1000 420410	320	101000
17624	03/29/22	1794 Jeff Newsom Service call for street sweeper. PW- Service call st sweeper	65.00 65.00			1000 430100	232	101000
17625	Mar 22 03/03/22	33 NORTHWESTERN ENERGY Spec lighting #3	14,559.07 236.48			2430 430263	340	101000
	Mar 22 03/03/22	206 Buck 90% TH Facility	710.46			1000 411201	340	101000
	Mar 22 03/03/22	206 Buck 10% Bldg Dept	78.94			2394 420531	340	101000
	Mar 22 03/03/22	Peterson Add'n lighting	175.95			2420 430263	340	101000
	Mar 22 03/03/22	Dayton Add'n lighting	241.92			2410 430263	340	101000
	Mar 22 03/03/22	Maplewood Cemetery	10.02			1000 430900	340	101000
	Mar 22 03/03/22	Main St seasonal lighting	6.00			1000 430263	340	101000
	Mar 22 03/03/22	Orig Town street lights	230.63			1000 430263	340	101000
	Mar 22 03/03/22	ESH - 5th St. lights	416.07			1000 430263	340	101000
	Mar 22 03/03/22	5th St - Lange Park lights	33.15			1000 430263	340	101000
	Mar 22 03/03/22	Add'l Town lighting	151.27			1000 430263	340	101000
	Mar 22 03/03/22	NW LDS parking lot	0.00			2430 430263	340	101000
	Mar 22 03/03/22	MBF H2O plant	277.63			5210 430520	340	101000
	Mar 22 03/03/22	102 Main St pump #1	120.38			5210 430520	340	101000
	Mar 22 03/03/22	Riverside Cemetery IRR	0.00			1000 430900	340	101000
	Mar 22 03/03/22	Maplewood Cemetery	10.02			1000 430900	340	101000
	Mar 22 03/03/22	Sewer lift station W. Central	17.98*			5310 430620	340	101000
	Mar22 03/03/22	Sewer trtmnt plant	4,641.27*			5310 430620	340	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	Mar 22	03/03/22	Truck garage South		258.35		1000 430100	340	101000
	Mar 22	03/03/22	L&C Yard Light		10.02		1000 460430	340	101000
	Mar 22	03/03/22	L&C Park Irrigation 5hp IRR		0.23		1000 460430	340	101000
	Mar 22	03/03/22	L&C Park Parking Lot		6.00		1000 460430	340	101000
	Mar 22	03/03/22	L&C Park Restrooms/Field light		39.74		1000 460430	340	101000
	Mar 22	03/03/22	214 Buck St. - H2O 25%		23.76		5210 430520	340	101000
	Mar 22	03/03/22	214 Buck St. - Sewer 25%		23.76*		5310 430620	340	101000
	Mar 22	03/03/22	214 Buck St. - PD 50%		47.52		1000 420100	340	101000
	Mar 22	03/03/22	3rd & Park		12.00		1000 430263	340	101000
	Mar 22	03/03/22	421 Airport Rd - SRE 50%		99.64*		5610 430300	340	101000
	Mar 22	03/03/22	421 Airport Rd - FD 50%		99.64		1000 420422	340	101000
	Mar 22	03/03/22	Pool		46.97		1000 460445	340	101000
	Mar 22	03/03/22	MBF Well Field		5,274.17		5210 430520	340	101000
	Mar 22	03/03/22	MBF booster station		130.05		5210 430520	340	101000
	Mar 22	03/03/22	Creamery Park (223 Main)		45.71		1000 460430	340	101000
	Mar22	03/03/22	102 Main Street D-PD		44.78		1000 420100	340	101000
	Mar 22	03/03/22	Dickerson Park		6.30		1000 460430	340	101000
	Mar 22	03/03/22	Water 157 Sewer Works Rd Depot		4.96		5210 430520	340	101000
	Mar 22	03/03/22	Sewer 157 Sewer Works Rd Depot		4.96*		5310 430620	340	101000
	Mar 22	03/03/22	Streets 157 Sewer Works Rd Dep		4.96		1000 430200	340	101000
	Mar 22	03/03/22	Crksde Mdws Lighting Dist #4 1		242.16		2440 430263	340	101000
	Mar 22	03/03/22	Crksde Mdws Lighting Dist #4 2		130.43		2440 430263	340	101000
	Mar 22	03/03/22	Stevensville Cutoff Rd Path		6.00		1000 430263	340	101000
	Mar 22	03/03/22	Twin Creeks Dist #5		415.83		2450 430263	340	101000
	Mar 22	03/03/22	300 Main St seasonal lighting		6.00		1000 430263	340	101000
	Mar 22	03/03/22	206 Buck Fire Dept Lighting		216.96		1000 411201	340	101000
17626		1061 WESTERN BUILDING CENTER		139.90					
	15120270	03/29/22 PW- 12" footing pads		139.90*		2987	460430	400	101000
17627		1702 DE Lage Landen Finance Services, Printer Lease March 2022		55.85					
	75845606	04/15/22 Printer Lease		55.85		1000	410360	320	101000
17628		1787 Valli Information Systems, Inc. Online Maintenance Water & Sewer Billing		994.46					
	80610	03/30/22 Water billing		497.23		5210	430510	320	101000
	80610	03/30/22 Sewer billing		497.23		5310	430610	320	101000
17629		1703 North Ridge Fire Equipment Ball Valve for 2011 Fire Truck		38.90					
	15501	03/15/22 FD- Ball Value (for 2011)		38.90		1000	420460	230	101000

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
17630	1862 Modern Marketing	1,061.88					
	PD- Evidence bags, evidence tape, drug testing kits						
	MMI145114 03/25/22 PD- Evidence bags 5x7 (500)	245.00			1000 420100	220	101000
	MMI145114 03/25/22 PD- Evidence bags 10x12(500)	245.00			1000 420100	220	101000
	MMI145114 03/25/22 PD- Evidence bags 12x18 (50	245.00			1000 420100	220	101000
	MMI145114 03/25/22 PD- Evidence tape 1" red	101.88			1000 420100	220	101000
	MMI145114 03/25/22 PD-Nartec Amphetamine/Opiat	225.00			1000 420100	220	101000
17631	1436 Maureen M. O'Connor	1,500.00					
	04/05/22 Monthly Compensation	1,500.00			1000 410360	350	101000
17632	1815 Republic Manufacturing	82.89					
	0220558-IN 02/07/22 PW- Blower lubricant	82.89			5310 430640	220	101000
17635	1849 StoryBrook Medicine	2,289.02					
	FF yearly physicals (Chambers, Frandsen, Rohbock, Weiss, Henderson(Lee), Mertins, Tribby						
	FFPhysical 03/23/22 Firefighters yearly physic	2,289.02*			1000 420410	351	101000
17636	1267 Witmer Public Safety Group Inc.	1,809.29					
	Cairns 1010 helmet						
	S013161 03/24/22 FD-Cairns 1010 Helmet	1,809.29			1000 420460	226	101000
17637	1827 Pintler Billing Services	50.00					
	Monthly maintenance fee-Medical billing						
	416 04/01/22 Medical billing-monthly maint.	50.00			2230 420730	350	101000
17638	16 MONTANA ENVIRONMENTAL LAB LLC	1,470.20					
	2201550 03/03/22 PW- Sewer Testing	366.30			5310 430640	355	101000
	2201800 03/03/22 PW- Sewer Testing	184.40			5310 430640	355	101000
	2202058 03/15/22 PW- Sewer Testing	366.30			5310 430640	355	101000
	2202289 03/15/22 PW- Sewer Testing	184.40			5310 430640	355	101000
	2202576 03/28/22 PW- Sewer Testing	184.40			5310 430640	355	101000
	2202744 03/30/22 PW-Sewer Testing	184.40			5310 430640	355	101000
17639	1787 Valli Information Systems, Inc.	100.00					
	Online Monthly Maintenance Water & Sewer Billing						
	81087 02/28/22 SW-Online Monthly maintenance	75.00			5210 430510	320	101000
	81087 02/28/22 SW-OTC Monthly maintenance	25.00			5310 430610	320	101000

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
17640	155 Supply Ditch Association	345.00					
2022	Spring Water Assessment & Admin Fee						
	3785 03/15/21 Water Assessment Spring 2022	345.00			1000 430900	342	101000
17641	17 MONTANA SAWS LLC	20.00					
	Mar 22 03/17/22 PK- bar oil	20.00			1000 460437	220	101000
17642	1786 mySidewalk, Inc.	3,790.41					
	Early termination 3 year- 1 year in addition to 1 month pro-rated amount (\$1890.41)						
	32763 03/25/22 Early termination 3 yr cont.	3,790.41*			1000 410100	330	101000
17643	1841 Overstreet Law Group	3,285.00					
	General Matters/ Prosecution March 2022						
	MAR22 03/31/22 Town Legal Services	1,755.00*			1000 411100	350	101000
	MAR 22 03/31/22 Prosecuting Atty Services	1,530.00*			1000 410364	350	101000
17644	34 STEVENSVILLE HARDWARE AND RENTAL	114.03					
	510 03/28/22 FD- FIP call valve	39.99			1000 420421	230	101000
	510 03/28/22 PW-PVC FIP Cap	3.78*			1000 430100	230	101000
	510 03/17/22 TH- Doorbell chime	42.99			1000 410550	220	101000
	510 03/27/22 FD- Value and close nipple	27.27			1000 420460	230	101000
17645	1790 Taz Properties	300.00					
	March22 03/01/22 Rent Mar 2022	300.00*			5610 430300	530	101000
17646	85 CENTURYLINK	213.59					
	March 03/22/22 WWTP Internet #0185	70.51*			5310 430640	340	101000
	March 03/22/22 H2O Plant Phone #7132	40.45*			5210 430540	340	101000
	March 03/22/22 MBF Reservoir #9934	102.63*			5210 430530	340	101000
17647	108 BITTERROOT STAR	12.98					
	1752 03/31/22 Classified Ad-Help Wanted	12.98*			1000 410550	320	101000
17650	1454 TWEnterprises, Inc.	22,256.93					
	Generator Repair (Well house generator) Previously approved by council December 9, 2021. Council notes attached.						
	56678 03/23/22 PW-Well house generator repair	22,256.93*			5210 430530	360	101000

