



**Stevensville Town Council Meeting  
Agenda for  
THURSDAY, NOVEMBER 14, 2019  
7:00 PM**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval of Minutes
  - [a.](#) September 12, 2019 Meeting Minutes
  - [b.](#) September 18, 2019 Meeting Minutes
  - [c.](#) September 24, 2019 Public Hearing Minutes
  - [d.](#) September 24, 2019 Meeting Minutes
  - [e.](#) October 10, 2019 Meeting Minutes
4. Approval of Bi-Weekly Claims
5. Administrative Reports
  - a. Airport Manager's Report
  - b. Building Department Report
  - [c.](#) Finance Report
  - [d.](#) Fire Department Report
  - [e.](#) Police Department Report
  - [f.](#) Public Works Report
6. Guests
7. Correspondence
  - [a.](#) Letter from Ravalli County Attorney Re: Ethics Complaint
8. Public Comments
9. Unfinished Business
  - [a.](#) Discussion/Decision: Resolution 449, Adopting the Final Budget for Fiscal Year 2020
  - [b.](#) Discussion/Decision: Performing a special audit from May 2019 through July 2019
  - [c.](#) Discussion/Decision: Climate Action Advisory Board
10. New Business
  - [a.](#) Discussion/Decision: Land Lease for Lot 5 Block 5 of the Stevensville Airport
  - [b.](#) Discussion/Decision: Land Lease for Lot 6 and 7, Block 1 of the Stevensville Airport
  - [c.](#) Discussion/Decision: Liquor License Ownership Transfer from Ruth Carmona to Rob Ralls, 201 Main Street
  - [d.](#) Discussion/Decision: Resolution No. 451, A Resolution Decreasing Rates for Users of the Municipal Water System
  - [e.](#) Discussion/Decision: Resolution No. 452, A Resolution Decreasing Rates for Users of the Municipal Sewer System
  - [f.](#) Discussion/Decision: Montana Department of Commerce/Montana Main Street Program Application for Planning and Project Grant Funding
  - [g.](#) Discussion/Decision: Suspending Council Rules, cancelling the November 28th regular meeting and the December 26th regular meeting, authorizing claims to be paid out of cycle
  - [h.](#) Discussion/Decision: Town Hall Closure on November 29, 2019 following the Thanksgiving Holiday
11. Executive Report
12. Town Council Comments

- 13. Board Report
- 14. Adjournment

### **Guidelines for Public Comment**

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

During any council meeting you have two opportunities to comment:

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

Comment made outside of these times may not be allowed.

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

**Item Attachment Documents:**

- a. September 12, 2019 Meeting Minutes

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

1. Call to Order and Roll Call

Roll Call: Mayor Dewey, Council members Holcomb, Gibson, Vick and Shourd. Staff and members of the community were also present.

2. Pledge of Allegiance

All rose and recited the Pledge of Allegiance.

3. Approval of Minutes

Mayor Dewey expressed that Council can approve the array of minutes either, individually or as a whole. Council member Gibson wanted to abstain from voting on the May 30- July 11 minutes as presented because he was not here or on the Council at the time. Mayor Dewey asked how Council would like to proceed; Council member Shourd believed the minutes were handled in good faith and is willing to proceed.

Council member Shourd made a Motion to approve the Minutes from May 30- August 22. Council member Gibson expressed he would like to separate the minutes because he is willing to vote on August 8 and August 22 minutes. Mayor Dewey asked if there was a Second on the original Motion. Motion dies from Lack of Second.

Council member Shourd made a Motion to approve Minutes from August 8 and August 22, 2019. The Motion was Seconded by Council member Vick. Mayor Dewey called for Public Comment.

Raymond Smith, 326 Valley View.

Raymond Smith said either in the June 3rd or June 13th Meeting, stating that he, made "inappropriate comments," and he stated there were no inappropriate comments made, as he recalls, Mr. Motley called Point of Order, and only a Council member or Mayor can do that; There was no inappropriate language used or comment.

Mayor Dewey called for the vote and all of Council voted "Aye;" Motion passes 4-0.

Council member Holcomb made a Motion to approve the minutes from May 30 - July 11, 2019. The Motion was Seconded by Council member Vick. Council member Gibson will abstain from voting. Council member Holcomb inquired about the claims from the fireworks; Those are not in these claims or minutes before Council tonight.

Mayor Dewey called for Public Comment, then reassured Raymond Smith that his comment was noted. Mayor Dewey called for the vote, all voted "Aye," with 1 "Abstained voted." 3-1.

a. August 8, 2019 Meeting

Council member Holcomb would like the August 8, 2019 minutes to be changed so the Approval of Claims, she voted "No" and would like them to be changed to express that, as the vote count does so correctly. That will be corrected.

b. August 22, 2019 Meeting

Council member Holcomb, correction under Jerry Phillips resignation letter, we need to change, "her resignation," to "his resignation." That will be corrected.

c. May 30, 2019

d. June 3, 2019 Meeting

e. June 13, 2019 Meeting

f. July 3, 2019 Meeting



g. July 11, 2019 Meeting

4. Approval of Bi-Weekly Claims

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

Council member Holcomb made a Motion to approve Claims #15387-15464 Totaling \$40,878.59. The Motion was Seconded by Council member Shourd. Council member Holcomb asked Mayor Dewey to explain the two fuel reimbursements, Claims #15430 & #15431. The Financial Officer clarified that it was duplicated; Claim #15439; that was an advertisement cost for the swimming pool; Claims #5452 & 15458; Ms. Holcomb stated that these are illegal and would like to know when the attorney's contract will be brought to Council. Mayor Dewey will have the contract on the September 24, 2019 meeting. Ms. Holcomb stated that she would like that one, as well as for auditing services. Major Dewey clarified; Council already approved the contract. Council member Vick asked about Claim #15428, just following up with the video cameras at the park. Mayor clarified, this bill is going back to the original camera provider, as the police department is working with the provider to help figure out a solution to them not working correctly.

Mayor Dewey called for Public Comment.

Raymond Smith, 326 Valley View.

Raymond asked about the claim that had to do with the advertisement fee for the pool; Questioning if it was advertised on Facebook, which is free. Mayor replied, this was part of a marketing campaign, more of a broader outreach, including the pool and parks.

Mayor Dewey called for the vote: Shourd "Aye," Gibson "Aye," Vick "Aye," Holcomb "No." Motion passes 3-1.

5. Administrative Reports

a. Airport Manager's Report

Mr. Craig Thomas reported on the airport project progress.

b. Building Department Report

Building Department Report presented in the packet.

c. Finance Report

Finance Officer presented the Finance Report. He specifically addressed the findings with 2018 audit. Mr. Underwood spoke with a state representative. He presented an Action Plan to prevent these findings again. A late fee is avoidable with having the budget done on time this year. There were four funds in which cash needs to be spent down. By law, we can have up to 200% in the Lighting District Funds. The visa card finding; There needs to be a visa card policy. All of the responses, or action plan for the four findings are due back to the state by tomorrow.

Council member Holcomb was reassured that when there is a new credit card policy, it will come before council.

d. Fire Department Report

Chief Motley presented the Fire Department Report.

Calls for the month of August: 65

Calls for the Year to Date: 424

e. Police Department Report

Chief Marble presented the Police Department Report. The Police Chief attended a Threat Management Training in Bozeman on Aug. 26 & 27. Officer Teniente is filling in as SRO until a replacement is hired.

August Calls for Service: 54

Bob Michalson, 222 Turner St.

Bob mentioned the junk vehicles around town. Cleaning up the town takes time but it needs to be done, as it has been mentioned in the past.

Chief Marble responded; Besides the other officer filling in for the SRO, he is the only officer on duty right now. He agrees there is a problem but that could be a full-time job itself, as of right now, they are just trying to get by.

Council Member Holcomb asked about a past grant opportunity. Chief Marble addressed, that was going to be for programs and the focus right now is having more boots on the ground.

f. Public Works Report

Public Works Supervisor presented the Public Works Activity Report. 31,492,000 Gallons of water produced. 6,6420,000 Gallons of Waste Water Treated. Opened and Closed 2 graves this month.

6. Guests

7. Correspondence

a. Letter from Bent and Beverly Laursen

Mayor Dewey read a letter from Bent and Beverly Laursen, 102 Winslett Ave. The letter addressed the disapproval of the proposed housing project.

Mayor Dewey clarified that as long as the development follows planning and zoning, the town does not have any jurisdiction over the project as far as approve and disapproved. We have sent out a letter informing the owner of the property any letters of concern are being forwarded to the development public relations.

8. Public Comments

Raymond Smith, 326 Valley View

Raymond expressed a couple of issues he has regarding the budget, including officer responses by town officers and the county. He addressed the Council in regards to roles and responsibilities, asking new council members if they received their Montana Municipal Officials Handbook. Raymond also spoke about sidewalks in town and the town being sued. We have departments that have been over-budget for the last six years.

Bob Michalson, 222 Turner St.

Bob was appalled that the Mayor is taking money out of the Jean Thomas Fund. It is in a resolution, needs to be approved by Council and had to have guidance thru the Park Board.

Stacie Barker 104 Winslett Ave.

In response to the Correspondence letter from Bent & Beverly Laursen. She did research on these houses, and she was concerned with the quality and water in that area. She spoke about the Mayor's wages, doing some research, the reason the past Mayor's wages were higher is because he was overseeing a lot of different projects. She spoke about the Judge's wages being cut.

Mayor Dewey clarified there was not any, and is no intent to cut the Judge's wages; The judge's wages will stay the same, at \$18,000/YR, as per resolution.

Unknown, expressed concern about water in her basement and the housing project will cause more citizens to have water problems.

Raymond Smith, 326 Valley View.

Raymond expressed that we want to be the small community but as he drives down Main St. there are new businesses that do not reflect our heritage. He spoke about the Mayor's compensation and Council voting it down.

Mark Adams, 319 College St.

He had a question last month, about Public Safety. After that Council Meeting, he had a meeting with the financial officer, and from that meeting he gained that he was right, those numbers were bogus. The financial officer claims those numbers were audited.

The Financial Officer clarified that the numbers in our system, yes were audited. An outside auditor came into our system and audited our system. If those numbers were not the same, we would have needed an amendment, if we didn't do an amendment, there would have been a finding; There was not any finding; The numbers are correct.

Mr. Adams read off three different sets of numbers for 1 fiscal year, and these numbers need to match.

Raymond Smith, 326 Valley View

Raymond commented on \$190,000 being moved to a Capital Improvement Fund.

Mayor Dewey asked Financial Officer, Mr. Underwood if he had any more comments on the audit. The financial officer again, explained that we hired an auditor to come in, they come without an agenda and look over everything. People can comment on the budget but these people do it professionally, and turn it into the State. These people get audited by their auditors.

Leslie Tadvick, 509 Mission St.

Ms. Tadvick attempted to email council member Gibson. Council member Gibson has been continually requesting his email on the Town's website be changed, as he is not using the town's email. The Mayor reassured that his contact information has been changed as per phone call this morning. The other Council has already voted to close an ally in town.

Raymond Smith, 326 Valley View.

Raymond suggests that we do a special audit.

Bob Michalson, 222 Turner St.

He would like to back up Ms. Tadvick's comment, one of the last meetings he was at, we passed that easement thru. Talked about the Mayor getting a raise.

Raymond Smith, 326 Valley View.

Raymond talked about a police officer covering for no one available but we have overtime pay.

Unknown,

Obviously, there are a lot of previous council members that have spoken tonight. He wished the new Council well and encouraged them to do the best they can.

## 9. New Business

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

Council member Holcomb explained the reason she put this on the agenda was because we received an email from a concerned citizen. This is from the time the previous Financial Officer was employed until the time the current Financial Officer became employed. This would be a short audit. An audit for the entire year is expensive, as the financial officer explained. Council member Holcomb would like an audit because the mayor was writing the checks at the time. It should be necessary to perform an audit. The Financial Officer clarified that it depends on how in depth you want the auditor to go, as far as costs, or finding an auditor could be another issue. Knowing that an audit is going to be done that year anyway, the Financial Officer recommended having the current auditor pay close attention to that specific area, rather than having a whole different auditor come in, as we only got one audit bid last year. Council member Gibson believes it would be to the Mayor's benefit to have an audit for that time period.

Council Member Holcomb made a Motion to perform a special audit from May 2019- July 2019. The Motion was Seconded by Council member Vick.

Council member Shourd, wanted to verify that this is requesting a total separate audit, in addition to the audit coming at the end of the year. Council member Holcomb expressed that she does not want to wait until next year's audit, she thinks this should happen now. An RFP draft was discussed, and additional costs to having two auditors look over the same books. Inquiries to the Financial Office about additional costs to taxpayers for a special audit. Council member Gibson mentioned that if the bid is too high, we don't have to accept it. Council member Holcomb inquired why Council has to wait until October to get bids; She would like to see an RFP tomorrow. Mayor Dewey would hope Council would give direction in what the RFP would look like, and that RFP would come before Council before it is published. It doesn't have to go like that, the Administration can turn it around quicker if Council would like. Mayor Dewey would feel more comfortable with Council approving the RFP. Council member Gibson mentioned, besides the Budget and this, we should minimize the Agenda for the next meeting. There will be a process, with an RFP coming forward before the audit is approved.

Mayor Dewey called for Public Comment.

Bob Michalson, 222 Turner St.

This has been in the works before, this is very important. Special audits are to protect us all. Raymond Smith, 326 Valley View.

He keeps hearing that Council is requesting items but not receiving them.

Mayor Dewey called for the vote, and the Motion passes with a 4-0 vote.

Mayor Dewey asked Council what criteria do they want in the RFP. Council member Gibson would like this on the next meeting's agenda. Financial Officer recommended:

\*Payroll for 2 months, \*Transactions, where we spent our cash, \*Claims

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

With a full staff now, Council member Holcomb made a Motion to Rescind the Mayor's Compensation of \$25.00 Immediately. The Motion was Seconded by Council member Gibson.