04/12/22
14:08:21

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 3/22

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Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
17651			690 Core & Main LP	122.44					
Encoder	Q504857	03/14/22	SW- 3G XTR ENCODER	122.44*			5310 430630	220	101000
		# of Claims	29	Total:	58,763.80				

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	\$17,906.75
2230 AMBULANCE	
101000 Cash - Operating	\$50.00
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	\$78.94
2410 DAYTON LIGHTING #1 DISTRICT 55	
101000 Cash - Operating	\$241.92
2420 PETERSON ADDN LIGHTING #2 DISTRICT 80	
101000 Cash - Operating	\$175.95
2430 GEO SMITH LIGHTING #3 DISTRICT 76	
101000 Cash - Operating	\$236.48
2440 CREEKSIDE LIGHTING #4 DISTRICT 77	
101000 Cash - Operating	\$372.59
2450 TWIN CREEKS LIGHTING #5 DISTRICT	
101000 Cash - Operating	\$415.83
2987 JEAN THOMAS PARK BEAUTIFICATIION FUND	
101000 Cash - Operating	\$139.90
5210 WATER	
101000 Cash - Operating	\$28,803.19
5310 SEWER	
101000 Cash - Operating	\$6,956.24
5610 AIRPORT	
101000 Cash - Operating	\$3,386.01
Total:	\$58,763.80

04/12/22
14:08:23

TOWN OF STEVENSVILLE
Claim Approval Signature Page
For the Accounting Period: 3 / 22

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

Stacie Barker, Councilmember

, Councilmember

Cindy Brown, Councilmember

, Councilmember

Steve Gibson, Mayor

Date Approved _____

File Attachments for Item:

a. Airport

TOWN OF STEVENSVILLE AIRPORT ACTIVITY REPORT

March 2022

MONTHLY REPORT:

In March I was contacted by the FAO of the USFS out of Hamilton. They will be activating their land lease with us on April 18th through the 25th. And will activate it again in early May although we do not have dates as of this report. This is to support them during their annual rappelling training at Bass Creek. They intend on using Stevensville for daily operations of 2 helicopters and will return each night to Missoula.

They also gave a corrected lease expiration date they have with the Ravalli County Airport that is set to expire in December of 2024. This date may help us to align ourselves better with our 5-year CIP with the hope's that we can accommodate them better in Stevensville, long term.

With budget planning coming I will be working with the Board on items that we can forecast along with specific needs for this upcoming fiscal year. I've asked Rich Perry to work with myself and the town Finance Director in an effort to strategize and maintain transparent communication we navigate the funding we are going to be receiving through BIL and AIP grant funding from the FAA. Between both the BIL and AIG grants Stevensville Airport will be receiving approximately \$320,000 per year for the next five years. Strategic planning will be key for the Board and transparency will be of utmost importance.

The Museum of Mountain Flying that is based out of Missoula is growing and they recently purchased a hangar on the field where they plan on storing some pretty neat old aircraft. I am still in discussion with them but will be working with them to bring you further exciting news.

We also have some individuals that I am working with who are interested in building some hangars at the airport as the need for hangar continues to grow.

There are a lot more great things in the works the Board and I have been working through and I hope to report on them next month.

File Attachments for Item:

b. Building Department

MONTHLY REPORT
Building Department
MARCH 2022

<u>Permits Issued</u>	<u>Fees Collected</u>
<u>Building</u> (2 permits)	
1. NSFR	\$1790.00
2. New Commercial Building	\$0
3. Renovation/Remodel	\$58.75
4. Demo	\$0
<u>Electrical</u> (3 permits)	
1. NSFR	\$0
2. New Commercial Building	\$213.00
3. Renovation/Remodel	\$30.00
4. Demo	\$0
<u>Mechanical</u> (1 permits)	
1. NSFR	\$0
2. New Commercial Building	\$0
3. Renovation/Remodel	\$1400.00
4. Demo	\$0
<u>Plumbing</u> (2 permits)	
1. NSFR	\$125.00
2. New Commercial Building	\$198.00
3. Renovation/Remodel	\$0
4. Demo	\$0
Total permits issued: 8	Total fees collected: \$3,814.75
<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 Jenelle Berthoud, Town Clerk

File Attachments for Item:

d. Fire Department



STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

Activity Report – March 2022

Calls for the Month of March: 56

Calls for Stevensville Town: 19

Calls for Stevensville Rural: 34

Mutual Aid: 3

Medical Response: 42

Fire Calls: 14

Motor Vehicle Crash: 0

Total Calls: 42

Calls for the Year to Date: 144

Calls for Stevensville Town: 60

Calls for Stevensville Rural: 78

Mutual Aid: 6

Missed call: 0

Medical Response: 118

Fire Calls: 22

Motor Vehicle Crash: 4

Total Calls: 144

File Attachments for Item:

e. Police Department

**TOWN OF STEVENSVILLE
POLICE DEPARTMENT ACTIVITY REPORT**

March 2022

MONTHLY REPORT: March 2022 - Police Activity Report

Officer engaged in 6 arrest or citable offenses and four traffic citations for the month of March. We began covering Stevensville 24/7 in the month of January with on call officers to supplement coverage. We are now capturing all incidents and crime data for the town, which will allow us to develop crime reduction approaches based on 24/7 data. Officers Todd Schafer and Nick Tirello will be attending the DUI and Legal Equivalency Courses in April. When they return, Officer Colten Wortman will attend the 13-week academy course.

PROACTIVE POLICING, CALLS FOR SERVICE, and Investigations: Call for Service tallies do not include traffic citations, Traffic Warnings, Vacation Checks, Extra Patrols or Agency Assists

PERSONNEL WORKLOAD	1/22	2/22	3/22	4/22	5/22	6/22	7/22	8/22	9/22	10/22	11/22	12/22	Total
PATROL													
Arrests	1	0	6										7
Traffic Citations	2	7	4										10
Traffic Warnings	25	25	18										68
Calls for Service 2021	55	59	63	76	58	95	72	103	83	50	34	36	784
Calls for Service	59	66	69										194
INVESTIGATIONS													
Robbery/Homicide 2021	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery/Homicide	0	0	0										0
Assault 2021	0	0	0	1	1	1	2	1	1	1	0	0	8
Assault	0	1	0										1
Sex Crime 2021	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Crime	0	0	2										2
Burglary/Theft 2021	2	2	1	1	1	2	1	2	4	0	2	1	19
Burglary/Theft	4	0	4										8
Crim Mischief 2021	1	0	0	0	0	0	3	1	0	0	0	0	6
Crim Mischief	3	1	1										5
Fraud 2021	2	0	2	0	0	0	1	0	1	1	1	1	9
Fraud	0	0	0										0
Suspicious Incident 2021	0	0	3	3	1	6	3	1	7	6	0	2	32
Suspicious Incident	4	3	5										12
Disturbance 2021	2	2	6	5	2	2	10	5	3	1	1	3	42
Disturbance	4	6	3										13
Found Property 2021	0	0	1	0	1	2	1	1	0	0	0	1	7
Found Property	0	0	1										1
Traffic Hazard 2020	2	0	1	0	0	2	3	0	1	0	1	0	10
Traffic Hazard	0	0	0										0
Traffic Accidents 2020	0	0	0	0	2	1	3	4	2	1	0	0	13
Traffic Accident	0	0	3										3
Vacation Checks 2020	0	0	0	0	0	4	10	2	1	2	0	0	19
Vacation Checks	0	0	1										1
SPD AGENCY ASSISTS													
Ravalli County S.O	4	6	8										18

File Attachments for Item:

f. Public Works

WO Number	Type	Status	Description	Locations	Assigned To	Requester
000718	SCHEDULED	Closed	Monthly Meter Reads entire distribution system	Water / Town of Stevensville	Cody Anderson Dustin Tribby Steve Kruse	Steve Kruse
000714	SCHEDULED	Closed	Monthly Meter Readings	Water / Town of Stevensville	Cody Anderson Dustin Tribby Steve Kruse	Steve Kruse
000713	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville	Cody Anderson	Steve Kruse
000710	CORRECTIVE	Closed	Trouble call 125 Valley View, sprinklers	Water / Town of Stevensville	Steve Kruse	Steve Kruse
000709	CORRECTIVE	Closed	Street sweep Spring St construction site and Valley View grid	Streets	Ian Murray	Steve Kruse
000708	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
000705	CORRECTIVE	Closed	Sweep work area on Spring, sewer line road cut, and return all road signs and candles	Streets	Ian Murray	Steve Kruse
000704	CORRECTIVE	Closed	Dial in sweeper nozzels, hydraulics etc for Friday sweep		Dustin Tribby Ian Murray	Steve Kruse
000701	CORRECTIVE	Closed	Clean up and scrap all around lower shop and old dryinh beds	Town of Stevensville	Cody Anderson Dustin Tribby Ian Murray	Steve Kruse
000699	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville		Steve Kruse
000696	CORRECTIVE	Closed	Fix CL17 at Reservoir building, needs cleaning cycle		Dustin Tribby	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
000694	CORRECTIVE	Closed	Clean injection lines at well house in chlorine room and on other side of wall in pump room	11-Well Field / Water / Town of Stevensville	Cody Anderson Dustin Tribby Ian Murray Steve Kruse	Steve Kruse
000693	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
000692	CORRECTIVE	Closed	Finish grinding and filling old picnic table mounts at Creamery park	Streets	Dustin Tribby Ian Murray	Steve Kruse
000691	CORRECTIVE	Closed	Remove stump in Creamery Park and grade soil away from Potton building, level middle of walking path with compacted fill	Streets	Cody Anderson Dustin Tribby Ian Murray Steve Kruse	Steve Kruse
000690	CORRECTIVE	Closed	Trouble call, sewer backup at 3rd and main, established that main was flowing, 20 minute response	Wastewater / Town of Stevensville	Glenn Bies	Steve Kruse
000687	CORRECTIVE	Closed	Trouble call sewer back up Central near lift station	Streets	Cody Anderson Dustin Tribby Ian Murray Steve Kruse	Steve Kruse
000686	CORRECTIVE	Closed	Trash pickup inside WW Plant	Streets	Ian Murray	Steve Kruse
000684	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
000683	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 /	Cody Anderson Glenn Bies	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
				Wastewater / Town of Stevensville		
000682	SCHEDULED	Closed	Early morning Main St sweep	Streets		Steve Kruse
000681	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
000678	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville		Steve Kruse
000677	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
000675	CORRECTIVE	Closed	Assemble park picnic tables and move to F Ravalli and Creamery Park	Town of Stevensville	Cody Anderson Dustin Tribby Ian Murray	Steve Kruse
000672	CORRECTIVE	In Progress	Fix potholes all grids	Streets	Cody Anderson Dustin Tribby Ian Murray	Steve Kruse
000670	CORRECTIVE	Closed	Backed up sewer trouble call, Barbara ST	Wastewater / Town of Stevensville	Dustin Tribby	Steve Kruse
000669	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
000668	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville	Cody Anderson Glenn Bies	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
000666	CORRECTIVE	Closed	Jet Spring St sewer main	Streets	Dustin Tribby	Steve Kruse
000665	CORRECTIVE	Closed	Utility Locate 610 E 2nd	Streets	Dustin Tribby	Steve Kruse
000664	CORRECTIVE	Closed	Uncover paved over manhole cover 3rd and Spring, need hammer and scraper	43-Manholes / Wastewater / Town of Stevensville	Cody Anderson Ian Murray	Steve Kruse
000663	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
000661	SCHEDULED	Closed	Backhoe Status fluids/tires/air filter/filters/clean exterior and interior		Glenn Bies Ian Murray	Steve Kruse
000660	CORRECTIVE	Closed	Swap out 13 non reading meters, document and enter into Harmony software	Water / Town of Stevensville	Dustin Tribby Steve Kruse	Steve Kruse
000659	CORRECTIVE	Closed	Inspect town trees for wind damage after storm	Streets	Steve Kruse	Steve Kruse
000657	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville	Ian Murray	Steve Kruse
000656	SCHEDULED	Closed	maintenance jetting of St Mary's/5th Street/Masonic alley	43-Manholes / Wastewater / Town of Stevensville Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
000655	SCHEDULED	Closed	Inspect Mini Excavator		Ian Murray	Steve Kruse
000654	SCHEDULED	Closed	Inspect skidsteer			Steve Kruse
000651	CORRECTIVE	Closed	Change out 10 will not read meters	Water / Town of Stevensville	Cody Anderson Dustin Tribby	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
					Steve Kruse	
000650	CORRECTIVE	Closed	Waterproof encoder jack at Boxbird meter pit, will need heat gun, extension cords and waterproof shrink tubing	Water / Town of Stevensville	Cody Anderson Dustin Tribby Ian Murray Steve Kruse	Steve Kruse
000649	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
000648	CORRECTIVE	Closed	Fix CL17 at reservoir	Water / Town of Stevensville	Dustin Tribby	Steve Kruse
000646	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville	Cody Anderson	Steve Kruse
000645	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville	Cody Anderson Glenn Bies	Steve Kruse
000643	CORRECTIVE	Closed	Final training on pre-trip with Cody and Ian, cut in cut out, bleed down		Cody Anderson Dustin Tribby Ian Murray	Steve Kruse
000642	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
000641	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville	Steve Kruse	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
000640	CORRECTIVE	Closed	Inspect all trees on Main street to ensure that bricks are at sidewalk grade and repair any settling etc over the winter	Streets	Cody Anderson Dustin Tribby Ian Murray Steve Kruse	Steve Kruse
000639	CORRECTIVE	Closed	Facilities tour for energy audit	Town of Stevensville	Cody Anderson	Steve Kruse
000638	CORRECTIVE	Closed	Recon town boulevard trees for hazards	Streets	Dustin Tribby	Dustin Tribby
000637	CORRECTIVE	Closed	Clean up annex grounds	Town of Stevensville	Ian Murray	Steve Kruse
000635	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
000634	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville	Ian Murray	Steve Kruse
000633	CORRECTIVE	Closed	Sweep all Town grids during rain event	Streets	Ian Murray	Steve Kruse
000632	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Cody Anderson Ian Murray	Steve Kruse
000630	CORRECTIVE	Closed	Clean up trash at L and C Park	Town of Stevensville	Ian Murray	Steve Kruse
000628	CORRECTIVE	Closed	Water and sewer locate 100 Peterson Place. Work area is marked on the ground	Water / Town of Stevensville Wastewater / Town of Stevensville	Dustin Tribby	Steve Kruse
000626	CORRECTIVE	Closed	Train Ian and Cody on pre-trip and break bleed down for CDL test		Cody Anderson Dustin Tribby Ian Murray	Steve Kruse
000625	CORRECTIVE	Closed	Straighten out misordered Ortho reagents fro Hach, reorder 10ml so we can pay back Hamilton PWD	Water / Town of Stevensville	Dustin Tribby	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
000624	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment, preemptive jetting of St Marys, Masonic and alley behind SPD and old aquatic center	Town of Stevensville Wastewater / Town of Stevensville	Dustin Tribby Ian Murray	Steve Kruse
000623	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville	Cody Anderson Glenn Bies	Steve Kruse
000622	CORRECTIVE	Closed	Urn burial Riverside Saturday 10:00 Locate and dig on Friday	Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies Ian Murray Steve Kruse	Steve Kruse
000621	CORRECTIVE	Closed	2nd and College potholes, and others	Streets	Ian Murray	Steve Kruse
000620	CORRECTIVE	Closed	Pump cl and ortho at wellhouse order more	11-Well Field / Water / Town of Stevensville	Cody Anderson Dustin Tribby Ian Murray	Steve Kruse
000619	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
000618	SCHEDULED	Closed	Grease Huber sludge press		Dustin Tribby Glenn Bies	Steve Kruse
000617	SCHEDULED	Closed	Backup the SCADA	Town of Stevensville		Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
			Computer	Water / Town of Stevensville		
000616	SCHEDULED	Closed	Grrease perf screen and influent pumps		Dustin Tribby Glenn Bies	Steve Kruse
000608	SCHEDULED	Closed	Monthly DEQ Sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
000598	CORRECTIVE	Closed	Install flowmeter at pool inline before heater	Town of Stevensville	Cody Anderson Dustin Tribby Steve Kruse	Steve Kruse
000592	CORRECTIVE	Closed	Excavate corp stop at 311 Mission, no flow to meter on Friday	Water / Town of Stevensville	Cody Anderson Dustin Tribby Ian Murray Steve Kruse	Steve Kruse
000450	CORRECTIVE	Closed	Complete online pool operators class	Town of Stevensville	Dustin Tribby Steve Kruse	Steve Kruse
000352	CORRECTIVE	Closed	Prune tree that fell on car after the last wind storm	Streets Town of Stevensville	Dustin Tribby	Steve Kruse
000234	CORRECTIVE	Closed	Repair winch in Camera trailer		Ian Murray	Steve Kruse

**TOWN OF STEVENSVILLE
PUBLIC WORKS ACTIVITY REPORT
March, 2022**

UTILITIES REPORT

Water Production

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	17,290,000	16,256,000

- 💧 Total Metered/Unmetered Usage 8,075,684
- 💧 Monthly, weekly and Annual reports to the state
- 💧 Monthly Meter Readings
- 💧 Unread Meters: 172
- 💧 50 non functioning meters replaced
- 💧 Satisfied Permit reporting and testing requirements

Waste Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	5,694,450	5,340,000

- 💧 State Reports and EPA, weekly monthly and Annual samples taken and reports submitted.
- 💧 Polymer press running, 35,000 gal sludge produced
- 💧 Satisfied Permit reporting, testing and regulatory requirements

○

OTHER

- 💧 Preemptive Sanitary Sewer Jetting in all Grids
- 💧 Snow removal and sanding in all grids following Town snow removal protocol
- 💧 Meter reads and billing cycle
- 💧 Street maintenance, potholes, sign installation and replacement
- 💧 Started street sweeping, Main Street schedule weekly early Friday mornings
- 💧 Alley grading and pothole repairs
- 💧 Opening of parks for season, replaced winterized meters
- 💧 Installed new picnic tables and trash receptacles at Creamery and Father Ravalli Park
- 💧 Began installation of new play structure at Father Ravalli
- 💧 Utility Locates
- 💧 Park and pool maintenance, sign inventory
- 💧 Started hiring for summer seasonal positions for Pool and Parks, hired Pool Supervisor who is recruiting lifeguards
- 💧 2 3rd party contractor locates
- 💧 50 meter replacements

- 💧 Well Field generator repair at well house completed and tested
- 💧 Hazard tree inspection and mitigation, will continue into April
- 💧 paired 2 substantial water leaks
- 💧 Vehicle Maintenance
- 💧 Park building maintenance
- 💧 Opened restrooms at L and C Park
- 💧 Wrote job descriptions for seasonal positions
- 💧 Meetings with Mayor and developers
- 💧 Water distribution system repairs and improvements
- 💧 Trouble Calls
- 💧 Assisted Utility Clerk on water billing process
- 💧 One burial

File Attachments for Item:

a. Discussion/Decision: Reconsider our Actions from Town Council Meeting March 24,2022 for Resolution No 415a, to Incorporate Donated Land into the Boundaries of Stevensville River Park

RESOLUTION NO 415A

A RESOLUTION AMENDING RESOLUTION 415 TO MAKE THE LAND DONATION TO THE TOWN OF STEVENSVILLE VIA RAVALLI COUNTY RESOLUTION 3600 A PERMANENT PART OF THE STEVENSVILLE RIVER PARK.