Mayor Dewey clarified the additional information was provided because the agenda item was pointing in the direction that the compensation was done illegally. Having those two compensation rates, documentation was provided to represent the legality of the pay. Council member Shourd verified the \$25 compensation was for "doing the jobs, hiring and training."

Mayor Dewey called for Public Comment.

Raymond Smith, 326 Valley View.

Raymond explained why the Ad Hoc Committee, with engineers was formed for special projects in the past. When that Ad Hoc Committee was formed, they reviewed the Mayor's salary at the time. We pay him to be the Mayor, not to be on excess clubs. He oversees the employees but we have heads over departments.

Jim Tadvick, 509 Mission St.

Jim asked for clarification on salary, \$25 hour on top of the \$800 a month. He did not believe that was the way it was supposed to be.

Mayor Dewey called for the Vote. 4-0 the Motion passes unanimously.

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

Mayor Dewey explained both, the Clerk and himself will be out of the state during the regularly scheduled, September 26 meeting, so he is asking to change it to September 24, 2019. Council member Gibson requested the meeting start at 6:00 p.m. The Public Hearing

will start at 6:30 p.m. The Meeting will be scheduled directly after the Public Hearing at 7:00 p.m.

Council member Vick made a Motion to Re-scheduling the 9/26/2019 Regular Meeting to 9/24/2019. The Motion was then Seconded by Council member Holcomb.

Mayor Dewey called for Public Comment.

Chief Motley, asked why there is a Public Hearing before the Budget is adopted. Mayor Dewey explained the timeline, which the Budget is still under a draft. There will be Public Comment before the final adoption.

Mayor Dewey called for the Vote and the Motion passes unanimously, 4-0.

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

Tyler spoke about the grant and the project, including reconstructing old hangars, taxing ways, and this is the last step to qualify for this grant. FAA has provided a draft grant offer; it will need the Mayor and Town Attorney's signature.

Council member Holcomb made a Motion to approve the Federal Aeronautics Administration (FAA) Grant Agreement for Stevensville Airport Pavement Reconstruction Project and Authorize the Mayor and Legal Council to sign off on the final agreement. The Motion was Seconded by Council member Shourd.

Council member Vick mentioned the vulnerability to allow the FAA to make changes. Any major changes will come forth to Council.

Mayor Dewey called for Public Comment.

Stacie Barker, 104 Winslett.

Spoke about the Motion being stated by the Mayor and not a member of the Council.

Mayor Dewey clarified, the Mayor entertained a Motion, Council member Holcomb, So-Moved the Motion.

Mayor Dewey called for the Vote; the Motion unanimously passed with a 4-0 vote.

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

Tyler explained the grant agreement between Town of Stevensville and Morrison-Maierle. Since there was a shovel-ready project, the FAA had money, the only downfall was the short turn-around. This is the last step to qualify for that grant. There are 3 agenda items and they are all tied together. Total grant request is \$1.56 million. The Airport Board has recommended that the Council approve the grant from the FAA.

Council member Holcomb made a Motion to Morrison-Maierle Task Order #3, Construction Management & Closeout for Stevensville Airport Pavement Reconstruction Project and it was Seconded by Council member Shourd.

Mayor Dewey called for Public Comment.

Craig Thomas, commented how well it has been working with Tyler at Morrison-Maierle on the past and current projects.

Mayor Dewey called for the vote and the vote passed, 4-0.

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

Tyler explained the project and the last piece of the puzzle is the bid award.

Council member Holcomb made the Motion to Award of Bid to Knife River Construction for Stevensville Airport Pavement Reconstruction Project. The Motion was then Seconded by Council member Shourd. Mayor Dewey called for the vote and the vote passed, 4-0.

10. Unfinished Business

a. Discussion/Decision: FY2020 Preliminary Budget

Mayor Dewey explained the Administration and staff are present tonight to discuss the 2020 Preliminary Budget, they are all here tonight to provide feedback on the questions they have already been asked to provide answers to, as well to provide answers to any new questions. The Financial Officer gave an overview of the Expenditures verse the Revenue over the past years, and how the different funds can be moved, although it is very difficult to move funds. He spoke about the Resolution involving the Jean Thomas Funds, and the procedure for appropriating funds in the budget for when the Park Committee comes back with ideas on how they want o spend some of those funds, which can only be spent for park beautification. The Financial Officer went into the Budget versus the Actual. The HDR was discussed, including the water rates and money which was set for projects. Council member Gibson asked about the Revenue versus the Expenditures, which is a problem. Mayor Dewey explained there are funds in which we are spending down.

Mayor Dewey noted that there was a question at the last meeting about water rates. We have Craig from HDR to explained the long-term strategic plan on the water rates, the water funds and the timeline of the water projects. Craig is basically, the Chief Engineer, he is here to explain to everyone about the reserve funds and how those reserves plan on funding projects. Craig explained what happens to those reserve funds if we reduce the rates, freeze the rates, or increase the rates. For the last 8-10 years, the town has been in the process of upgrading the water system. Three projects have been completed and the fourth has been put on hold. One of the things we have been assisting the town with is water rights, and the leaks need to be addressed. Council member Gibson spoke about water rates, and unable to adjust the bonds; Council member Gibson spoke about water rates: Surplus of \$149,000, Bonds \$431,000, Sewer rates \$455,000, and the Bond \$279,000. There was also discussion about how many new users in the last 5 years and the point of the discussion was to ease the burden on the tax payer. He recommends we hold off on the 2021 project to apply for TSEP opportunities, where we could possibly get up to \$750,000. Craig explained the financial outlook. His suggestion would be to get thru that phase four project, and maybe hire someone to do a rate analysis in the future. Mayor Dewey asked Council if they had any questions for Craig, the Financial Officer or Public Works. Council member Gibson asked if we wanted to discuss the water rates now, or when we get into the budget. Craig is here to help Council make an informed decision.

Mayor Dewey started the discussion about Economic Development. The Stevensville Main Street Association's (SMSA) Director presented the council with a partnership opportunity. This would include the SMSA and the Town of Stevensville partnering in economic development grant opportunities.

Council member Holcomb strongly suggests that when the money is gone out of the Economic Development Fund, it's gone. So, if we start dipping into this, she can't vote on this.

Chief Marble spoke about the connection between crime and citizens lacking pride in their community. Developing this community is a big issue, and he suggests we look at it with a "what

can we do" to bring jobs here, be proud to live and work here, and promote that sense of community together.

SMSA Director mentioned that if the town wants to hire their own economic development director, that's fine but the SMSA is willing to partner with the town, with utilizing \$5,000 from the town, there would be a larger return.

Council member Shourd expressed that economic development is an area we need to focus on.

Council member Gibson asked Council and the Mayor how they would like to proceed. Mayor Dewey said that the Financial Officer has information on the merit versus cola increases; The difference between the two were presented.

The Mayor presented the Executive's Salary portion of the budget. A scale "what if" has been provided ranging from \$10,00 -\$40,000/YR.

Council member Gibson made a Motion that the Mayor's pay be \$1,000 a month, with 80% come out of the General Fund, and it effective immediately. The Motion dies from Lack of Second.

Council member Holcomb expressed her thoughts on the Mayor's compensation; \$833.33 is an adequate amount for the Mayor's compensation, as most mayors are retired or have another job, and this is not a job.

Clarified, there was not Motion on the floor.

Council member Shourd made a Motion to fix the Mayor's compensation to \$166.67/Month, based on the report provided by the Ad Hoc Committee. This was based on conversations I had with members of the staff; This was for hiring and training of staff, the training will be complete but it is not complete as of now. There is a need for on-going consultation. The Motion was Seconded by Council member Vick. Council member made it clear that he Seconded the Motion, not because he agrees with the pay amount, he Seconded the Motion because he wanted to bring it up for discussion. Council member Gibson expressed that he has a hard time putting an hourly wage to a part-time position, he would like to see the wages as a monthly stipend. More discussion took place, as far as even the people who have sat in this seat do not even agree as to how many hours it takes to do the Mayor's job.

Council member Shourd Rescind his Motion and made a new Motion, to fix the compensation of the Mayor to \$1,400/Month. The Motion dies for Lack of Second.

Council member Gibson made a Motion to fix the Mayor's compensation to \$1,000/Month, which is a raise from \$833/mo. and effective Oct.1, 2019. The Motion was Seconded by Council member Vick.

Mayor Dewey called for Council discussion, then called for Public Comment. The Financial Officer spoke; He has been here for a short time but one thing is apparent is that Mayor Dewey has learned every position in Town Hall, and it would be really hard to find another Mayor willing to do that in a place. It was clarified from Council member Gibson that 80% of it comes out of the General Fund.

Mayor Dewey called for the vote. Council member Vick "Aye," Holcomb "No," Shourd "Aye," Gibson "Aye." Motion passes 3-1.

Council member Gibson asked for clarification on the amount requested for travel, professional services, and for the request of a computer.

Are there any other questions from Council on the Executive Budget?

Council member Gibson asked the Police Chief the cost of the vehicles his department is requesting. Chief Marble explained they are looking into an SUV type of vehicle. The exact price of the vehicle is unknown because you put a bid in but they are looking to about \$45,000 per unit on the high end, and that would be outfitted and \$38,000 on the lower end.

Council member Gibson would like to get an inventory of all the vehicles we have and can we surplus any?

Clarified with the Chief that his department is requesting 1 police officer and 2 vehicles. Council member Gibson asked if the Fire Chief was requesting anything, the Chief clarified, funds for the capital improvement, to enlarge the door but other than that, the total overall budget is reduced.

Council member Gibson expressed that the reason he wanted to go thru the budget section by section was because there are certain sections he wants to adopt and certain things in sections such as salaries, FTEs, new cars, and water. Council member Gibson spoke about being against increasing taxes and fees, and fees or taxes.

Mayor Dewey asked Council if they were interested in working on anything else tonight. With lack of interest in proceeding, Mayor asked when and how they would like to proceed. All department heads are present tonight if they have any questions. The Public Works Supervisor was present and will not be next week. Council member Gibson asked about an FTE. It was clarified that he would rather have 2 seasonal employees.

Mayor Dewey asked when Council would like to meet again. Council member Shourd requested meeting again next week. It was agreed upon that the next meeting will be scheduled for Wednesday, September 18th.

## 11. Executive Report

Mayor Dewey said that all of the department heads have clarified everything tonight. He would like to allocate the rest of his Executive Report to the attorney, Scott Owens. He clarified to the public that there is a proper procedure to closing alley ways that need to be followed. He did sympathize with the resident working on this for a long time. He is not sure how she has been advised in the past but with those signatures, there has to be verification that all the residents near that residence need to be advised. We did offer to help her with that procedure but I have not heard from her except from emails thru council members. The second point he would like to address is the attorney contract was sent to the Mayor's office, it was during the time all the council members were gone. Mayor will have that contract before Council.

## 12. Town Council Comments

Addition: Council member Gibson asked about where we were in the budget process as far as revenues and spending.

Council member Gibson would like it added to the September 12, 2019 Minutes that is was stated on the September 5, 2019 Agenda to approve the Mill Levies and stated by the Mayor that we needed Public Comment on the September 12, 2019 Agenda, and it was not placed on the



September 12, 2019 Agenda.

Council member Holcomb expressed, now that there is a full Council again, she would like to see the contract from Strom & Assoc. to be approved. She would also like to see the Inter-Local Agreement come back, so that can be approved, as well as the attorney contract. She also read the minutes from the July 11, 2019 meeting about the ally way being vacated, and now Council is not following thru with what they voted on.

The attorney responded with, the petition that he has seen is not a legal document. He would not suggest to the Council to take action on something that does not meet the minimum requirements by law. A valid petition needs to be brought forward to the town.

13. Board Report

The Park Board plans to meet on October 6th at 6:00 pm.

14. Adjournment

**Meeting adjourned at approximately 9:45 p.m.**

**APPROVE:**

**ATTEST:**

\_\_\_\_\_  
Brandon E. Dewey, Mayor

\_\_\_\_\_  
Monica Hoffman, Town Clerk

**Item Attachment Documents:**

- b. September 18, 2019 Meeting Minutes

**Stevensville Special Town Council Meeting**  
**Minutes for**  
**WEDNESDAY, SEPTEMBER 18, 2019**  
**6:00 PM**

1. Call to Order and Roll Call

Roll Call: Mayor Dewey, Council members Holcomb, Gibson, Vick and Shourd. Staff and members of the community were also present.

2. Pledge of Allegiance

All rose and recited the Pledge of Allegiance.

3. Unfinished Business

Mayor Dewey started the meeting, discussion of FY2020 Budget. Council member Gibson requested to start with the Police Department's request for vehicles. Chief Marble explained the reasoning behind the department's two vehicle requests, including the current vehicle inventory and their status as far as maintenance. They have to put a bid with the state and the price can range from \$30,000 - \$40,000 depending on the type of vehicles and bid. \$45,000 per unit is a reasonable price, fully outfitted, which is about \$15,000. The purchase of the vehicles would be coming out of Capital Improvement. Discussion about the current vehicle inventory took place, as well as a picture sent to a council member about a fully-equip police vehicle parked at residential location.

Council member Gibson would like us to "tally" where we are at in the budget so that we do not end up spending more than the estimated revenue.

A Motion "and later a Resolution" was made by Council member Gibson to allocate 1 vehicle for the Police Department, at \$40,000. Council member Holcomb explained, a Motion now then the Resolution comes later. The Motion was Seconded by Council member Holcomb. Mayor Dewey called for Public Comment. Council member Shourd asked that if we do not purchase the second vehicle, this will not be leaving an officer without a vehicle; No but the Chief explained that with the purchase of 2 vehicles, the cost of maintenance would decrease.

Mayor Dewey called for Public Comment.

Leanna Rodabaugh, 204 Ravalli.

She was wondering what type of vehicle the Chief was driving, how old it is, how many miles, and what type of gas mileage it gets.

Chief Marble answered, with 2013 Dodge Ram, about 41,000 miles; He would have to look up the manufacture information but estimating 17/23. He continued to explain that the trucks are the least expensive.

Nancy Lowell, 21 Church St

Clarification on the \$40,000 coming from the Police Department's budget and the Publicity/Subscriptions was so high; Software. Professional Services is DUI Blood draws, which is expensive.

Jeannie McKinley, 401 Charlo St.

Interested in the maintenance costs and where the maintenance is done; There is one individual who performs the maintenance for the purpose of them knowing the vehicle and the history.

Mayor Dewey called for the Vote of Council. The Motion passes 4-0.

Council member Gibson made the Motion to Not fund the FTE. The Motion died from Lack of Second.

Council member Vick asked for clarification from Chief Marble, the FTE would staff the Police Department, with Chief, 2 FTE, SRO and Police Clerk. The Police Dept would then have an officer on duty at nights, Yes. There was discussion about the Sheriff's Department, as far as their role in patrolling, while being covered by taxes.

Council member Gibson re-made the Motion to Not fund the FTE. The Motion died from Lack of Second.

Water and Sewer were discussed, including rates and the bonds which were adopted on a scheduled increase over time. Mayor Dewey clarified that the decision to increase the water rates was a decision made by Council 4 years ago. Council member Gibson clarified why he was making this Motion based on funds.

Council member Gibson made a Motion to decrease the water and sewer rates by 3% November 1<sup>st</sup>2019, the water O&M (not "freezing the rates but lowering them by 3%). The Motion was Seconded by Council member Holcomb.

There was discussion that the maximum decrease any household will see is \$1.52 and the \$60,000 would be set aside each year to pay for as much of the project in cash rather than debt. There discussion on what the engineers presented last week. Council member Shourd has a concern because the rates were not adjusted for a long period of time in the past, which made them have such a large percentage increase.

The Mayor explained the Motion can pass tonight to lower the water rates, although we have a resolution in the books, adopted by a previous council, scheduled to increase those rates. Council Gibson changed the wording in his Motion to rescind the last Resolution. Mayor Dewey explained, with the Motion brought forward, that would have to go back to Accounting to make those revenue adjustments in the books, then the administration will come back with a resolution to reduce the rates and going through the public hearing process, then going through the final adoption process. Mayor Dewey recommended keeping this a as a Motion to reflect the 3% decrease because the public has not had adequate notice.

Mayor Dewey called for Public Comment.

Unknown; Wanted clarification on the continual increase but the funds are not being used currently, they are for later.

Mayor Dewey clarified that the money is for the Phase Four Water Project., decided by council at that time, the intent was to pay cash, not run another bond. There was more discussion with Council about TSEP opportunities in the future, where up to \$750,000 could be available to lessen the tax burden on the citizens.

Tim Tadvick, 509 Mission St.

Clarification on the Phase Four Project taking place four years from now and he supports the 3% decrease.

Lisa Tadvick, 509 Missoin St.

Her opinion is that lowering the water costs would be the best boost for the community.

Mayor Dewey called for the Vote and the Motion passes 4-0.

Council member Gibson made a Motion to hire 2 Seasonal/Part-time Employees as the head of Public Works requested & not 1 FTE. The Motion was then Seconded by Council member Vick. Discussion about the difference between how temporary employees versus FTE impact the General Fund was discussed, and the percentage would be appreciated by Council.

Mayor Dewey called for Public Comment.

Unknown, commented on the Seasonal employees and pot holes.

Mayor Dewey called for the called for the Vote. Motion passes 4-0.

The next Motion made was to Not purchase a vehicle for the Building Department, which was made by Council member Gibson. The Motion was Seconded by Council member Holcomb. The Building Department was discussed, including who works in the Building Department and their working hours and time of travel. Mayor Dewey clarified the amount budgeted to purchase a vehicle for the Building Department was \$35,000. They do have funds in the Building Department. And they can only use those funds for building code enforcement. Council member Gibson would like to see the Building Inspectors turn in their mileage reimbursement sheets. Mayor Dewey called for the Vote and the Motion passes, 4-0.

Council member Holcomb made a Motion to Not give the Main Street Association \$10,000. The Motion was Seconded by Council member Vick.

Conversation about the Stevensville Main Street Association and its history took place.

Mayor Dewey called for Public Comment, then called for the Vote. Council member Vick "Abstain," Holcomb "Aye," Shourd "Aye," Gibson "Aye." The Motion Passes, 3- Abstain

Intermission was called and the meeting reconvened.

At the last meeting, on September 12, 2019 a pay scale was given out, displaying all current employees' salaries, and how those salary schedules would change for each employee in the proposed budget. Each employee's position, their current rate of pay, what that would include for FY 19-20 with a Merit Increase, Merit plus COLA 2.4% Increase and what that increase would amount to yearly, ending with their FY20 Total Annual Pay. The FY19-20 Rate of Pay increases totaled \$358.01. The FY19-20 COLA 2% "across the board" totaled \$350.15. The Difference between the two proposed, FY19-20 Merit plus 2.4% COLA increase and a 2% for all employees was \$27,382. Council member Gibson asked the question if this was less than the Proposed Budget. The Financial Officer reassured him, yes. Council member Gibson made a Motion for all employees to receive a 2% COLA increase to their wage after they have reached the 6-month period of employment for FY2020. The Motion was then Seconded by Council member Holcomb. The intent of the Administration is to continually present the Budget, according to the changes which have been made. Council member Gibson would like to see how much Revenue and Expenditures with the changes being made. Mayor Dewey called for Public Comment. Chief Marble clarified, if the 2% was COLA, or if there is a raise. The clarification was 2% across the board. Mayor Called then called for the Vote. The Motion passed 4-0.

Discussion about Council's monthly stipend was discussed. Council member Gibson made a Motion, as of January 1, 2020, each Council member will get a small increase to that stipend, which will increase to \$225 month. The Motion was then Seconded by Council member Holcomb. Council member Shourd made it known that, he will be Abstaining from this vote because he is running in November. Mayor Dewey called for Public Comment.

Jim Tadvick, 509 Mission St.

Would like to see it raise to \$250/MO.

Mayor Dewey called for the Vote. Council member Holcomb "Aye," Gibson "Aye," Vick "Aye," & Shourd "No." Motion Passes 3-1.

There were a few questions from Council for the Mayor Dewey about the Packet on 9/6/2019, including clarification on line items, Revenues and funds allocated in particular areas, such as the Big Sky Fund Grant, funds from the General Fund to the Capital Fund, and the Planning Fund.

Council member Shourd made a Motion to compensate department heads and employees a \$50 "longevity bonus" on employees' 1YR anniversary of employment, as an incentive for their commitment to the organization. Seconded by Council member Vick. Council member Shourd Rescinded his Motion and Council member Vick made a Motion to Table the discussion on incentive pay until September 24th meeting. Mayor Dewey called for Public Comment and called for the Vote of Council. Motion Passes 4-0.

4. Public Comments

Mayor Dewey called for Public Comment.

Jim Tadvick, 509 Mission St.

Discussed prior conversations at council meetings about the fireworks and how they were being paid for.

Jeannie McKinley, 401 Charlo St.

Jeannie would like to see the people of the town raise the money from whom want the fireworks, instead of coming from tax payers.

Mayor clarified that the intent is not to pay for fireworks, that is why there is a Revenue line and an Expenditure line.

5. Adjournment

**Meeting adjourned at approximately 8:11 p.m.**

**APPROVE:**

**ATTEST:**

\_\_\_\_\_  
Brandon E. Dewey, Mayor

\_\_\_\_\_  
Monica Hoffman, Town Clerk

**Item Attachment Documents:**

- c. September 24, 2019 Public Hearing Minutes



**Stevensville Public Hearing  
Minutes for  
TUESDAY, SEPTEMBER 24, 2019  
6:30 PM**

1. Call to Order and Roll Call

Roll Call: Mayor Dewey, Council members Holcomb, Gibson, Vick and Shourd. Staff and members of the community were also present.

2. Public Comments

a. Fiscal Year 2019-20 Preliminary Budget

Mayor Dewey presented the original, proposed Budget by the Mayor's office, compared to the outcomes from Council's workshop. It is broken down to reflect the closest estimated balance, including starting cash, what Revenue is anticipated, appropriations that are budgeted based on Council's feedback, how we plan to end the year, and whatever surplus or deficit for that year. We are maintaining a 39-40% Reserve in the General Fund. The rest of the funds are broken down, side by side, to display what the Proposed Budget was to be, and the Budget now appears to be. The Final Budget does show a final deficit of almost \$300,000. The Mayor explained, a good portion of that is the capital expenditures, which would not be off-set by revenue. Mayor explained that if there are additional changes, those can be brought forth in our Meeting Agenda at 7:00 pm. Our goal is to hear Public Comment at this meeting on the Budget; Mayor Dewey then called for Public Comment.

Leslie Tadvick, 509 Mission St.

Concern about the salaries and why they have not come up in the Budget. Wondering when there will be discussion about wages and health insurance. She asking Council not to vote for the Budget as of right now because there are brackets around everything and salaries for employees have not been talked about.

Mayor Dewey read one written comment, from Jenelle Berthoud, Police Clerk.

The letter concerns the position as Police Clerk/Evidence Technician. The current rate of pay for this position is \$15.00. The Police Department proposed the rate of pay for this position at \$17.50/per HR. This position has many responsibilities and is a vital role in this department. The letter expressed all the different job duties in which the position holds. Compared to the other clerical positions in this organization, the Police Clerk needs to be recognized as high risk and specialized, also.

Mayor Dewey said that we can review Salaries & Wages, since that is of public interest. Mayor displayed the previous Salaries & Wages chart, and the "new" Salaries & Wages Chart, as of last Wednesday's Budget Meeting, which includes the 2% COLA increase.

Jeff Motley, Fire Chief

Concerned that we are having Public Comment on something that isn't in front of us, as a Final Budget. There is not a Fire Department Capital Improvement project, which was in the Fire Department's proposed budget.

Mayor Dewey continued on the Salaries & Wages Chart. As per 9/18/19 meeting, Council approved a 2%, after 6 months of employment. As far as benefits, that has been pre-approved by Council, which consists of health insurance at \$595 per employee a month. That is pro-rated for a part-time employee, if they choose to utilize it. The organization also pays ½ of the vision and dental. Overall, what was



proposed in the preliminary budget, was \$636,642. With only the 2% increase, the overall total is \$614,081.

Gretchen Spiess, 317 Main St.

It is her understanding that in the Budget, Council has considered lowering the water bill. She is asking Council not to do that, she would rather see the rates stay steady, instead of lowering it and having a large rate-hike later. She also encourages not to cut the funding request from SMSA, as the funding gives the potential for tax money, when businesses are full.

Jim Tadvick, 509 Mission St.

Last meeting, there was a decrease in the water rates by 3%. There is an automatic increase of the water rates by 3%; Does that make it 0? As for the fireworks, is this to pay for this year's fireworks or last year's

Mayor Dewey clarified that Council decided to cancel the 3% increase on November 1 and to decrease the rates by 3%. The Finance Officer is still working with the Dept of Administration, at this point we are assuming it needs to be kept aside to pay for last year's because that is when the goods were expended.

George Thomas, Public Works.

He was on vacation last week, so is unaware of what was and what was not approved.

Mayor Dewey clarified, the water rates were decreased, which will affect Revenue. Water Operations, the Revenue exceeds the operations, by just over \$1,000. The Council gave direction to hire 2 Seasonal/Part-time employees, verses 1 year-round FTE, which increases expenses in the General Fund.

### 3. Adjournment

**Meeting adjourned at approximately 6:53 p.m.**

**APPROVE:**

**ATTEST:**

\_\_\_\_\_  
Brandon E. Dewey, Mayor

\_\_\_\_\_  
Monica Hoffman, Town Clerk

**Item Attachment Documents:**

- d. September 24, 2019 Meeting Minutes



**Stevensville Town Council Meeting  
Minutes for  
TUESDAY, SEPTEMBER 24, 2019  
7:00 PM**

1. Call to Order and Roll Call

Roll Call: Mayor Dewey, Council members Holcomb, Gibson, Vick and Shourd. Staff and members of the community were also present.

2. Pledge of Allegiance

All rose and recited the Pledge of Allegiance.

3. Approval of Minutes

a. August 5, 2019

Council member Holcomb moved to approve the minutes for August 5, 2019. The Motion was Seconded by Council member Vick. Mayor Dewey called for Council discussion, Public Comment, then for the Vote. Council member Holcomb "Aye," Gibson "Abstain," Vick "Abstain," Shourd "Abstain." 1- 3 Abstain.

b. August 6, 2019

The attorney gave advice as how Council can proceed with the approval of the minutes. The August 5 & 6 Minutes will be Tabled until the next meeting to be allow the Council to review the audio recording of the minutes before approving.

c. August 28, 2019

Council member Holcomb moved to approve the minutes for August 28, 2019, the Motion was then Seconded by Council member Shourd.

Correction to the September 28, 2019 Minutes: "3%" needs to be in place of "5%." -Corrected

Council member Gibson would like it to be added to the September 5, 2019 Minutes:

A special meeting was called to do the bids on the airport, it was stated at the Aug. 28, 2019 meeting that it would be to do the bids for the airport, which did not happen; Council member Gibson asked the question to the Mayor if that was the only think on the Agenda, he said Yes; He asked if it was about the Budget; He said No. For whatever reason that was changed, it included the Budget and the Lighting Districts approval. Council member Gibson would like to be reflected in the Minutes as an Addition.