WHEREAS, on the 14th day of August, 2017, the Mayor for the town of Stevensville accepted land donated to the Town of Stevensville via Ravalli County Resolution 3600,

WHEREAS, the property has been held in trust by the Town of Stevensville for recreational and park purposes since its donation,

WHEREAS, it is on the river and was intended to be another resource for the Town of Stevensville to be used for recreational or park purposes,

WHEREAS, the Town finds it is in the best interests of the Citizens of the Town of Stevensville and surrounding communities to continue its use as recreational park lands,

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Stevensville hereby adopts this land donation as part of the Stevensville River Park.

Passed and adopted by the Town Council of the Town of Stevensville, Montana this ____ day of _____, 2022.

Approved:

Attest:

Steve Gibson, Mayor

Jenelle Berthoud, Town Clerk

Ret: Stevensville town Clerk
PO Box 30
Stevensville, MT 59870

RESOLUTION NO. 415

A RESOLUTION APPROVING AND ACCEPTING THE DONATION OF A CERTAIN PARCEL OF REAL PROPERTY FROM THE COUNTY OF RAVALLI

WHEREAS, on August 3, 2017 and pursuant to MCA §7-8-102, the Ravalli County Commissioners approved Resolution 3600; and

WHEREAS, Resolution 3600 approved the deed of park land described as "a tract of land located in and being a portion of the SE 1/4", Section 22, T9N, R20W, also being a portion of River Park Commercial Village being more particularly described as The Park in said River Park Commercial Village excepting that parcel described in Document 545232, containing 1.52 acres, more or less" to the Town of Stevensville for the purpose of the use as a park or recreational ground and to allow access to the Bitterroot River; and

WHEREAS, MCA §7-8-103(2) authorizes a Town to accept a donation of real property to own and to improve upon; and


WHEREAS, the Town finds it is in the best interests to accept the property as parkland and river access land and to take such necessary steps to create river access.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Stevensville, finds acceptance of the donation as described above and as depicted in attachment A in the best interests of the Town and hereby accepts the donation in accordance with the restrictions contained in Resolution 3600 attached as attachment B;

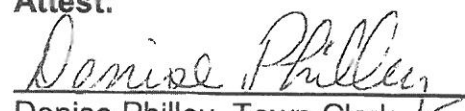
FURTHER, the Town authorizes that the Mayor execute any document so necessary to complete the transfer.

Passed and adopted by the Town Council of the Town of Stevensville, Montana, this 14th day of AUGUST, 2017.

Approved:


Jim Crews, Mayor

Attest:


Denise Philley, Town Clerk

RESOLUTION NO. 3600

Authorization to Deed County Land to Town of Stevensville

WHEREAS, MCA 7-8-102 grants authorization to deed county land to other governmental entities; and

WHEREAS, The County of Ravalli is the Owner of Park Land located as described as "a tract of land located in and being a portion of the SE ¼, Section 22, T9N, R20W, also being a portion of River Park Commercial Village being more particularly described as The Park in said River Park Commercial Village excepting that parcel described in Document 545232, containing 1.52 acres, more or less; and

WHEREAS, The Board of County Commissioners desires to deed the Park Land as described to the Town of Stevensville without charge, upon the condition that the park land shall be maintained by the Town of Stevensville for the purpose of use as park or recreational grounds, and to allow access to the Bitterroot River; and

WHEREAS, the Town of Stevensville is willing to accept transfer of such land upon the terms and conditions specified;

WHEREFORE, it is hereby resolved that the county approves the transfer without charge of the land described herein to the Town of Stevensville to be used as park or recreational grounds, upon the condition that in the event that the land ceases to be used for such purposes for a period of 5 years in succession, title shall revert back to Ravalli County;

FURTHER RESOLVED that upon execution of this Resolution, the county authorizes the preparation of a deed to finalize this Land Transfer in conformity with § 7-8-102, MCA.

**PASSED AND APPROVED THIS 3RD DAY OF AUGUST, 2017.
BOARD OF RAVALLI COUNTY COMMISSIONERS**

Return: Commissioners



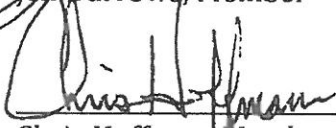
Greg Chilcott, Chairman

Absent

Ray Hawk, Member



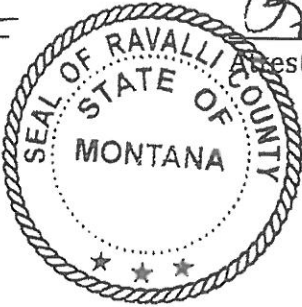
Jeff Burrows, Member




Chris Hoffman, Member

Doug Schallenberger
Doug Schallenberger, Member

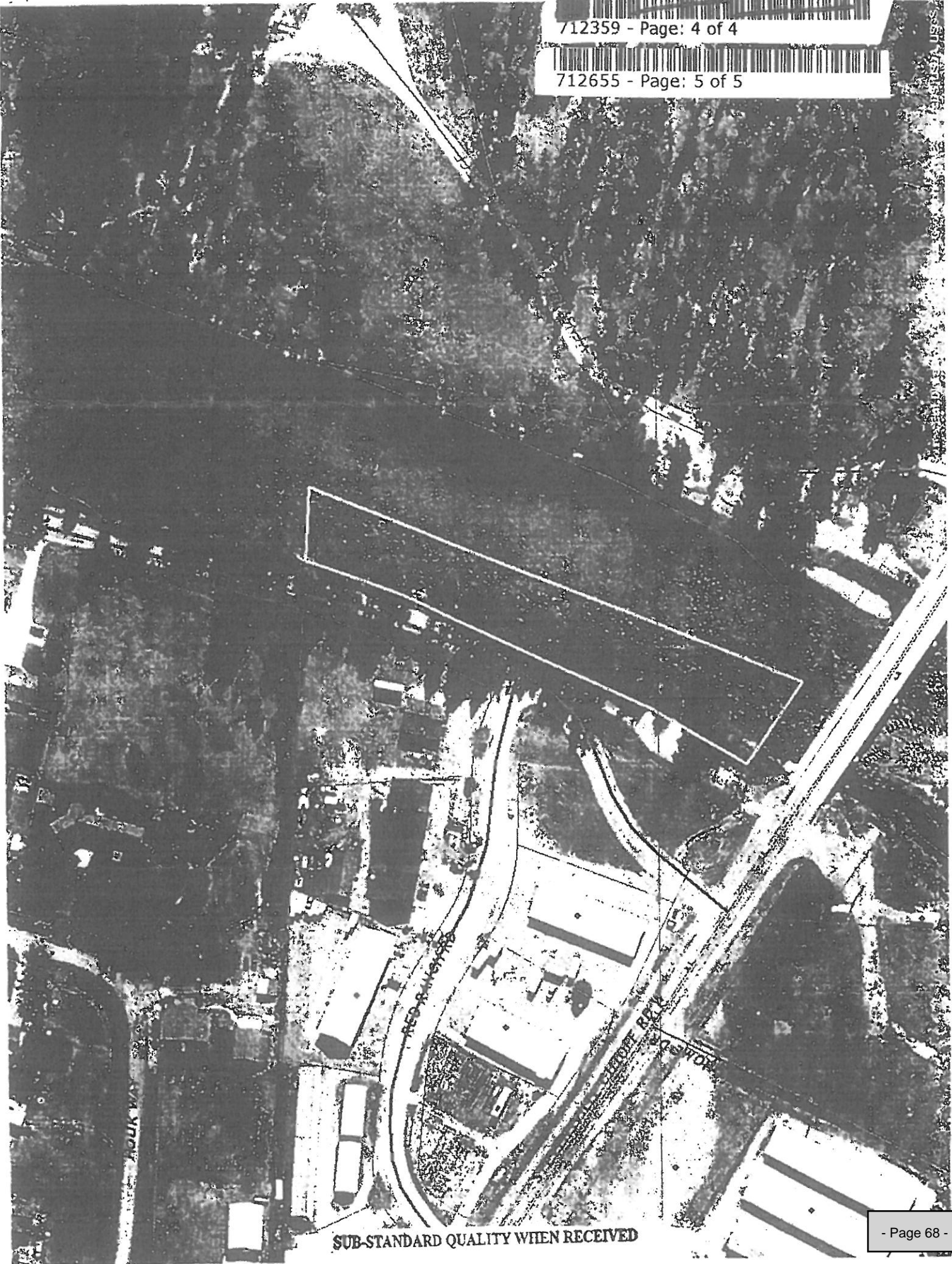
Regina Plotterberg
Regist: Clerk & Recorder
by D. Montgomery,
Deputy



Attachments: Maps/Legal Description


712359 - Page: 2 of 4


712655 - Page: 3 of 5



SUB-STANDARD QUALITY WHEN RECEIVED



DOCUMENT: 714728 QUIT CLAIM DEED

RECORDED: 10/23/2017 2:34:03 PM

Regina Plettenberg, CLERK AND RECORDER

Fee \$0.00 By R. Montgomery Deputy

AFTER RECORDING RETURN TO:

Town of Stevensville
206 Buck St
Stevensville, MT 59870

P# 260750

QUITCLAIM DEED

TRANSFEROR:

Ravalli County, a political subdivision of the State of Montana, with offices at 215 S 4th Street, Suite A, Hamilton, Montana.