Mayor Dewey called for Council discussion, Public Comment, then for the Vote. 4-0.

d. September 5, 2019

Council member Holcomb moved to approve the minutes for September 5, 2019, the Motion was then Seconded by Council member Shourd.

Council member Gibson would like it added to the September 12, 2019 Minutes that is was stated on the September 5, 2019 Agenda to approve the Mill Levies and stated by the Mayor that we needed Public Comment on the September 12, 2019 Agenda, and it was not placed on the September 12, 2019 Agenda.

Mayor Dewey called for Council discussion, Public Comment, then for the Vote. 4-0.

4. Approval of Bi-Weekly Claims

a. Claim #'s 15446 – 15504

Council member Holcomb moved to approve Claim #'s 15446 – 15504, the Motion was then Seconded by Council member Shourd. Mayor Dewey then called for Council discussion. Council member Holcomb asked about claims and Mayor Dewey clarified. #15473, 15474 & 15475, they are not duplicate claims. #15487, that is time split between departments, everyone's registration amounts to \$150.00. #15488, \$2 water fee collected, that is where it is paid to Dept. Environmental Quality. #15492, Mayor Dewey clarified that was to MMIA, provide defense for current claim. #15499, Airport packing materials. #15502, Market Analysis Grant, License for GIS Software.

Mayor Dewey called for Public Comment, then called for the Vote, Motion passes, 4-0.

5. Administrative Reports

6. Guests

7. Correspondence

8. Public Comments

Mayor Dewey called for Public Comment.

Loey Knapp, 526 E 3<sup>rd</sup> St.

Spoke about the SMSA grant match opportunity in the Budget. By approving the grant match, the Town is allowing SMSA to take control of the growth and development.

It was clarified that Council did pass the Motion to Not grant the money to SMSA.

Gretchen Speiss,

Suggested Council to walk the streets, as there are businesses closing and there are empty store fronts.

9. Unfinished Business

a. Discussion/Decision: Contract for legal services with Scott B. Owens, City Attorney

Mayor Dewey stated, as per Council consented to the Mayor's appointment of Attorney, Scott Owens, as the Stevensville City Attorney on July 11, 2019, a contract is before Council tonight for Council's approval. The term of the contract is for 2 years, from July 13, 2019 through July 12, 2021.

Council member Holcomb moved to approve Contract for legal services with Scott B. Owens, City Attorney, the Motion was then Seconded by Council member Gibson. Mayor Dewey called for the Vote. Motion Passes unanimously, 4-0.

b. Discussion/Decision: Performing a special audit from May 2019 through July 2019

Mayor Dewey stated Council approved proceeding with the special audit. The intent was to bring forward an RFP; After speaking to multiple auditing firms, and all discouraged him, as the value was not there for what we would have to pay. The suggestion was given to contact our current auditing firm and ask them to look over a "high risk area," which will come at an additional cost. Council member Gibson stated, as before, we really will never know unless we do the RFP, therefore no harm. Council member Holcomb strongly advises what we continue with the process. Mayor Dewey made it clear that the Administration is not objecting to an audit, by any means, what we are doing, what we are coming forward with, is a solution, a sensitive solution to the town, and still set out to accomplish to the Council as a goal.

Council member Gibson recommended that this be a next Agenda item.

Council member Holcomb moved to Table Discussion Performing a special audit from May 2019 through July 2019 until the Oct. 10<sup>th</sup> Meeting, the Motion was then Seconded by Council member Vick. Mayor Dewey called for the Vote. Motion Passes unanimously, 4-0.

10. New Business

a. Discussion/Decision: Resolution 449, Adopting the Final Budget for Fiscal Year 2020

Council member Gibson started the conversation over the Mill Levies. It was stated on the Sep.5 Agenda to approve the Mill Levies; It was stated it was going to be on the Oct. 12 meeting, that the mills had to be approved and submitted by Sep. 13; We never had that discussion and they have already been submitted; Now it is in the Resolution that we approve the Mill Levies. This should have been in connection with the Budget. Mayor clarified, that going and reviewing resolutions, there was no stand-alone Resolution that approved mill values, besides 2012; Previous to 2012 we did not see it and therefore after 2012; Therefore the Finance Officer took the same approach the last few Financial Officers did, following suit, the process which has always been accepted. Council member Gibson stated that it is irresponsible to pass a Budget tonight without even knowing what it is.

Council member Holcomb stated this is not ready to pass.

Council member Shourd does not think the Budget should be passed unless all members do so but would like to continue. The wages included in the Resolution are desired.

Discussion about the building inspectors, their certifications took place and their hours of work.

Council Gibson thought the Building Department's employees' hours of work and wages might need to be a topic of discussion, while the Mayor Disagreed; Council is in an awkward position, as we have never had a 30-day vacancy of 3 Council members over a budget season. Mayor Dewey continued; The Budget has been presented; During the Preliminary Budget Presentation, we presented where we were allocating mills, and nobody at that time asked what the value of a mill was or the taxable evaluation was at that time. Council member Gibson replied that was because it was on the Agenda twice, and it was not. We need to have a balanced budget; we cannot spend more than we take in. The Mayor replied that this is a balanced budget, unless you don't want to ever make any capital improvements. Council member asked for information that has not been provided; Mayor Dewey asked if he had those questions tonight; what was asked for was revenue and appropriations, which was provided before you tonight.

Council member Holcomb suggested allowing Chief Marble speak to Council.

Chief Marble spoke about the Police Department with Council, issues about retention in his department and how those issues are related to wages.

Council member Gibson made a Motion to increase the Investigator's wage from \$18/per hr. to \$19/per hr. The Motion was then Seconded by Council member Vick. The Mayor called for Council discussion. Council member Vick would like to see an Investigator's Job Description. This is on top of the 2%, which makes the wage \$19.36. This change is for employee retention. Mayor Dewey called Public Comment.

Jim Chandler, 405 Charlos

He spoke for the Ad Hoc Budget Committee, and spending over 50+ hours, and the amount of

detail in the Budget, including individual salaries.

Council member Gibson thanked the Ad Hoc committee's time involved but the Council is the overall one approving the budget.

Jim Tadvick, 509 Mission.

The Ad Hoc Committee was formed without council approval and without council involvement.

Council member Gibson stated that he respects what those involved did but overall, it's the council's responsibility to the Town of Stevensville to adopt a budget. Mayor Dewey clarified that council was repeatedly informed on the committee and the status as to where the budget stood and the agendas were publicly published. The Motion was to increase a certain position \$1.00/ hr.; Mayor called for the Vote. The Motion Passed, 4-0.

Council member Holcomb stated that any other committees were formed by a resolution.

Council member Gibson recommended more transparency, including a council person, any chance the administration can.

Discussion took place about the Police Clerk's wages, and a salary adjustment, to allow that position to be more equal to similar clerk positions in the organization.

Mayor Dewey called for Public Comment.

Laura Miller, 331 Turner St.

As one of the clerks in the organization, Laura spoke on the Police Clerk's behalf, as far as supporting the decision to pay the position for the job duties she performs.

Council member Shourd made a Motion to increase the Police Clerk's position \$1.50. The Motion was Seconded by Council member Vick. Discussion took place about the Merit vs 2% decision and these conversations as a result of those decisions. This would change to \$16.81. This is being addresses as a retention issue.

Leanna Rodabaugh, 204 Ravalli St.

Leanna would like to know what that wage amount totals, including social security and retirement; which makes it closer to \$19/per hr, rather than \$16/ per hr.

Mayor Dewey called for the Vote. Council member Holcomb "No," Shourd "Aye," Vick "Aye," Gibson "No," & Mayor Dewey broke the Tie Vote with "Aye." Motion Passes 3-2.

Council member Gibson made a Motion to cut the Aerobics Instructor position, the Motion was then Seconded by Council member Holcomb. Discussion on the position among Council. Mayor Dewey called for Public Comment.

Leslie Tadvick, 509 Mission St.

Suggested the Aerobics instructor position can be on an honor system.

Mayor Dewey called for the Vote. Council member Vick "No," Holcomb "Aye," Shourd "No," Gibson "Aye," & Mayor Dewey broke the Tie Vote with "No." Motion Fails 3-2.

Council member Gibson made a Motion for the Town to Develop a Strategic Plan before the end of the Fiscal Year, which includes getting rid of the surplus cars and the car insurance, the Motion was then Seconded by Council member Vick. Mayor Dewey called for the Vote, and the Motion passes unanimously, 4-0.

It was agreed upon that the changes in the Council's pay need to be in a Resolution, under the salaries and wages.

Council member Holcomb would like to see it before Council, anything paid for from Capital Improvement.

Council member Vick made a Motion to Table Adopting the Final Budget for Fiscal Year 2020 until October 10, 2019 Meeting. The Motion was then Seconded by Council member Holcomb. Mayor Dewey recommended to Council to push that even further at a Special Meeting or the reg meeting October 24, 2019 because of time off and the time needed to make the changes. Council member Holcomb Seconded the Amendment.

Jim Tadvick, 509 Mission St.

Asked for clarification, making sure that the town is not paying for any employee to be driving from their home to work. It was clarified; No.

Mayor called for the Vote, and it Passes unanimously, 4-0.

c. Discussion/Decision: Stevensville Scarecrow Festival Event & Alcohol Use Permit

Council member Holcomb made a Motion to approve Stevensville Scarecrow Festival Event & Alcohol Use Permit. The Motion was then Seconded by Council member Shourd. It was clarified that it was approved by the Chief and insurance is on file. Mayor Dewey called for the vote, unanimously Passes 4-0.

11. Executive Report

Mayor Dewey gave his Executive Report.

12. Town Council Comments

13. Board Report

14. Adjournment

**Meeting adjourned at approximately 9:02 p.m.**

**APPROVE:**

**ATTEST:**

\_\_\_\_\_  
Brandon E. Dewey, Mayor

\_\_\_\_\_  
Monica Hoffman, Town Clerk





**Item Attachment Documents:**

- e. October 10, 2019 Meeting Minutes

**Stevensville Town Council Meeting**  
**Minutes for**  
**THURSDAY, OCTOBER 10, 2019**  
**7:00 PM**

1. Call to Order and Roll Call

Roll Call: Mayor Dewey, Council members Holcomb, Gibson, Vick and Shourd. Staff and members of the community were also present.

2. Pledge of Allegiance

All rose and recited the Pledge of Allegiance.

3. Approval of Minutes

No minutes to be approved tonight.

4. Approval of Bi-Weekly Claims

Financial Officer reported on the claims presented, #15427-15527 which totaled \$15,083.21. Also presented was Claim #15253 for the Fireworks, totaling \$4,501.50.

Council member Gibson asked about #15514, The Economic Development Fund Grant, Market Analysis including training for GIS software.

Council member Holcomb made the Motion to approve Claims as presented, except for #15253, 2019 4<sup>th</sup> of July Fireworks. The Motion was then Seconded by Council member Gibson. Council member Shourd asked for the reasoning behind not approving the Claim for the fireworks and Council member Holcomb said it was not approved, therefore done illegally. The payment and when the claim occurred was discussed. Legal council has advised that if we occur the expense, and it is true and accurate, we pay it. The Financial Officer suggested the best way to do the fireworks is by donation, outside of the organization. Council member Gibson was concerned with the fireworks being paid in October and would like to prevent this for this year. The attorney clarified, when the claims occur, Council needs to pay them.

Mayor Dewey called for Public Comment.

Bob Michalson, 222 Turner St.

Bob explained why he signed and cancelled the check for the fireworks, as well as the fireworks not included in last year's budget. Mr. Michalson read off MT M.C.764301 and believes the Mayor is liable for the payment of the fireworks.

The attorney will research the topic and the fireworks will be re-presented after the attorney has a response.

Sheri Dietsch, 105 Winslett

Spoke about her concerns on accountability, and reassurance in preventing this from happening again, with the fireworks being paid for when it was not in the budget.

Raymond Smith, 326 Valley View.

The fireworks issue has been bounced around for a while now. Realistically, the fireworks have already been paid; he will start raising donations for fireworks. This is a great thing for the community.

Council member Holcomb strongly suggests to Council that they put a "freeze" on spending until the budget is passed.

Mayor Dewey called for the Vote. Mayor Dewey called for the Vote. Motion Passes unanimously, 4-0.

Council member Holcomb made a Motion for the Mayor to Repay the Town for Fireworks Claim. Council member Gibson then Seconded the Motion. Council member Vick agrees to wait until the attorney has a response. Mayor Dewey called for the Vote. Council member Shourd "No," Holcomb "Aye," Vick "No," Gibson "No," Motion Fails 3-1.

Council member Vick made a Motion to Table Claim #15253 till the October 24, 2019 Town Council Meeting; It was then Seconded by Council member Gibson.  
Mayor Dewey called for Public Comment.

Raymond Smith, 326 Valley View

Expressed concern as to why Council is even making action, when it was agreed that they will wait until the Town's attorney has a response to this subject. We are creating a Motion on something that does not need to happen.

Mayor Dewey called for the Vote. Council member Holcomb "No," Shourd "Aye," Gibson "Aye," Vick "Aye." Motion Passes 3-1.

## 5. Administrative Reports

### a. Airport Manager's Report

### b. Building Department Report

Included in the packet. Total permits issued in the month of September was 12, with the total fees collected in \$1583.00.

Council member Gibson asked about a business permit being a high of \$30,000. Mayor Dewey stated that was a while ago, might even have been back into that last fiscal yr; it can be looked into.

### c. Finance Report

Finance Officer delivered the Finance Report. He also reported that he attended a class in Missoula this morning, pertaining to closing the books for 2019.

### d. Fire Department Report

Chief Motley delivered the Fire Department Report. 81 Requests for service, as well as providing the public with a 9/11 Memorial Service. October is Fire Prevention Month.