TRANSFeree:

The Town of Stevensville, with offices at 206 Buck Street, Stevensville, Montana.

DESCRIPTION OF REAL PROPERTY CONVEYED BY THIS DEED:

See Exhibit "A" attached hereto.

Transferor, pursuant to Mont. Code Ann. § 7-8-102, remises, releases, and forever quitclaims to Transferee all of the interest of Transferor, if any, in and to that certain real property located in Ravalli County, Montana, and more fully described in Exhibit "A" attached hereto. To have and to hold, all and singular the described property, together with the tenements, hereditaments, and appurtenances belonging to the property, or in any way appertaining, and the rents, issues, and profits of the property to Transferee and Transferee's assigns forever.

SUBJECT TO Transferor's reversionary interest under Mont. Code Ann. § 7-8-102(2), such that in the event the real property shall cease to be used as a public park or for recreational grounds for a period of 5 years in succession, title thereto shall revert to Transferor.

SUBJECT TO reservations, covenants, restrictions, easements, encumbrances, and rights-of-way of record or evident on the premises.

IN WITNESS WHEREOF, the Board of County Commissioners executes this Quitclaim Deed for and on behalf of Ravalli County.

Dated this 28 day of ~~August~~ ^{September}, 2017.

Ravalli County, Transferor:

Absent
Greg Chilcott, Chairperson

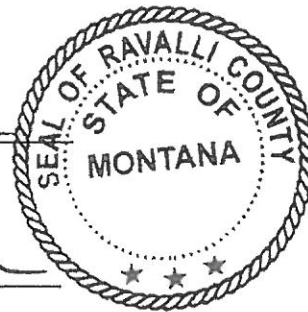
Jeff Burrows
Jeff Burrows

Ray Hawk
Ray Hawk

Doug Schalkenberger
Doug Schalkenberger

Chris Hoffman
Chris Hoffman

Attest: Regina Plettenberg
Clerk and Recorder



Return: Commissioners

Handwritten initials

Acceptance and Acknowledgement of Transferor's Reversionary Interest:

Town of Stevensville:

By  10-10-17
Mayor

EXHIBIT A

A tract of land located in and being a portion of the SE1/4, Section 22, T9N, R20W, also being a portion of River Park Commercial Village being more particularly described as The Park in said River Park Commercial Village excepting that parcel described in Document 545232, containing 1.52 acres, more or less.

(QUITCLAIM DEED – TRANSFEROR/RAVALLI COUNTY – TRANSFEREE/TOWN OF STEVENSVILLE)



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	Unfinished Business
Person Submitting the Agenda Item:	Stacie Barker
Second Person Submitting the Agenda Item:	
Submitter Title:	Council Member
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	04/14/2022
Agenda Topic:	Discussion/Decision: Reconsider our Actions from Town Council Meeting March 24,2022 for Resolution No 415a, to Incorporate Donated Land into the Boundaries of Stevensville River Park
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	04/14/2022
Notes:	

File Attachments for Item:

a. Discussion/Decision: Consent to the Mayor's Appointment of Volunteer Firefighter Recruit, Brayden Rogers



Stevensville Fire Department

206 Buck Street
Stevensville, MT 59870

February 16, 2022

Fire Chief Jeff Motley has recommended the appointment of Brayden Rogers as a volunteer Firefighter Recruit to the Town of Stevensville Fire Department.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeff Motley", written over a horizontal line.

Jeff Motley, Chief
Stevensville Fire Department

File Attachments for Item:

b. Discussion/Decision: Notice of Intent for Regional Multi-Hazard Mitigation Plan with the Department of Military Affairs Disaster and Emergency Services Division

DEPARTMENT OF MILITARY AFFAIRS STATE OF MONTANA



Disaster & Emergency Services Division

1956 MT MAJO STREET - PO BOX 4789
FORT HARRISON, MONTANA 59636-4789
406.324.4777



THE HONORABLE GREG GIANFORTE
GOVERNOR

MAJOR GENERAL JOHN P. HRONEK
ADJUTANT GENERAL

Dear Fellow Central Region Municipalities,

The State of Montana is getting ready to begin the Regional Multi-Hazard Mitigation Planning (MHMP) process where three (3) regional multi-hazard mitigation plans will be developed. These regional multi-hazard mitigation plans will include all the components and elements in the local hazard mitigation plans but will also build upon areas where there is room for improvement. Additionally, the regional planning process will ensure that other planning efforts within your region and across the state are incorporated into the regional plan. Montana Disaster and Emergency Services (DES) has been discussing this planning process with local DES coordinators over the last year, and we are now getting ready to move into the first phase of the hazard mitigation planning process for your region. The goal of this regional plan approach is to ensure that by the year of 2023 all counties, incorporated towns/cities, and tribal nations within your region are covered by a FEMA approved Multi-Hazard Mitigation Plan.

The purpose of the Regional Multi-Hazard Mitigation Plan is to engage all interested jurisdictions and incorporated cities and towns within your region to participate in updating their multi-hazard mitigation plan.

There are several advantages to participating in the regional plans with the state. To name a few:

- The state will be responsible for the financial costs/match requirements for the regional planning process.
 - The regional plans will still provide the detail down to the local jurisdictional level as seen in the county plans.
 - The state will hire and work with the contractor to facilitate meetings with each jurisdiction.
 - The state will conduct annual reviews with plan participants/jurisdictions to address any changes over the past year that may impact priorities, values at risk, and mitigation strategies within the plan.
 - The state will update the plan every five years as required by FEMA ensuring all participating jurisdictions are covered by a FEMA approved plan in future years, maintaining eligibility for funding opportunities where a hazard mitigation plan requirement is in place (FEMA HMA funding opportunities and others).
- If your jurisdiction participates in the Regional Multi-Hazard Mitigation Planning process, you will not need to complete your own jurisdictional Multi-Hazard Mitigation Plan that requires annual maintenance, and full updates every 5 years. The State's regional planning process is being completed in hopes of eliminating the cost and staff

time burden placed on your community when completing, updating, and managing these plans on your own.

All that is needed from jurisdictions interested in being included in the regional hazard mitigation plans is the commitment to participate in the planning process which includes the following:

- Working with the project team, stakeholders, and community members to identify local hazards and values at risk.
- Working with project team and stakeholders in the development of mitigation strategies
- Help the project team identify and involving local stakeholders in the planning process
- Help the project team identify best methods for public outreach and engagement and assist in facilitation of these public meetings
- Actively assist in coordination efforts where necessary with the project team.

The expected timeline for work to begin in the Western Region is early Summer of 2022.

The attached Notice of Intent (NOI) secures your jurisdiction's position and decision to opt in or out of the Regional Multi-Hazard Mitigation Planning process. If you decide not to participate you will no longer be covered under your counties plan and will not be eligible for HMA funding.

Please ensure the attached Notice of Intent is filled out and signed by an elected jurisdictional official to **OPT IN or OUT** of the Regional Multi-Hazard Mitigation Plan process. Return to DESMitigation@mt.gov, Nicole Erickson at Nicole.Erickson@mt.gov, or by mail to the below address by **April 15th, 2022.**

Kind Regards,

Montana DES
Mitigation Team
Montana Department of Military Affairs
Disaster & Emergency Services



1956 Mt. Majo Street
P.O. Box 4789
Ft. Harrison, MT 59636



DEPARTMENT OF MILITARY AFFAIRS
DISASTER AND EMERGENCY SERVICES DIVISION

P.O. BOX 4789
FORT HARRISON, MONTANA 59636-4789



NOTICE OF INTENT
Regional Multi-Hazard Mitigation Plans

JURISDICTIONAL NAME: _____

DATE: _____

POINT OF CONTACT: *(Include email address & phone numbers)*: _____

BRIEF DESCRIPTION OF REGIONAL MULTI-HAZARD MITIGATION PLAN BENEFITS:

- Montana Disaster and Emergency Services will be facilitating the planning process with the hired contractor.
- The State will be responsible for the financial match requirements.
- The state will update the plan every five years as required by FEMA ensuring that all participating jurisdictions are covered by a FEMA approved plan in future years.

BRIEF DESCRIPTION OF JURISDICTIONAL RESPONSIBILITY:

- The jurisdiction will participate in the plan development and the lining out of the local hazards and mitigation strategies.
- It is the jurisdictions' responsibility to involve local stakeholders and participate in public outreach engagement.
- The jurisdiction will actively coordinate and participate in all planning meetings with the hired contractor and/or state mitigation personnel.

***** The Regional Hazard Mitigation Plan will provide detail down to the local jurisdictional level. This will include local hazards, values at risk, mitigation actions, etc.**

**DEPARTMENT OF MILITARY AFFAIRS
DISASTER AND EMERGENCY SERVICES DIVISION
P.O. BOX 4789
FORT HARRISON, MONTANA 59636-4789**

OPT-IN: _____ will be participating in the Regional Multi-Hazard Planning Process.
(Jurisdictional Name)

OPT-OUT: _____ will NOT be participating in the Regional Multi-Hazard Planning Process.
(Jurisdictional Name)

Signature – local Point of Contact:

Date:

(Signature and Title)

Signature - Jurisdictional/Managerial Official:

Date:

(Signature and Title)

In order for the contractor to begin work, we will need to have this form completed and returned to Montana DES DESMitigation@mt.gov, or Nicole Erickson at Nicole.Erickson@mt.gov by April 15th, 2022.

DEPARTMENT OF MILITARY AFFAIRS
DISASTER AND EMERGENCY SERVICES DIVISION
P.O. BOX 4789
FORT HARRISON, MONTANA 59636-4789

Montana Disaster and Emergency Services POCs:

Sara Hartley

State Hazard Mitigation Officer

406-324-4794 (office) 406-417-9238 (mobile)

Sara.Hartley@mt.gov

Andrew Long

Mitigation Coordinator

406-202-4532

Andrew.Long@mt.gov

Hannah Shultz

Mitigation Coordinator

406-202-1092

Hannah.Shultz@mt.gov

Shari Pool

Mitigation Coordinator

406-202-2584

Spool@mt.gov

Nicole Erickson

Mitigation Coordinator

406-202-9487

Nicole.Erickson@mt.gov

Jenelle Berthoud

From: Erik S. Hoover <ehoover@rc.mt.gov>
Sent: Thursday, April 7, 2022 9:57 AM
To: 'townofpinesdale@yahoo.com'; Jenelle Berthoud; 'cityclerk@cityofhamilton.net'; 'darbymontana@usa.net'
Cc: Brad Mohn; Dominic Farrenkopf
Subject: [EXTERNAL] Notice of Intent - Montana Regional Multi-Hazard Mitigation Plan
Attachments: Notice of Intent MT Regional Multi Hazard Mitigation Plan WesternRegion.docx; Notice of Intent MT Regional Multi Hazard Mitigation Plan WesternRegion.pdf

Importance: High

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

All:

Yesterday, representatives from MTDES met with our County Commissioners to discuss options for the local hazard mitigation plan update. As a result, it was decided that Ravalli County would opt-in to the regional multi hazard planning process.

In the past, all of the local municipalities have participated in this planning process. We would like to continue this partnership for the upcoming plan update. In consideration of this, I would recommend that your municipality submit the attached opt-in form to MTDES as outlined in the email below, and forward a copy of the completed form to me as well.

I would be happy to meet with your councils or other designee to talk about mitigation planning now or at any time in the future as the process moves along.

As always, please reach out if you have further questions.

Erik Hoover

Director, Office of Emergency Management
Ravalli County Sheriff's Office - Ravalli County, Montana
406.375.6657 desk
ehoover@rc.mt.gov



From: MT DES Mitigation <DESMitigation@mt.gov>
Sent: Thursday, March 3, 2022 14:58
Subject: [EXTERNAL] Notice of Intent - Montana Regional Multi-Hazard Mitigation Plan

Dear Fellow Western Region Counties,

The State of Montana is getting ready to begin the Regional Multi-Hazard Mitigation Planning (MHMP) process where three (3) regional multi-hazard mitigation plans will be developed. These regional multi-hazard mitigation plans will include all the components and elements in the local hazard mitigation plans but will also build upon areas where there is room for improvement. Additionally, the regional planning process will ensure that other planning efforts within your region and across the state are incorporated into the regional plan. Montana Disaster and Emergency Services (DES) has been discussing this planning process with local DES coordinators over the last year, and we are now getting ready to move into the first phase of the hazard mitigation planning process for your region. The goal of this regional plan approach is to ensure that by the year 2023 all counties, incorporated towns/cities, and tribal nations within your region are covered by a FEMA approved Multi-Hazard Mitigation Plan.

The purpose of the Regional Multi-Hazard Mitigation Plan is to engage all interested jurisdictions and incorporated cities and towns within your region to participate in updating their multi-hazard mitigation plan.

There are several advantages to participating in the regional plans with the state. To name a few:

- The state will be responsible for the financial costs/match requirements for the regional planning process.
- The regional plans will still provide the detail down to the local jurisdictional level as seen in the county plans.
- The state will hire and work with the contractor to facilitate meetings with each jurisdiction.
- The state will conduct annual reviews with plan participants/jurisdictions to address any changes over the past year that may impact priorities, values at risk, and mitigation strategies within the plan.
- The state will update the plan every five years as required by FEMA ensuring all participating jurisdictions are covered by a FEMA approved plan in future years, maintaining eligibility for funding opportunities where a hazard mitigation plan requirement is in place (FEMA HMA funding opportunities and others).
 - If your jurisdiction participates in the Regional Multi-Hazard Mitigation Planning process, you will not need to complete your own jurisdictional Multi-Hazard Mitigation Plan that requires annual maintenance, and full updates every 5 years. The State's regional planning process is being completed in hopes of eliminating the cost and staff time burden placed on your community when completing, updating and managing these plans on your own.

All that is needed from jurisdictions interested in being included in the regional hazard mitigation plans is the commitment to participate in the planning process which includes the following:

- Working with the project team, stakeholders, and community members to identify local hazards and values at risk.
- Working with project team and stakeholders in the development of mitigation strategies
- Help the project team identify and involving local stakeholders in the planning process
- Help the project team identify best methods for public outreach and engagement and assist in facilitation of these public meetings
- Actively assist in coordination efforts where necessary with the project team.

The expected timeline for work to begin in the Western Region in the Summer of 2022.

The attached Notice of Intent (NOI) secures your jurisdiction's position and decision to opt in or out of the Regional Multi-Hazard Mitigation Planning process.

The state will also be sending this information to all incorporated cities and towns as stated and published from the Montana League of Cities and Towns from the following web address: <https://mtleague.org/basic/> [mtleague.org] We encourage counties to reach out to their incorporated cities and towns to ensure the proper jurisdictional official has also received this pertinent information.

Please ensure the attached Notice of Intent is filled out and signed by an elected jurisdictional official to OPT IN or OUT of the Regional Multi-Hazard Mitigation Plan process. Return to DESMitigation@mt.gov or Nicole Erickson at Nicole.Erickson@mt.gov by April 15th, 2021.

Kind Regards,

Montana DES
Mitigation Team
Montana Department of Military Affairs
Disaster & Emergency Services



CAUTION: This email originated from outside of Ravalli County. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you believe the email to be malicious and/or phishing email, please use the Phish Alert button.

File Attachments for Item:

c. Discussion/Decision: Purchasing of 2-4 Laptop Computers for Town Council Uses

Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Council person
Submitter Phone:	274-1946
Submitter Email:	bob@townofstevensville.com
Requested Council Meeting Date for Item:	4-14-22
Agenda Topic:	Purchase 2-4 Computer Laptops for Stevensville Town Council
Backup Documents Attached?	No
If no, why not?	
Approved/Disapproved?	
If Approved, Meeting Date for Consideration:	
Notes:	

The Stevensville Town Council needs 2-4 laptops to be able to do it's work.

File Attachments for Item:

d. Discussion/Decision: Renewal of Monthly (30 day) Contract Between Town of Stevensville and Robert Underwood

TOWN OF STEVENSVILLE

TEMPORARY INDEPENDENT CONTRACTOR AGREEMENT

This agreement ("Agreement") is entered into between the Town of Stevensville ("Town") and Robert Underwood ("Contractor").

1. Purpose. The Town wishes to contract with Contractor on a temporary basis as a finance officer until a full-time finance officer has been hired.

2. Relationship of the Parties. Contractor is an independent contractor, not a Town employee.

Contractor acknowledges that all payments to him under this Agreement are gross payments and Contractor is responsible for payment of all taxes arising out of the performance of this Agreement, including but not limited to federal and state income tax, social security tax, and unemployment insurance tax.

3. Scope of Work. Contractor shall perform the following tasks: (a) bi-weekly payroll, (b) monthly payroll, (c) payroll liabilities (bi-weekly and monthly), (d) quarterly and year-end payroll reports, (e) payroll audit, (f) bi-weekly claims processing and payment, (g) reconciliation of bank and credit card statements.

4. Reporting of Concerns. Contractor shall report any concerns or challenges with financial transactions or records to the Town Council and Mayor.

5. Compensation for Services. Town shall pay Contractor \$30 per hour for work performed within the scope of this Agreement. The maximum hours Contractor is authorized to work per week is 20 hours. In no event shall the amount paid to Contractor exceed \$1,499 per month under this month-to-month Agreement.

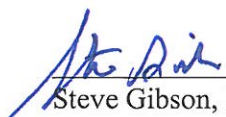
6. Duration of Agreement. This Agreement is a month-to-month contract. The Town will evaluate the continuation of the Agreement each month.


7. Termination of Agreement. This Agreement is terminable at any time by either party.

8. Entire Agreement. This Agreement constitutes the complete, entire, and final agreement of the parties with respect to the subject matter hereof, and shall supersede any and all previous representations, whether oral or written, with respect to the subject matter hereof.

9. Modification of Agreement. This Agreement can only be modified in a writing signed by both parties.

AGREED TO:

 Steve Gibson, Mayor 1-14-22
Date

 Robert Underwood 1/14/22
Date

-END-

RESOLUTION NO. 500

A RESOLUTION ESTABLISHING A TEMPORARY CONTRACT FOR FINANCIAL SERVICES
FOR THE TOWN OF STEVENSVILLE

WHEREAS, the Town of Stevensville will enter into a temporary contact with Robert Underwood to perform Financial Services.