### e. Police Department Report

Chief Marble delivered the Police Department Report, with 78 calls for service in the month of September, with 26 incidents created from the calls for service. Officer T. is currently filling in for the SRO, as we do currently have applicants for the position.

### f. Public Works Report

Public Works Report included 25,587,000 Gallons of water produced; 5,728,000 Waste Water treated. The pool was also winterized.

## 6. Guests

## 7. Correspondence

8. Public Comments

Stacie Barker, 104 Winslet.

Ms. Barker addressed a few concerns, including the budget and the fee associated with the budget not being turned in on time; the Mayor and the Clerk's job is to write a Resolution on the Vote passed on the Water Rate changes; there should be no further discussion on this or the Special Audit on the Agenda. She read the job description to the Mayor, of the Clerk and Treasurer, the duties of the Officers' positions, which are not being followed, as they feel they can talk whenever they want to, and transparency to the new Council is desired.

Bob Michalson, 222 Turner St.

Mr. Michalson spoke about the fireworks, and code 7-64005 Expenditures Limited to Appropriations. The fireworks were not budgeted for except for after the fact. The Jean Thomas Fund; 2-350; No money should be transferred without a Resolution or Ordinance.

Carolyn Mickens, 211 Buck

She turned in all of the notarized petitions for her alley easement, and looks forward to the Public Hearing date.

Raymond Smith, 326 Valley View

Question for the Town's attorney, is this a crime, the misuse of public funds.

Council member Gibson, reassurance that there is no fine associated with the Budget being late; Clarified, it would be an audit finding.

9. Unfinished Business

a. Discussion/Decision: Performing a special audit from May 2019 through July 2019

Since the Council has approved proceeding with an RFP process, as discussed and decided, at the Sep. 12 & 24 meetings, to conduct a special audit during the time a Finance Officer was absent, the current Finance Officer has reached out to other auditors in the state. It was suggested that our current auditors, Strom & Associated, be asked to review the time period desired and pay for the high-risk area. The desired content to be reviewed includes: all payroll, audit trails in Black Mountain Software and assignment permissions, and an audit of bank statements and ledgers. The RFP was provided in the packet, which includes the Issue date as Oct. 11, 2019. The Proposals are Due Nov. 1, 2019 and the Selection will be made at the Nov. 14, 2019 Town Council Meeting. The current Finance Officer can be reached for any additional information on the RFPs, and the current budget and most recent audit is available on the Town's website.

The publications were clarified, with a notice in the paper and a list of the State's approved auditors, and the list of standard audit items desired by Council.

Motion was made by Council member Gibson and then Seconded by Council member Vick to approve the RFP for auditing services. The time frame was verified and approved by Council; Mayor Dewey called for the Vote. Council member Shourd "Aye," Vick "Aye," Holcomb "Aye," Gibson "Aye." Motion Passes 4-0.

10. New Business

a. Discussion/Decision: Changes to Water & Wastewater Rates in FY2019-20

On September 18, 2019 Council voted to reduce the water rates and waste water operation and maintenance rates by 3%, which would be effective Nov. 1, 2019. A planned increase of 3% was adopted in 2015, and was to be in effect on Nov. 1, 2019. This action reduces the rates by 6%. This reduction will not allow the Town to support the multiple capital projects which include improvements to the Water Storage Project. It was recommended by the administration that Council reverse their decision which was made on Sep. 18, 2019 to allow the planned rates adopted by Resolution 378 and Resolution 379 to remain in effect. There is language in our Bond, that prohibits reducing the rates, we would need to inform our Bond holders. Council member Gibson reminded everyone that on September 18, we unanimously passed the rate reduction of 3 %, which had nothing to do with the Bonds. Council member Gibson, as per 69711, this should have been prior; Made a Motion that we publish this as soon as possible, and it needs to be a 3% decrease from this year. If this goes through after Public Hearing, and per 69711 the contact person be the attorney; The attorney and Co review the Public Notice before it is published. It was fuller explained that wages of 40% should not be coming from the Water & Sewer Funds. The Motion was then Seconded by Council member Vick.

Mayor Dewey called for Public Comment.

Bob Michalson, 222 Turner St.

We could lower the Water & Sewer rates, as we have some of the highest in the state, and this would help the citizens on fixed incomes.

Mayor Dewey called for the Vote. Council member Holcomb "Aye," Vick "Aye," Gibson "Aye," Shourd "Aye." Motion Passes 4-0.

#### 11. Executive Report

Mayor Dewey gave his Executive report, including the Staff and Council member Gibson attending the Mt League of Towns and Cities Conference and next week he plans on meeting with NW Energy about LED lighting. There will also be a planned fall pick up.

#### 12. Town Council Comments

Council member Gibson wanted clarification on the upcoming meetings; Regula Scheduled meetings are the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of the month; 24<sup>th</sup> of October, 14<sup>th</sup> of November; The Public Hearings for the Water & Sewer, those will be separate meetings. Mayor clarified that we will do our best to consolidate meetings.

Council member Vick spoke about no longer being able to stand by and allow us to exist with the Town not having a plan to combat the implications that will occur to climate change. The current council cannot allow days to go by without a Climate Action Plan. Council member continued to ask the current council, before December 31, 2019, set in place a Climate Action Advisory Board, made up of a council member, a member of the local population, a member of the Stevensville School Board, a member of the Rural District, and a local physician.

Council member Holcomb would like to see Ms. Mickens' alley Public Hearing move forward.

#### 13. Board Report

Council member Shourd report on the Park Board meeting, which took place last night.

#### 14. Adjournment

**Meeting adjourned at approximately 8:36 p.m.**

**APPROVE:**

**ATTEST:**

\_\_\_\_\_  
Brandon E. Dewey, Mayor

\_\_\_\_\_  
Monica Hoffman, Town Clerk

**Item Attachment Documents:**

- c. Finance Report

# Town of Stevensville Finance Report

14 Nov 2019

- Cash Report
- Budget Timeline
- FY 19-20 Budget
- Payroll Allocations
- Water/Sewer (Income and Expenses)







# Town of Stevensville

## Cash Report

as of Oct 31, 2019

	<b>Beginning</b>					<b>Ending</b>
<b>Fund</b>	<b>Balance</b>	<b>Received</b>	<b>Transfers</b>	<b>Disbursed</b>	<b>Transfers</b>	<b>Balance</b>
1000	203,790.52	795.15	0.00	0.00	40,586.05	163,999.62
2230	-6,123.41	0.00	0.00	0.00	1,829.88	-7,953.29
2250	966.71	0.00	0.00	0.00	87.57	879.14
2310	189,684.68	0.00	0.00	0.00	58.39	189,626.29
2311	7,276.55	0.00	0.00	0.00	0.00	7,276.55
2390	2,591.42	0.00	0.00	0.00	0.00	2,591.42
2394	117,578.81	10,821.00	0.00	0.00	3,314.28	125,085.53
2410	4,022.41	0.00	0.00	0.00	289.75	3,732.66
2420	1,586.82	0.00	0.00	0.00	210.72	1,376.10
2430	4,220.17	0.00	0.00	0.00	320.08	3,900.09
2440	58.55	0.00	0.00	0.00	0.00	58.55
2450	2,871.29	0.00	0.00	0.00	0.00	2,871.29
2810	7,302.72	0.00	0.00	0.00	553.88	6,748.84
2820	2,868.71	0.00	0.00	0.00	0.00	2,868.71
2820	101,522.46	3,014.89	0.00	0.00	0.00	104,537.35



# Town of Stevensville

## Cash Report

As of Oct 31, 2019

<b>Fund</b>	<b>Beginning Balance</b>	<b>Received</b>	<b>Transfers</b>	<b>Disbursed</b>	<b>Transfers</b>	<b>Ending Balance</b>
2821	13,411.94	0.00	0.00	0.00	0.00	13,411.94
2889	235.16	0.00	0.00	0.00	0.00	235.16
2916	1,348.92	0.00	0.00	0.00	0.00	1,348.92
2940	13,939.48	0.00	0.00	0.00	4,950.00	8,989.48
2987	75,000.00	0.00	0.00	0.00	0.00	75,000.00
4000	87,301.21	0.00	0.00	0.00	0.00	87,301.21
4001	52,572.21	0.00	0.00	0.00	0.00	52,572.21
4002	10,000.00	0.00	0.00	0.00	0.00	10,000.00
4002	17,541.44	0.00	0.00	0.00	0.00	17,541.44
5210	498,013.29	43,045.03	0.00	99.69	22,310.90	518,647.73
5210	2,657.18	0.00	0.00	0.00	0.00	2,657.18
5210	362,028.00	0.00	0.00	0.00	0.00	362,028.00
5210	91,008.00	0.00	0.00	0.00	0.00	91,008.00
5210	169,000.00	0.00	0.00	0.00	0.00	169,000.00
5250	354,320.28	16,141.53	309.36	7,665.95	0.00	363,105.22
5310	133,190.21	30,989.30	384.65	156.35	20,877.83	143,529.98
5310	302,283.44	0.00	0.00	0.00	0.00	302,283.44
5350	224,612.91	18,929.30	563.88	15,896.28	0.00	228,209.81
5610	28,108.74	2,230.00	0.00	0.00	2,462.94	27,875.80
5610	92,275.33	0.00	0.00	0.00	0.00	92,275.33
5610	17,018.29	0.00	0.00	0.00	0.00	17,018.29
5620	10,822.74	0.00	0.00	0.00	0.00	10,822.74
7120	3.15	0.00	0.00	0.00	0.00	3.15



# Town of Stevensville

## FY19-20 Budget

### Revenues vs Expenditures

		Cash Available	Proposed Revenues	Proposed Expenditures	Capital Expenditures	Cash Remaining	Difference	
1000	General	364,265.34	660,832.00	(689,498.00)	(43,500.00)	292,099.34	(72,166.00)	39.85%
2230	Ambulance	(4,591.63)	2,190.00	(3,566.00)	-	(5,967.63)	(1,376.00)	-167.35%
2250	Planning	1,266.63	4,500.00	(4,179.00)	-	1,587.63	321.00	37.99%
2310	Tax Increment Finance District	190,317.47	30,614.00	-	(22,900.00)	198,031.47	7,714.00	864.77%
2311	Targeted Economic Development District	7,276.55	10,599.00	(10,038.00)	-	7,837.55	561.00	78.08%
2390	Drug Fines-Forfeitures Account	2,591.42	-	(500.00)	-	2,091.42	(500.00)	418.28%
2394	Building Code Enforcement	94,878.62	110,459.00	(55,983.00)	-	149,354.62	54,476.00	266.79%
2410	Dayton Lighting #1 District 55	4,891.55	-	(3,583.00)	-	1,308.55	(3,583.00)	36.52%
2420	Peterson Addn Lighting #2 District 80	2,218.89	1,050.00	(2,606.00)	-	662.89	(1,556.00)	25.44%
2430	Geo Smith Lighting #3 District 76	5,180.18	-	(3,954.00)	-	1,226.18	(3,954.00)	31.01%
2440	Creekside Lighting #4 District 77	1,351.37	2,650.00	(3,195.00)	-	806.37	(545.00)	25.24%
2450	Twin Creeks Lighting #5 District	4,762.07	2,550.00	(5,844.00)	-	1,468.07	(3,294.00)	25.12%
2810	Police Training & Pension	8,496.36	3,750.00	(9,000.00)	-	3,246.36	(5,250.00)	36.07%
2820	Gas Apportionment Tax	95,788.37	36,178.00	(18,300.00)	(89,700.00)	23,966.37	(71,822.00)	22.19%
2821	BaRSAA (HB 473)	13,411.94	58,154.00	-	(55,385.00)	16,180.94	2,769.00	29.22%
2889	Heyer Foundation Grant	530.16	-	(530.00)	-	0.16	(530.00)	0.03%
2916	COPS Grant	1,348.92	-	-	-	1,348.92	-	100.00%
2940	Economic Development	30,474.75	10,000.00	(23,277.00)	-	17,197.75	(13,277.00)	73.88%
2987	Jean Thomas Park Beautification Fund	75,000.00	-	(3,500.00)	-	71,500.00	(3,500.00)	2042.86%
4000	Capital Improvements	87,301.21	71,001.00	-	(56,200.00)	102,102.21	14,801.00	
4001	Sidewalk Improvements	52,572.21	-	-	(15,000.00)	37,572.21	(15,000.00)	
4002	Fire Engine Capital Improvement	27,519.73	-	-	(25,000.00)	2,519.73	(25,000.00)	10.08%



# Town of Stevensville

## FY19-20 Budget

### Revenues vs Expenditures

		Cash Available	Proposed Revenues	Proposed Expenditures	Capital Expenditures	Cash Remaining	Difference	
5210	Water	1,256,789.75	338,781.00	(344,335.00)	(379,905.00)	871,330.75	(385,459.00)	120.31%
5250	Water Bond Principal & Interest	327,739.29	188,968.00	(91,008.00)	-	425,699.29	97,960.00	467.76%
5310	Sewer	429,112.68	339,504.00	(313,019.00)	(9,405.00)	446,192.68	17,080.00	138.39%
5350	Sewer Bond Principal & Interest	212,739.29	224,844.00	(189,528.00)	-	248,055.29	35,316.00	130.88%
5610	Airport	124,132.94	51,573.00	(20,769.00)	(6,500.00)	148,436.94	24,304.00	544.34%
5620	Airport Project	(17,889.39)	215,000.00	-	(215,000.00)	(17,889.39)	-	-8.32%
7120	Firemen's Disability	3.15	4,000.00	(4,000.00)	-	3.15	0.00	0.08%
		<u>3,399,479.82</u>	<u>2,367,197.00</u>	<u>(1,800,212.00)</u>	<u>(918,495.00)</u>	<u>3,047,969.82</u>	<u>(351,510.00)</u>	<u>112.11%</u>
	<b>Budget without capital projects</b>	3,399,479.82	2,367,197.00	(1,800,212.00)	-	3,966,464.82	566,985.00	