WHEREAS, the temporary contract agreement is for,

1. Purpose. The Town wishes to contract with Contractor on a temporary basis as a finance officer until a full-time finance officer has been hired.

2. Relationship of the Parties. Contractor is an independent contractor, not a Town employee.

Contractor acknowledges that all payments to him under this Agreement are gross payments and Contractor is responsible for payment of all taxes arising out of the performance of this Agreement, including but not limited to federal and state income tax, social security tax, and unemployment insurance tax.

3. Scope of Work. Contractor shall perform the following tasks: (a) bi-weekly payroll, (b) monthly payroll, (c) payroll liabilities (bi-weekly and monthly), (d) quarterly and year-end payroll reports, (e) payroll audit, (f) bi-weekly claims processing and payment, (g) reconciliation of bank and credit card statements.

4. Reporting of Concerns. Contractor shall report any concerns or challenges with financial transactions or records to the Town Council and Mayor.

5. Compensation for Services. Town shall pay Contractor \$30 per hour for work performed within the scope of this Agreement. The maximum hours Contractor is authorized to work per week is 20 hours. In no event shall the amount paid to Contractor exceed \$1,499 per month under this month-to-month Agreement.

6. Duration of Agreement. This Agreement is a month-to-month contract. The Town will evaluate the continuation of the Agreement each month.

7. Termination of Agreement. This Agreement is terminable at any time by either party.

8. Entire Agreement. This Agreement constitutes the complete, entire, and final agreement of the parties with respect to the subject matter hereof, and shall supersede any and all previous representations, whether oral or written, with respect to the subject matter hereof.


9. Modification of Agreement. This Agreement can only be modified in a writing signed by both parties.

WHEREAS, due to the Town of Stevensville does not currently have a finance officer and a utility clerk. Payroll and claims still need to be completed in the appropriate time frames.

THEREFORE, BE IT RESOLVED by the Town Council of the Town of Stevensville to approve or disapprove the temporary contract for financial services.

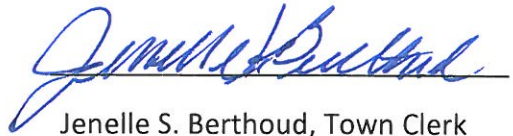
DATED this 11th day of January 2022

APPROVED:



Steve Gibson, Mayor

ATTEST:



Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

e. Discussion/Decision: Consent to the Mayor's Appointment of Leanna Rodabaugh to the Planning & Zoning Board

received
2/14/22

BOARD APPLICATION FORM
STEVENSVILLE, MONTANA

*Disclosure: any information on this application is available for public view

Name: LEANNA RODABAUGH Home Phone: _____
Address: 204 RAVALLI ST. Work/Cell Phone: 406 3692105
City: STEVENSVILLE State: MT Zip: 59870
Email Address: annael417@gmail.com
Business or Occupation: RETIRED

Board or Committee applying for: PLANNING & ZONING

- ✓ Please describe your experience or background which you believe qualifies you for service on this Board or Committee (attached additional sheets if needed):
WORKED WITH TOWN OF STEVENSVILLE CITIZENS OBJECTING TO DIFFERENT SUBDIVISION INCURSIONS - STUDIED THE GROWTH POLICY - I DONT KNOW AS MUCH AS I SHOULD BUT I WILL LEARN
- ✓ Why do you wish to serve on this Board or Committee?
RESPONSIBLE CITIZENS NEED TO STEP FORWARD TO HELP PROVIDE SUPERVISION AND REGULATION OF POLICIES,

- ✓ Additional information which you feel is pertinent:
I am AFRAID OF MASSIVE SUBDIVISIONS BASED ON GREED. WE SHOULD GIVE VERY CAREFUL CONSIDERATION TO APPLICANTS. THANK YOU FOR CONSIDERING ME.

Signature: Leanna Rodabaugh Date: 2-16-22

Return Application to: Town of Stevensville, P.O. Box 30, Stevensville, MT 59870

File Attachments for Item:

f. Discussion/Decision: Approval of Job Description for Zoning Administrator Position

TOWN OF STEVENSVILLE
ZONING ADMINISTRATOR POSITION DESCRIPTION

CLASS TITLE: Zoning Administrator

DEPARTMENT: Planning & Zoning

COMPENSATION: Part Time, \$35.00 per hour up to 20 hours a week or 80 hours per month

GENERAL PURPOSE

Promoting quality residential, commercial and business development through the efficient and responsive application of building and land use code and the delivery of permitting and licensing services.

SUPERVISOR RECEIVED

Works under the general guidance and direction of the mayor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administers Community Development Block Grant (CDBG) and other state and Federal grant programs as assigned.

Supervises the evaluation of land use proposals for conformity to established plans, codes, ordinances and laws; Oversees the evaluation of proposals' development impact as they relate to the adopted plans of the Town and makes recommendations.

Oversees approval of development permits, sign per its, short subdivision plats, boundary line adjustments, and land development proposals within scope of authority and responsibility.

Acts as the liaison to the Fire Marshall, Tax Increment Financing Advisory Board, Planning & Zoning Board and Board of Adjustment.

Provides staff support to various boards and commissions, as needed and assigned.

Oversees all ADA activities within the Town not related to employment.

Supporting all tax increment financing and redevelopment activities with the exception of accounting and taking minutes.

Communicates official plans, programs, policies and procedures to staff and the general public.

Prepares a variety of studies , reports and related information for decision-making purposes.

Resolves complex and sensitive customer service issues, either personally, by telephone or in writing.

Oversees the permitting functions of the zoning department, including application fee assessment and collection, application and plan review, permit issuance, inspection, and occupancy.

Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlay, and sketches pertinent to urban planning and development programs and projects.

Monitors inter-governmental and legislative decisions affecting department operations, confers with the mayor and takes appropriate action as directed.

Responds to local citizens inquiring about community development, planning and zoning regulations and ordinances; resolves complex disputes between planners, programs manager and applicants, as required.

Serves as a member of various staff committees as assigned.

Perform other duties of a similar nature or level as required by management to meet the needs of the department.

DESIRED MINIMUM QUALIFICATIONS

Experience: Five years of responsible planning, redevelopment, economic and/or community development experience.

Training: Equivalent to a bachelor's degree from an accredited college or university with major course work in public administration, planning, environmental studies, geography, or a related field. A master's degree is desirable.

License or Certificate: Must possess a valid drivers license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire.

Necessary Knowledge, Skills and Abilities:

Operate personal computer, including word processing; motor vehicle; calculator; phone; and copy and fax machines.

Communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public.

Establish positive and effective working relationships with architects, contractors, developers, owners, supervisors, employees, and the general public.

Prepare and analyze comprehensive and technical reports and data.

Identify and respond to the community, mayor, all boards, and the town council issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Research, collect, compile, and analyze information and data.

Read, interpret, and apply a variety of technical information from reports, maps, plans, specifications, drawings, layouts, blueprints, schematics, and legal descriptions. Prepare and deliver effective oral presentations.

Perform accurate mathematical and statistical computations.

Interpret and apply policies, procedures, laws, and regulations pertaining to assigned programs and functions.

PHYSICAL DEMANDS

Work is performed mostly in office settings. Some outdoor works is required in the inspection of various land use developments and construction sites.

Employee: _____ Date: _____

Employee: _____ Date: _____

File Attachments for Item:

g. Discussion/Decision: Resolution NO. 502, Resolution to Authorize the Town of Stevensville to Solicit Bids for a Half Time Zoning Administrator

RESOLUTION NO. 502

A Resolution To Authorize the Town of Stevensville To Solicit Bids For A Half Time Zoning Administrator

WHEREAS, the Town of Stevensville is requesting bids for half time Zoning Administrator Contract.

WHEREAS, the purpose of the Bid/RFP is to solicit qualified contractor to perform the job duties of the half time Zoning Administrator.

WHEREAS, the Town of Stevensville is requesting a fixed bid, flat fee monthly agreement price as mentioned in the Zoning Administrator job description.

WHEREAS, the Town of Stevensville will accept bids via email to the finance officer at finance@townofstevensville.com, by mail Town of Stevensville PO Box 30, Stevensville MT 59870 or in person, Town of Stevensville 206 Buck Street, Stevensville MT 59870

DATED this 14th day of April, 2022, after motion and second at a regular meeting of the Stevensville Town Council.

Approved:

Attest:

Steve Gibson, Mayor

Jenelle Berthoud, Town Clerk

TOWN OF STEVENSVILLE PROFESSIONAL SERVICES AGREEMENT

This Agreement is entered into by and between the Town of Stevensville (“Town”) and (“Contractor”) identified as follows:

WITNESSETH:

WHEREAS, the Town proposes to use the services of Contractor as an independent contractor to provide certain services related to building inspection and plan review as more fully described herein; and

WHEREAS, the Town and Contractor desire to contract for the specific “Services” as defined in Zoning Administrator Job Description and desire to set forth their rights, duties, and obligations in connection with the services to be performed; and

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, Zoning Administrator agree as follows:

1. Purpose. The Town desires to hire Contractor as an independent contractor for the purpose of providing Planning and Zoning services for the Town in return for the compensation stated. To this end, the parties mutually agree as follows:
2. Relationship of the Parties. Town is a municipal corporation and a political subdivision of the State of Montana. Contractor is an individual/firm licensed and certified to perform zoning duties in the State of Montana.