# Town of Stevensville Budget Timeline

- **16 April** Departments received their budgets packets
- **2 May** Department turned in their budgets
- **17 May** Town Finance Officer resigned
- **23 May** Mayor forms ad hoc budget committee
- **23 June** Town draft budget complete
- **25 June** 1<sup>st</sup> ad hoc Budget Committee meeting
- **16 -22 July** 3 council member resign
- **30 July** 2<sup>nd</sup> ad hoc Budget Committee meeting
- **8 Aug** Council meeting - new council members appointed
- **13 Aug** 3<sup>rd</sup> ad hoc Budget Committee meeting

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- **15 Aug** Council received budget packet
- **22 Aug** Council meeting - preprimary budget scheduled by the council
- **28 Aug** Council meeting - preprimary budget presented
- **5 Sep** Special Council meeting – discussion preprimary budget
- **12 Sep** Council meeting w/departments heads
- **18 Sep** Special Council meeting – discussion budget
- **24 Sep** Public Hearing on Budget followed by Council meeting adopt budget meeting– Adoption delayed
- **10 Oct** Council meeting – no budget action taken
- **24 Oct** Council meeting – adoption delayed



# Town of Stevensville Payroll Allocations

<b>Mayor</b>	80%	1000	General
	10%	5210	Water
	10%	5310	Sewer
<b>Finance Officer</b>	40%	1000	General
	25%	5210	Water
	25%	5310	Sewer
	10%	2394	Buiding Department
<b>Clerk</b>	100%	1000	General
<b>Duty Clerk</b>	45%	5210	Water
	45%	5310	Sewer
	10%	1000	General
<b>Court Clerk</b>	100%	1000	General



# Town of Stevensville Water Income and Expenses

INVENTORY OF CONNECTIONS BY LINE OR METER SIZE			
City (Sep 19 Data)			
SIZE	NO. OF CONNECTIONS	MULTIPLIER	EDU'S
0.625 INCH		1.00	
0.75 INCH	793	1.00	793.00
1.00 INCH	41	1.79	73.39
1.50 INCH	21	4.00	84.00
2.00 INCH	3	7.14	21.42
3.00 INCH		16.00	
4.00 INCH		28.57	
TOTAL	858		971.81

BASE RATE COST			
	Year	Month	per EDU
EXISTING DEBT	\$ 91,008.00	\$ 7,584.00	\$ 7.80
<b>NEW DEBT (?)</b>		\$ -	\$ -
RESERVE (LOAN)		\$ -	\$ -
O&M	\$ 344,335.00	\$ 28,694.58	\$ 29.53
reserve asset replace	\$ 60,000.00	\$ 5,000.00	\$ 5.15
TOTAL COST	\$ 495,343.00	\$ 41,278.58	\$ 42.48

TOTAL BASE COST	\$ 495,343.00
-----------------	---------------

Current Base Rate  
O&M and Bond  
**\$30.71**



# Town of Stevensville Sewer Income and Expenses

INVENTORY OF CONNECTIONS BY LINE OR METER SIZE				
	City (Sep 19 Data)			
SIZE	Res Conn	Comm Conn	MULTIPLIER	EDU'S
0.75 INCH	761		1.00	761.00
1.00 INCH	40		1.79	71.60
1.50 INCH	21		4.00	84.00
2.00 INCH	3		7.14	21.42
3.00 INCH			16.00	
4.00 INCH			28.57	
<b>TOTAL</b>	<b>825</b>		<b>825</b>	<b>938.02</b>

	BASE RATE COST		
	Year	Month	per EDU
REFIANCE RD LOAN	\$ 189,528.00	\$ 15,794.00	\$ 16.84
Reserves		\$ -	\$ -
New Debit		\$ -	\$ -
Other O&M	\$ 313,019.00	\$ 26,084.92	\$ 27.81
Asset reserves replace	\$ 60,000.00	\$ 5,000.00	\$ 5.33
<b>TOTAL COST</b>	<b>\$ 562,547.00</b>	<b>\$ 46,878.92</b>	<b>\$ 49.98</b>

Current Base Rate  
O&M and Bond  
\$50.98



**Item Attachment Documents:**

- d. Fire Department Report



# STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

Activity Report – October 2019

## **Calls for the Month of October: 67**

Calls for Stevensville Town: 36

Calls for Stevensville Rural: 31

Mutual Aid: 0

Medical Response: 50

Fire Calls: 11

Motor Vehicle Crash: 6

Total Calls: 67

## **Calls for the Year to Date: 552**

Calls for Stevensville Town: 233

Calls for Stevensville Rural: 305

Mutual Aid: 14

Medical Response: 425

Fire Calls: 90

Motor Vehicle Crash: 37

Total Calls: 552

**Item Attachment Documents:**

- e. Police Department Report

**TOWN OF STEVENSVILLE  
POLICE DEPARTMENT ACTIVITY REPORT  
November 14th, 2019**

**MONTHLY REPORT:**

October Coffee with a Cop was changed to “Candy with a Cop”. On Halloween Stevensville Police Department did a Trunk or Treat on Chilcott St. Candy was handed out to kids of all ages, close to 250 kids came by to visit and take home a candy treat, big success.

A conditional offer has been given to a candidate for the position of School Resource Officer. The process has begun to bring this new officer on board and should wrap up by mid-December.

**POLICE DEPARTMENT STATISTICS:**

**October 2019**

Calls for Service: **81**

January 1st-October 31<sup>st</sup>, 2019 calls for service total 678

Disorderly Conducts, Disturbance's, PFMA's, Traffic Violations, Animal Noise, 911 Hang-up Calls

**Item Attachment Documents:**

- f. Public Works Report

**TOWN OF STEVENSVILLE  
PUBLIC WORKS ACTIVITY REPORT  
November 14<sup>th</sup>, 2019**

**UTILITIES REPORT**

*Water Production*

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	15,832,000	25,587,000

- 💧 Curb Box GPS Mapping
- 💧 Meter Repairs, State Reports

*Waste Water Treatment*

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	5,840,000	5,728,000

- 💧 State & EPA Reports
- 💧 Jetting Sewer Main Manholes from 9.0 to 9.7
- 💧 Camera Sewer Main Manholes from 9.0 to 9.7
- 💧 Found roots in Main due to bad gaskets; 25 of them and roots at service lines 5 of them.

**STREETS & TRANSPORTATION**

- 💧 Street patch done on Riverside after water leak repair
- 💧 Pot holes fixed
- 💧 Sanding streets due to icy roads

**CEMETERY'S**

**PARK MAINTENANCE**

- 💧 Pool closed and winterized
- 💧 Added wood chips to playground at Lewis & Clark Park
- 💧 Winterized restrooms at Lewis & Clark Park

**Item Attachment Documents:**

- a. Letter from Ravalli County Attorney Re: Ethics Complaint

# Ravalli County Attorney

205 Bedford Street, Suite C ♦ Hamilton, MT 59840 ♦ (406) 375-6750 ♦ Fax (406) 375-6731

County Attorney:

**Bill Fulbright**

Chief Deputy Attorney:

**Angela Wetzsteon**

Deputy Attorneys:

**Daniel Browder**

**Thorin Geist**

**Bill Lower**

**Royce McCarty**

**Korin Ziegler**

November 1, 2019

Mr Bob Michalson  
222 Turner St  
Stevensville, MT 59870



Re: *Ethics complaint*

Dear Mr. Michalson:

I received your May 29, 2019 email notifying me of what you believe to be an ethics violation by Mayor Brandon Dewey. Pursuant to §2-2-144, MCA, upon being notified I am to determine the “validity of the complaint” and determine if the “complaint is justified.” §2-2-144(1)-(2), MCA.

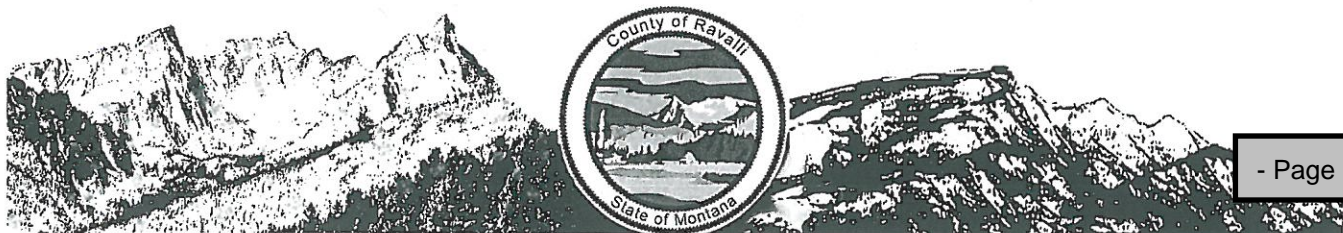
As summarized below, I find that your complaint is not valid. Your complaint alleges that in receiving additional compensation by town council vote at the May 23, 2019 council meeting, Mayor Dewey “clearly breaks MCA 2-2-104 rules of conduct,” and that the Mayor “cannot hold two separate jobs at once....” Section 2-2-104 provides, in part, that

“a public officer, legislator, or public employee may not receive salaries from two separate public employment positions that overlap for the hours being compensated.” §2-2-104(3)(a), MCA.

The town council action taken on May 23, 2019 did not create a violation of this statute. A review of the recorded meeting shows that Councilperson Holcomb’s motion was:

“that we give our Mayor a temporary compensation of \$25 an hour for administration during the finance officer and town clerk recruitment, hiring and onboarding, and not to exceed 30 hours a week.”

That motion failed, but then passed on reconsideration without any amendment or revision. The town council authorized a temporary increase in the Mayor’s compensation, but did not create a situation when Mayor Dewey received “salaries from two separate public employment positions” in violation of §2-2-104(3)(a), MCA. Likewise, this action did not cause the Mayor to hold two separate positions in violation of the doctrine of incompatible offices. Therefore, I do not find that the complaint is justified, and decline to file an action alleging an ethics violation.





November 1, 2019

Page 2

Because I decline to file a complaint, please be advised that, by statute, you as

“the person alleging a violation of this part may file a civil action in district court seeking a civil fine of not less than \$50 or more than \$1,000. In an action filed under this subsection, the court may assess the costs and attorney fees against the person bringing the charges if the court determines that a violation did not occur or against the officer or employee if the court determines that a violation did occur. The court may impose sanctions if the court determines that the action was frivolous or intended for harassment.” § 2-2-144(3), MCA.

Sincerely,



Bill Fulbright

BF/jw

cc: Stevensville Town Council  
Brandon Dewey, Mayor  
Scott Owen, Town Attorney

**Item Attachment Documents:**

- a. Discussion/Decision: Resolution 449, Adopting the Final Budget for Fiscal Year 2020



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	Unfinished Business
<b>Person Submitting the Agenda Item:</b>	Brandon E. Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	11/14/2019
<b>Agenda Topic:</b>	Discussion/Decision: Resolution 449, Adopting the Final Budget for Fiscal Year 2020
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	11/14/2019
<b>Notes:</b>	

**Agenda Item: 9a, Unfinished Business**

Discussion/Decision: Resolution 449, Adopting the Final Budget for Fiscal Year 2020

**Other Council Meetings**

**Exhibits**

- a. Resolution 449
- b. Mill Levy Work Sheet
- c. Salaries & Wages Schedule

*This agenda item provides Council with the ability to adopt the Final Budget for Fiscal Year 2020.*

**Background:**

In early spring of 2019, Department Heads and staff began work on the FY2020 budget, submitting their budget requests to the Finance Department. The budget was then compiled and reviewed throughout the administration. An AdHoc Budget Committee was appointed by the Mayor's Office to provide public input and insight into the Town's budget.

Many of the initiatives proposed by the staff and Mayor's Office were endorsed by the Budget Committee. The Committee also provided feedback on areas of the budget that could be improved in this and subsequent years. The Committee's recommendations are included in the Preliminary Budget document.

The Council has since held multiple meetings and discussions around the budget, providing their feedback and making modifications to the proposals made by the administration. The State of Montana requires that local government budgets be submitted by October 1<sup>st</sup>. Resolution 449 approves the Final Budget and sets the mill levy for the Town, along with establishing wages and salaries, as required by law.

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

The AdHoc Budget Committee endorsed the Preliminary Budget as of 8/13/2019

**Alternative(s):** Do not adopt a FY2020 Budget

**MOTION**

**I move to:** Approve Resolution 449, adopting a budget, fixing mills and adopting wages and salaries for Fiscal Year 2019-2020.