This Agreement is not intended to create nor shall be construed to create any relationship between the parties or any of their respective employees other than that of independent entities contracting for the purpose of effecting the provisions of this Agreement. Employees and agents of each party will not be deemed to be employees or agents of the other party.

Contractor acknowledges that all payments to the Zoning Administrator under this Agreement are gross payments made to an independent contractor and Zoning Administrator is responsible for payment of all taxes arising out of performance of this Agreement, including but not limited to Federal and state income tax, social security tax, unemployment insurance tax, and any other taxes or business license fees required.

3. Scope of Work. Contractor shall provide the specific services, tasks, or work products.

4. Effective Date and Performance Schedule. This Agreement will be effective on the date the last party signs below for a period of two (2) years. The services to be provided under this Agreement shall be completed in accordance with terms articulated in the Zoning Administrator duties. Time is of the essence in completing this Agreement and the time of performance may be extended only by written agreement signed by both parties.

The Town may request changes within the general scope of this Agreement by written change order and Contractor shall be entitled to a reasonable period of time to perform or provide said changes.

5. Compensation for Services. In consideration of the Contractor providing Services, Town shall pay Contractor for the Services performed in accordance with Exhibit A – Fee Schedule for Services that is attached hereto and incorporated herein.

Monthly payment for services will be made by the Town within 30 calendar days of the end of each month and receipt of Contractor's reports detailing actual work performed in accordance with this Agreement. Town agrees to pay 3% per annum interest on overdue payments. Town shall reference the month and year in a memo form for each payment made to Inspector.

Reports will be submitted to the Principal Contact for the Town identified in this Agreement, or others as agreed, with supporting documentation, and a signed W-9 containing Inspector's Tax Identification number will be provided.

Town and Contractor shall each have the right to request an accounting of payments for Services. However, accountings are limited to no more than four times per year in order to prohibit undue administrative burden on the parties. In the event of an error in payment, the parties shall use best efforts to resolve discrepancies within 30 days of notice of error.

6. Insurance and Workers' Compensation. Contractor agrees to procure and maintain, at its expense:

a. Workers' Compensation insurance in accordance with statutory levels as required by law. Zoning Administrator shall furnish City with a copy of either 1) a binder for workers' compensation coverage; or 2) a valid Independent Contractor Exemption Certification from the Montana Department of Labor and Industry.

b. Automobile Liability insurance for bodily injury and property damage covering all vehicles, including hired vehicles, owned and non-owned vehicles;

c. Commercial General Liability insurance with combined single limits for bodily injury, personal injury, and property damage of \$1,000,000 per occurrence and \$2,000,000 aggregate per year to cover such claims as may be caused by any act, omission, or

negligence of the Zoning Administrator or its officers, agents, representatives, assigns, or subcontractors; and

d. Professional Liability insurance with combined single limits for each wrongful act of \$1,000,000 per occurrence and \$2,000,000 aggregate per year to cover such claims arising out of the performance of services under this Agreement caused by negligent acts, errors, or omissions for which Zoning Administrator is legally liable.

The Town, its officers, officials, employees, and volunteers are to be covered and listed as additional insured on Contractor 's insurance policies.

The policies shall provide waivers of subrogation, by endorsement or otherwise, effective as to the Town.

Certificates of insurance verifying the above coverages will be furnished by Contractor to the Principal contact for the Town prior to commencement of work on the Project. Such certificates shall provide that insurance may not be canceled, except on 30 days' prior written notice to the Town.

7. Records. Contractor shall maintain sufficient records to enable the Town to document the performance of the Agreement. Inspector shall allow access to those records by the Town 's Principal Contact, Financial Administrator, any independent auditor employed by the Town, and/or representatives of the state or federal government. Records shall be retained for at least three (3) years after completion of this Agreement.

Town shall timely provide all data, information, plans, specifications, and any other relevant documentation required by Contractor to perform Services.

8. Principal Contact for the Town. The Town employee with whom the Contractor must communicate regarding this Agreement and who shall have the authority to confer with the Mayor to accept completion of performance and to submit requests for payment to the Town Financial Administrator is:

Name: Pam Sosa
Title: Finance Officer/ Human Resource Officer
Address: 206 Buck St, Stevensville, MT 59870
Telephone Number: 406-777-5271 ext 103 Email
Address: finance@townofstevensville.com

9. Ownership and Publication of Materials. All reports, information, data, and other materials prepared by Contractor pursuant to this Agreement are the property of the Town, which has exclusive and unrestricted authority to release, publish, or otherwise use, in whole or in part, the material. No material produced in whole or in part under this Agreement may be copyrighted or patented in the United States or in any other country without the prior written approval of the Town. None of the documents are intended or represented to be suitable for reuse by Town or

others on extensions of the project or on any other project. Any reuse without written verification or adaptation by Contractor for the specific purpose intended will be at Town's sole risk and without liability to Zoning Administrator.

10. Public Access to Information. Contractor acknowledges that the Town is a local government unit and its records are public and subject to disclosure under Montana law. Certain information may be protected from disclosure, including information concerning an individual privacy interest, legitimate trade secrets, other constitutionally protected proprietary information, and certain information relating to individual or public safety.

The parties agree to confer prior to disclosure of any information relating to this Agreement and its performance which includes potentially protected information. Contractor agrees to protect any confidential information from disclosure to others or from use for any purpose inconsistent with this Agreement without the prior written consent of Town.

11. Termination. This Agreement may be terminated by either party due to a material breach by providing the breaching party with written notice explaining the breach and providing notice of the termination; provided, however, the breaching party shall have the lesser of thirty (30) days from the receipt of such notice or the full term of the Agreement to cure the material breach. In the event of an uncured breach, the non-breaching party may bring suit for damages, specific performance, and any other remedy provided by law. These remedies are cumulative and not exclusive.

In the event this Agreement is terminated and the Contractor is not in breach, the Town shall pay Contractor a pro rata amount of the compensation as determined by that portion of work completed to City's satisfaction as of the date of termination. Payment of this amount shall be made by City within thirty (30) days of termination, minus expenses and damages the Town incurred. Inspector shall have no obligation to complete partially inspected structures if notice of termination is given. However, upon mutual agreement of both parties, Services on particular structures may be completed through final inspection at the fees set forth in Exhibit A.

In the event this Agreement is terminated, Contractor shall surrender any and all materials produced under this Agreement to the Town. Upon termination, the Town may take over the work and may award another party a contract to complete the work under this Agreement.

12. Notice. Town authorizes Contractor to communicate by email, regular United States Mail, telephone or text. Contractor authorizes Town to communicate by email, regular United States Mail, telephone or text. Any official written notice required by this Agreement shall be provided by hand-delivering or mailing, postage prepaid, to the parties at the addresses in this Agreement.

13. Compliance with Laws and Standard of Care. Contractor is responsible for compliance with all applicable local, state, and federal laws, rules, and regulations.

The standard of care for all professional inspecting, consulting and related services performed or furnished by Contractor and its employees under this Agreement will be the care and skill ordinarily used by members of Inspector's profession practicing under the same or similar circumstances at the same time and in the same locality.

14. Indemnification. Each party shall defend, indemnify, and hold harmless the other party, its officers, employees and agents from any and all claims, liabilities, causes of action or damages, including attorney fees, asserted by or awarded to third parties as a result of negligence, recklessness, or intentional misconduct of that party or its officers, employees, agents, subcontractors, or assignees. This provision shall survive the agreement.

15. Nondiscrimination. Contractor agrees that all hiring undertaken for the purposes of performing this Agreement shall be on the basis of merit and qualifications. In relation to any person performing this Agreement, Inspector may not discriminate on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin.

16. Entire Agreement, Modifications and Non-Assignment. This Agreement and the Exhibits identified herein constitute the complete, entire, and final agreement of the parties hereto with respect to the subject matter hereof, and shall supersede any and all previous communications, representations, whether oral or written, with respect to the subject matter hereof. Invalidity of any of the provisions of this Agreement or any paragraph sentence, clause, phrase, or word herein or the application thereof in any given circumstance shall not affect the validity of any other provision of this Agreement.

This Agreement cannot be changed or modified in any manner except by a written Agreement signed by both parties. No obligation or right hereunder may be assigned, transferred, subcontracted or otherwise given to or imposed on any other party without a written Agreement signed by both parties.

17. Place of Performance and Venue. Performance of this Agreement is in the Town of Stevensville, Ravalli County, Montana. In the event of litigation, venue is in the Twenty- First Judicial District Court in Ravalli County, Montana. This Agreement will be construed under and governed by the laws of the State of Montana.

18. Dispute Resolution. In the event a dispute arises out of or relates to this Agreement, or the breach thereof, and if said dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by non-binding mediation, before resorting to litigation, or some other dispute resolution procedure.

19. Attorney's Fees. In the event of a legal dispute arising from this Agreement, the parties agree to pay their own attorney's fees.

18. Waiver and Severability. The failure to insist upon strict performance of any of the provisions of this Agreement shall not be deemed a waiver of any rights or remedies, and shall not be deemed a waiver of any subsequent breach or default in the performance of this Agreement. If any part of this Agreement is held to be void, illegal or unenforceable, the validity of the remaining provisions will not be affected.

DATED this _____ day of _____, 2022 ____

By _____

TOWN OF STEVENSVILLE

By _____
Steve Gibson, Mayor

ATTEST:

APPROVED AS TO FORM:

Jenelle S. Berthoud, Town Clerk

Greg Overstreet, City Attorney

EXHIBIT A- FEE SCHEDULE FOR SERVICES

1. Fee Structure

Contractor fees for services provided pursuant to this Agreement will be as follows:

Service	Rate
Zoning Services	\$35.00 per hour up to 20 hours per week or 80 per month