## Revenues Compared with Expenditures

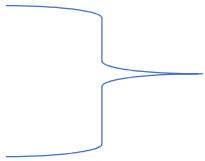
	Cash Available	Proposed Revenues	Proposed Expenditures	Capital Expenditures	Cash Remaining	Difference	
1000 General	364,265.34	660,832.00	(689,498.00)	(43,500.00)	292,099.34	(72,166.00)	39.85% ■
2230 Ambulance	(4,591.63)	2,190.00	(3,566.00)	-	(5,967.63)	(1,376.00)	-167.35% ■
2250 Planning	1,266.63	4,500.00	(4,179.00)	-	1,587.63	321.00	37.99% ■
2310 Tax Increment Finance District	190,317.47	30,614.00	-	(22,900.00)	198,031.47	7,714.00	864.77% ■
2311 Targeted Economic Development District	7,276.55	10,599.00	(10,038.00)	-	7,837.55	561.00	78.08% ■
2390 Drug Fines-Forfeitures Account	2,591.42	-	(500.00)	-	2,091.42	(500.00)	418.28% ■
2394 Building Code Enforcement	94,878.62	110,459.00	(55,983.00)	-	149,354.62	54,476.00	266.79% ■
2410 Dayton Lighting #1 District 55	4,891.55	-	(3,583.00)	-	1,308.55	(3,583.00)	36.52% ■
2420 Peterson Addn Lighting #2 District 80	2,218.89	1,050.00	(2,606.00)	-	662.89	(1,556.00)	25.44% ■
2430 Geo Smith Lighting #3 District 76	5,180.18	-	(3,954.00)	-	1,226.18	(3,954.00)	31.01% ■
2440 Creekside Lighting #4 District 77	1,351.37	2,650.00	(3,195.00)	-	806.37	(545.00)	25.24% ■
2450 Twin Creeks Lighting #5 District	4,762.07	2,550.00	(5,844.00)	-	1,468.07	(3,294.00)	25.12% ■
2810 Police Training & Pension	8,496.36	3,750.00	(9,000.00)	-	3,246.36	(5,250.00)	36.07% ■
2820 Gas Apportionment Tax	95,788.37	36,178.00	(18,300.00)	(89,700.00)	23,966.37	(71,822.00)	22.19% ■
2821 BaRSAA (HB 473)	13,411.94	58,154.00	-	(55,385.00)	16,180.94	2,769.00	29.22% ■
2889 Heyer Foundation Grant	530.16	-	(530.00)	-	0.16	(530.00)	0.03% ■
2916 COPS Grant	1,348.92	-	-	-	1,348.92	-	100.00%
2940 Economic Development	30,474.75	10,000.00	(23,277.00)	-	17,197.75	(13,277.00)	73.88% ■
2987 Jean Thomas Park Beautification Fund	75,000.00	-	(3,500.00)	-	71,500.00	(3,500.00)	2042.86% ■
4000 Capital Improvements	87,301.21	71,001.00	-	(56,200.00)	102,102.21	14,801.00	181.68% ■
4001 Sidewalk Improvements	52,572.21	-	-	(15,000.00)	37,572.21	(15,000.00)	250.48% ■
4002 Fire Engine Capital Improvement	27,519.73	-	-	(25,000.00)	2,519.73	(25,000.00)	10.08% ■
5210 Water	1,256,789.75	338,781.00	(344,335.00)	(379,905.00)	871,330.75	(385,459.00)	120.31% ■
5250 Water Bond Principal & Interest	327,739.29	188,968.00	(91,008.00)	-	425,699.29	97,960.00	467.76% ■
5310 Sewer	429,112.68	339,504.00	(313,019.00)	(9,405.00)	446,192.68	17,080.00	138.39% ■
5350 Sewer Bond Principal & Interest	212,739.29	224,844.00	(189,528.00)	-	248,055.29	35,316.00	130.88% ■
5610 Airport	124,132.94	51,573.00	(20,769.00)	(6,500.00)	148,436.94	24,304.00	544.34% ■
5620 Airport Project	(17,889.39)	215,000.00	-	(215,000.00)	(17,889.39)	-	-8.32%
7120 Firemen's Disability	3.15	4,000.00	(4,000.00)	-	3.15	0.00	0.08% ■
	<u>3,399,479.82</u>	<u>2,367,197.00</u>	<u>(1,800,212.00)</u>	<u>(918,495.00)</u>	<u>3,047,969.82</u>	<u>(351,510.00)</u>	<u>112.11%</u> ■
<b>Budget without capital projects</b>	3,399,479.82	2,367,197.00	(1,800,212.00)	-	3,966,464.82	566,985.00	■

Notes

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Transfer \$40,000 to Fund 4000, \$3,500 for BaRSS Grant

Storm water repair, Cost share-water/waste water capital projects



(12,932.00)

Infrastructure Projects - Phase I Spring/ E 3rd st Resurfacing Project  
City-wide Road Maintenance - 3rd Resurfacing

40K for Police car, 11.5K Fire (Bay lights)

Side walks

SCBA grant match and Addl SCBA

9,406 Bobcat replacement; 250K Land; 25k WW Storage; 95.5K Well Field Pumps

9,405 Bobcat replacement;

Machinery and Equipment

FFA Grant project

**RESOLUTION NO. 449**

**RESOLUTION FOR ADOPTING A BUDGET, FIXING MILLS,  
AND ADOPTING WAGES AND SALARIES FOR  
THE TOWN OF STEVENSVILLE, MONTANA  
FISCAL YEAR 2019-2020**

**WHEREAS**, pursuant to Section 7-6-4024, MCA, the Town Council of the Town of Stevensville, Montana has held a public hearing on the proposed budget of Stevensville for the fiscal year 2019-2020 as required by law, and

**WHEREAS**, pursuant to Local Government Budget Act contained in Title 7, Chapter 6, Part 40 of the Montana Code Annotated, the Town Council of Stevensville has held hearings and passed resolutions as applicable under the above sections.

**NOW THEREFORE BE IT RESOLVED**, by this Town Council that the budget be approved and adopted, and that checks/warrants be issued in accordance with laws appertaining thereto.

**IT IS HEREBY MOVED, SECONDED AND CARRIED** by the Stevensville Town Council that “this resolution be adopted” for fiscal year 2019-2020 and;

**WHEREAS**, the above resolution adopting the budget was passed by the Town of Stevensville Council;

**WHEREAS**, the Local Government Budget Act contained in Title 7, Chapter 6, Part 40 of the Montana Code Annotated, provide for the fixing of various tax levies to raise funds sufficient to meet said expenditures authorized in the budget; and

**WHEREAS**, the Montana Department of Revenue is required to certify to the Town Council the value of a mill for the Town of Stevensville under Section 15-10-202, MCA; and

**WHEREAS**, the best estimate of a mill Town-wide is **\$2,918.58** and;

**WHEREAS**, the final Town budget is set out in the attachments to be hereby adopted as the final budget subject to the conditions set forth below.

**NOW THEREFORE BE IT RESOLVED THAT**, the Town of Stevensville, Montana made a mill levy of 97.64 mills upon the real property situated within the corporate limits for the 2019-2020 fiscal year and adopts the final budget on file, which is based on the modified accrual accounting basis, sets the total limit per fund and authorizes adjustment to appropriations funded by fees as per MCA 7-

6-4012 and authorized the Finance Officer to transfer appropriations between items within the same fund as per MCA 7-6-4031.

**IT IS HEREBY MOVED, SECONDED AND CARRIED** by the Stevensville Town Council that “this resolution be adopted” for fiscal year 2019-2020 and;

**WHEREAS**, the above resolution adopting the budget was passed by the Town of Stevensville Council; and

**WHEREAS**, the above resolution fixing the mill levy upon the real property situated with the corporate limits was passed by the Town of Stevensville Council; and

**WHEREAS**, Section 7-4-4201, Montana Code Annotated, mandates the establishment of wages and compensation of elected and appointed Town officers and all Town employees by ordinance or resolution.

**NOW THEREFORE BE IT RESOLVED THAT**, the wages and compensation for the elected and appointed Town officers and all Town employees, for Fiscal Year 2019-2020, are hereby established as set forth in the Final Budget attached hereto and by this reference made a part hereof.

**BE IT FURTHER RESOLVED THAT**, the wages and compensation shall be effective as of July 1, 2019 unless otherwise noted in the attachments hereto.

**PASSED AND ADOPTED** by the Town Council and approved by the Mayor this \_\_\_\_<sup>th</sup> day of November, 2019.

**Approve:**

**Attest:**

\_\_\_\_\_  
Brandon E. Dewey, Mayor

\_\_\_\_\_  
Monica Hoffman, Town Clerk



TOWN OF STEVENSVILLE  
 Tax Levy Requirements Schedule Non-Voted  
 For the Year: 2019 - 2020

1 Mill Yield: (10) 3013.78  
 Road 1 Mill Yield: (10) 0.00

Fund	(1) Budget	(2) (8)-(1) Reserve	(3) (1) + (2) Total Required	(4) Cash Available	(5) Non-Tax Revenues	(6) (4) + (5) Total Non-Tax Revenues	(7) (9)*(10) Property Tax Revenues	(8) (6) + (7) Total Resources	(9) Mill Levy
1000 GENERAL	720,465	268,187	988,652	330,583	373,803	704,386	284,266	988,652	94.3220
4000 CAPITAL IMPROVEMENTS	96,200	61,067	157,267	87,267	60,000	147,267	10,000	157,267	3.3180
Totals	816,665	329,254	1,145,919	417,850	433,803	851,653	294,266	1,145,919	97.6400

# FY2020 Salaries & Wages Schedule

Position	FY19 Hourly	FY19 Annual	FY20 Hourly	FY20 Annual Budgeted
<b>Hourly Employees</b>				
Aerobics Instructor (39 hours)	\$12.00	\$468	\$12.24	\$478
Administrative Assistant	\$14.03	\$29,182	\$14.31	\$14,591
Court Clerk	\$13.00	\$13,520	\$13.26	\$13,520
Building Inspector	\$17.00 - \$22.00	\$3,536 - \$17,160	\$17.34 - \$22.44	\$3,536 - \$17,160
Deputy Clerk	\$16.50 - \$18.55	\$34,320 - \$38,584	\$16.83 - \$18.92	\$34,320 - \$38,584
Finance Officer	\$21.00	\$43,680	\$21.42	\$44,533
Lifeguard	\$8.50 - \$8.80	\$2,763 - \$5,720	\$8.67 - \$8.98	\$2,763 - \$5,720
Parks Maintenance	\$12.00	\$8,488	\$12.24	\$2,880 - \$8,400
Police Chief	\$28.82	\$59,946	Attached	
Police Clerk	\$15.00	\$31,200	Attached	
Police Officer	\$18.00	\$25,020	Attached	
Pool Manager	\$10.00	\$5,200	\$10.20	\$5,304
Public Works Assistant	\$15.00 - \$18.80	\$23,400 - \$39,104	\$15.30 - \$19.18	\$23,400 - \$39,894
Public Works Supervisor	\$26.28	\$54,662	\$26.81	\$55,765
Town Clerk	\$18.00	\$37,440	\$18.36	\$38,188
<b>Honorariums &amp; Salaries</b>				
Airport Manager		\$1,200		\$1,200
Assistant Fire Chief		\$2,400		\$2,400
Council Member		\$2,400		\$2,400 - \$2,700
Fire Chief		\$2,400		\$2,400
Mayor	\$19.23*	\$10,000		\$12,000
<b>Contracted Positions</b>				
City Attorney	\$85.00		\$80.00*	
City Judge		\$18,000		\$18,000

LENGTH OF SERVICE/YR 1% LONGEVITY PER YEAR	ENTRY LEVEL, NON- CERTIFIED, NON- ACADEMY TRAINED OFFICER \$18.00/HR	ACADEMY TRAINED OFFICER \$18.25/HR	OFFICER WITH MT BASIC CERTIFICATE \$18.50/HR	OFFICER WITH MT INTERMEDIATE CERTIFICATE \$18.75/HR	OFFICER WITH MT ADVANCED CERTIFICATE \$19.00/HR	SRO WITH BASIC NASRO TRAINING \$18.75/HR	SRO WITH ADVANCED NASRO TRAINING \$19.00/HR	SRO WITH ADVANCED NASRO TRAINING AND INSTRUCTOR CERTIFICATE \$19.25/HR	CORPORAL FTO/OIC MT INTERMEDIATE CERTIFICATE \$19.50/HR
1	18.36	18.62	18.87	19.13	19.38	19.13	19.38	19.64	19.89
2	18.55	18.80	19.06	19.32	19.58	19.32	19.58	19.83	20.09
3	18.73	18.99	19.25	19.51	19.77	19.51	19.77	20.03	20.29
4	18.92	19.18	19.44	19.71	19.97	19.71	19.97	20.23	20.49
5	19.11	19.37	19.64	19.90	20.17	19.90	20.17	20.43	20.70
6	19.30	19.57	19.83	20.10	20.37	20.10	20.37	20.64	20.91
7	19.49	19.76	20.03	20.30	20.57	20.30	20.57	20.84	21.12
8	19.69	19.96	20.23	20.51	20.78	20.51	20.78	21.05	21.33
9	19.88	20.16	20.44	20.71	20.99	20.71	20.99	21.26	21.54
10	20.08	20.36	20.64	20.92	21.20	20.92	21.20	21.48	21.76
11	20.28	20.56	20.85	21.13	21.41	21.13	21.41	21.69	21.97
12	20.49	20.77	21.05	21.34	21.62	21.34	21.62	21.91	22.19
13	20.69	20.98	21.27	21.55	21.84	21.55	21.84	22.13	22.41
14	20.90	21.19	21.48	21.77	22.06	21.77	22.06	22.35	22.64
15	21.11	21.40	21.69	21.99	22.28	21.99	22.28	22.57	22.87
16	21.32	21.61	21.91	22.21	22.50	22.21	22.50	22.80	23.09
17	21.53	21.83	22.13	22.43	22.73	22.43	22.73	23.03	23.32
18	21.75	22.05	22.35	22.65	22.95	22.65	22.95	23.26	23.56
19	21.96	22.27	22.57	22.88	23.18	22.88	23.18	23.49	23.79
20	22.18	22.49	22.80	23.11	23.42	23.11	23.42	23.72	24.03
21	22.40	22.72	23.03	23.34	23.65	23.34	23.65	23.96	24.27
22	22.63	22.94	23.26	23.57	23.89	23.57	23.89	24.20	24.51
23	22.86	23.17	23.49	23.81	24.12	23.81	24.12	24.44	24.76
24	23.08	23.40	23.72	24.05	24.37	24.05	24.37	24.69	25.01
25	23.31	23.64	23.96	24.29	24.61	24.29	24.61	24.93	25.26
26	23.55	23.87	24.20	24.53	24.86	24.53	24.86	25.18	25.51
27	23.78	24.11	24.44	24.77	25.10	24.77	25.10	25.43	25.77
28	24.02	24.35	24.69	25.02	25.36	25.02	25.36	25.69	26.02
29	24.26	24.60	24.94	25.27	25.61	25.27	25.61	25.95	26.28
30	24.50	24.84	25.18	25.52	25.87	25.52	25.87	26.21	26.55

CORPORAL FTO/OIC MT INTERMEDIATE CERTIFICATE AND INSTRUCTOR CERTIFICATE \$19.75/HR	DETECTIVE MT ADVANCED CERTIFICATE \$20.00/HR	DETECTIVE MT ADVANCED CERTIFICATE AND INSTRUCTOR CERTIFICATE \$20.25/HR	DETECTIVE MT ADVANCED CERTIFICATE AND CORPORAL \$20.75/HR	DETECTIVE MT ADVANCED CERTIFICATE AND INSTRUCTOR CERTIFICATE \$21.00/HR	CHIEF OF POLICE \$21.50/HR	CHIEF OF POLICE WITH ASSOCIATES DEGREE \$22.50/HR	CHIEF OF POLICE WITH BACHERLORS DEGREE \$23.50/HR	CHIEF OF POLICE WITH MASTER'S DEGREE \$24.50/HR	POLICE CLERK \$16.50/HR
20.15	20.40	20.66	21.17	21.42	21.93	22.95	23.97	24.99	16.83
20.35	20.61	20.86	21.38	21.64	22.15	23.18	24.21	25.24	17.00
20.55	20.81	21.07	21.59	21.85	22.37	23.41	24.45	25.49	17.17
20.76	21.02	21.28	21.81	22.07	22.60	23.65	24.70	25.75	17.34
20.97	21.23	21.50	22.03	22.29	22.82	23.88	24.95	26.01	17.52
21.17	21.44	21.71	22.25	22.51	23.05	24.12	25.20	26.27	17.69
21.39	21.66	21.93	22.47	22.74	23.28	24.36	25.45	26.53	17.87
21.60	21.87	22.15	22.69	22.97	23.51	24.61	25.70	26.80	18.05
21.82	22.09	22.37	22.92	23.20	23.75	24.85	25.96	27.06	18.23
22.03	22.31	22.59	23.15	23.43	23.99	25.10	26.22	27.33	18.41
22.25	22.54	22.82	23.38	23.66	24.23	25.35	26.48	27.61	18.59
22.48	22.76	23.05	23.62	23.90	24.47	25.61	26.75	27.88	18.78
22.70	22.99	23.28	23.85	24.14	24.71	25.86	27.01	28.16	18.97
22.93	23.22	23.51	24.09	24.38	24.96	26.12	27.28	28.44	19.16
23.16	23.45	23.74	24.33	24.62	25.21	26.38	27.56	28.73	19.35
23.39	23.69	23.98	24.57	24.87	25.46	26.65	27.83	29.02	19.54
23.62	23.92	24.22	24.82	25.12	25.72	26.91	28.11	29.31	19.74
23.86	24.16	24.46	25.07	25.37	25.97	27.18	28.39	29.60	19.93
24.10	24.40	24.71	25.32	25.62	26.23	27.45	28.67	29.89	20.13
24.34	24.65	24.96	25.57	25.88	26.50	27.73	28.96	30.19	20.33
24.58	24.89	25.21	25.83	26.14	26.76	28.01	29.25	30.50	20.54
24.83	25.14	25.46	26.09	26.40	27.03	28.29	29.54	30.80	20.74
25.08	25.39	25.71	26.35	26.66	27.30	28.57	29.84	31.11	20.95
25.33	25.65	25.97	26.61	26.93	27.57	28.85	30.14	31.42	21.16
25.58	25.91	26.23	26.88	27.20	27.85	29.14	30.44	31.73	21.37
25.84	26.16	26.49	27.15	27.47	28.13	29.43	30.74	32.05	21.59
26.10	26.43	26.76	27.42	27.75	28.41	29.73	31.05	32.37	21.80
26.36	26.69	27.02	27.69	28.02	28.69	30.03	31.36	32.70	22.02
26.62	26.96	27.29	27.97	28.30	28.98	30.33	31.67	33.02	22.24
26.89	27.23	27.57	28.25	28.59	29.27	30.63	31.99	33.35	22.46

**Item Attachment Documents:**

- b. Discussion/Decision: Performing a special audit from May 2019 through July 2019



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	Unfinished Business
<b>Person Submitting the Agenda Item:</b>	Brandon E. Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	11/14/2019
<b>Agenda Topic:</b>	Discussion/Decision: Performing a special audit from May 2019 through July 2019
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	11/14/2019
<b>Notes:</b>	



**TOWN COUNCIL  
Council Communication**

**Regular Meeting  
November 14, 2019**

**Agenda Item: 9b, Unfinished Business**

Discussion/Decision: Performing a special audit from May 2019 through July 2019

**Other Council Meetings**

September 12, 2019

September 24, 2019

October 10, 2019

**Exhibits**

*This agenda item provides Council with the ability to further discuss and take action on a special audit during staff turnover.*

**Background:**

Council approved proceeding with an RFP process in order to conduct a special audit during the absence of a Finance Officer. The current Finance Officer has reached out to several auditors to further research the Council's request.

Many auditors believed it would be cost prohibitive for a firm that is unfamiliar with the Town of Stevensville's processes and systems to audit the time period requested. Instead, it has been suggested that we request our current contracted auditors, Strom & Associates, to review the time frame as a high-risk area, and audit it accordingly.

At their September 26<sup>th</sup> meeting, Council felt that the best way to proceed was to advertise an RFP and review any proposals that were received. The RFP sought an audit firm that would conduct the following:

- 1) Review of all payroll
- 2) Review of audit trails in Black Mountain Software
- 3) Review of permission levels in Black Mountain Software & provide recommendations for best practices in assignment of permissions
- 4) Audit of bank statements and ledgers

The RFP was published on the Town's website, noticed in the Bitterroot Star, and emailed to auditors on the State Approved Auditor list. Proposals were due on November 1, 2019. No proposals were received.

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

Alternative(s):

**MOTION**

I move to:



**Item Attachment Documents:**

- c. Discussion/Decision: Climate Action Advisory Board



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	Unfinished Business
<b>Person Submitting the Agenda Item:</b>	Brandon E. Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	11/14/2019
<b>Agenda Topic:</b>	Discussion/Decision: Climate Action Advisory Board
<b>Backup Documents Attached?</b>	No
<b>If no, why not?</b>	Discussion to establish board per Council Comment by CM Vick
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	11/14/2019
<b>Notes:</b>	Tabled on 10/24/2019 to next regular meeting

**Item Attachment Documents:**

- a. Discussion/Decision: Land Lease for Lot 5 Block 5 of the Stevensville Airport



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Brandon Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	11/14/2019
<b>Agenda Topic:</b>	Discussion/Decision: Land Lease for Lot 5 Block 5 of the Stevensville Airport
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	11/14/2019
<b>Notes:</b>	

**Agenda Item:** 10a, New Business

Discussion/Decision: Land Lease for Lot 5 Block 5 of the Stevensville Airport

**Other Council Meetings**

**Exhibits**

A. Stevensville Airport Land Lease

*This agenda item provides Council to approve a land lease agreement for Lot #5, Block #5 of the Stevensville Airport.*

**Background:**

The Airport Board held a meeting on November 12, 2019. As part of this meeting, the Board recommended approval of a new land lease for Airport Lot #5, Block #5.

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

**Alternative(s):** Do not approve the land lease

**MOTION**

**I move to:** approve Stevensville Airport Land Lease Lot #5, Block #5

## Stevensville Airport Land Lease

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This land lease is made and entered into this \_\_\_\_\_, **2019**, pursuant to Stevensville Town Resolution (attached as Exhibit A) and incorporated by reference herein, between the **TOWN OF STEVENSVILLE**, hereafter "**Lessor**" and **Clifton Orcutt & Kirsten Kramer dba Orcutt Properties, LLC**, hereafter "**Lessee**" at **316 South 9<sup>th</sup> Street, Hamilton, MT 59840**.

### *I. Purpose*

1. Lessor agrees to lease to the Lessee **5,250 square feet** of land described as **Lot No.5, Block 5** (attached as Exhibit B) of the Stevensville Airport, hereafter "Premises" subject to the terms and conditions set forth herein.
2. The parties agree that the Lessee shall use Premises for general aviation-related purposes such as storing, maintaining, repairing, rebuilding, and inspecting aircraft.

### *II. Term and Renewal of Lease*

3. **Term.** This lease shall be for a **twenty (20) year period**, beginning upon execution of the agreement and ending on the \_\_\_\_\_ **day of \_\_\_\_\_, 2039** unless terminated as set forth by the terms of this lease.
4. **Renewal.** If Lessee has made all required lease payments and has remained in full compliance with all terms and obligations of this lease the Lessee shall have the option to renew the lease under similar terms and conditions and as mutually agreed upon with the Lessor.

### *III. Payment*

5. **Annual Rate.** Lessee agrees to pay Lessor **\$.06 per square foot** annually for **5,250 square feet** in the amount of **\$315.00** beginning upon the effective date of this lease. Annual lease payments shall be due on July 1 of each year until its expiration or termination date, with the first year of the lease and final year prorated to July 1 and/or the expiration date.
  - 5.1. **Location.** Lessee agrees to pay all obligations of the lease in check, cash, or money order at the Office of the Town Clerk at 206 Buck Street, Stevensville, Montana 59870.

## Stevensville Airport Land Lease

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6. **Rate Increases.** Lessor, at its discretion may annually increase the rate charged in this lease. Lessor shall give notice to Lessee of any such increase on or before June 1 of any given year, which rate shall be effective on July 1; provided that that no single rate increase shall exceed ten (10) percent and that any rate increase shall apply uniformly to all leases at the airport. Failure to give such notice shall prohibit Lessor from increasing the rate for that year.
7. **Infrastructure Fee.** Lessee agrees to a **one-time** infrastructure fee of **\$.65 per square foot** of building size **(5,250 sq. ft.)** to be paid at the time of the execution of this lease for a total sum of \$ N/A

### *IV. Terms and Conditions*

8. **Condition of Premises.** Lessee has inspected and accepts Premises in its present condition.
9. **Compliance with Law.** Lessee shall utilize the land in compliance with all applicable state and federal laws, town ordinances and resolutions, and FAA regulations in effect as of the execution of this agreement. Lessee further agrees to observe and obey all new rules and regulations that Lessor may from time-to-time promulgate during the term of this lease and any successive renewals.
10. **Hangar Construction.** Lessor acknowledges that Lessee will construct hanger on Premises and that the same will conform to the existing building codes enforced in the Town of Stevensville and requirements set forth by the FAA.
  - 10.1. **Additional Construction or Modification of Existing Structures.** Lessee may, during the term of this lease, including renewals, erect other buildings and improvements only with Lessor's prior written consent. Lessee further agrees that any such building shall also conform to the existing building codes enforced in the Town of Stevensville and requirements set forth by the FAA. Lessee shall not modify any existing structure or land on the lease premises, except as expressly permitted by Lessor in writing.
11. **Maintenance.** Lessee shall keep all buildings and improvements well painted and in good repair and good maintenance. Lessee shall store all trash, debris, and waste matters in metal containers and shall keep the area Lessee may use around such structures in neat and clean appearance.

## Stevensville Airport Land Lease

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12. **Hazards.** Lessee shall not permit hazards or anything that might be defined as a hazard by Lessor to exist on the Premises. Lessor reserves the right to abate any hazard considered immediate by the Lessor without notice. In the event of abatement by Lessor, Lessee shall be liable to Lessor for the costs of such abatement. The term "hazard" shall mean any course of conduct or condition which might subject the Stevensville Airport or any person using the same, to loss of life, limb, or property, or any course of conduct or condition which is or may be defined by Lessor as constituting a hazard.
13. **Indemnification.** Lessee agrees to indemnify and hold Lessor harmless from and against all liability for injuries to persons or damage to property cause by Lessee's negligent use or occupancy of the Premises; provided however, that Lessee shall not be liable for any injury, damage, or loss occasioned the negligence of the Lessor.
14. **Notice of Lawsuit.** Lessor agrees to give prompt and timely notice of any claim made or suit instituted which in anyway directly or indirectly, contingently, or otherwise, affects or might affect Lessee, and Lessee shall have the right to compromise and defend the same to the extent of Lessee's own interest.
15. **Inspection of Property.** Lessor reserves the right, for itself and its agents, to enter upon and inspect the Premises and any improvements constructed thereon, provided that such inspection shall occur during normal business hours and shall be preceded by reasonable notice to Lessee.
16. **Violations of Terms.** In case of violation of any terms by Lessee, and upon Lessee's failure to cure or discontinue such violation within ten (10) days after written notice is delivered to Lessee, then this lease shall become null, void, and terminated and Lessor or its agents may immediately re-enter and take possession of the Premises without further demand or notice.
17. **Failure to Pay/Late Fees.** Failure on the part of Lessee to make a lease payment within 30 days of its due date shall result in a ten (10) percent penalty being assessed against the Lessee. If payment of the full amount due, plus any penalty assessment, is not made within 60 days of the original due date, the Lessee shall be considered in default of the lease.
18. **Termination.** In case of Lessee's failure to cure such default within ten (10) days after written notice is delivered to Lessee, then this lease shall become null, void, and terminated.
19. **Attorney's Fees.** Should any action be brought by either Lessee or Lessor to enforce any of the terms of this Agreement, the prevailing party in such action shall be entitled to such reasonable attorney fees as the court shall determine



## Stevensville Airport Land Lease

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20. **Severability.** In the event that any term(s) or provision(s) is held to be invalid by any court of competent jurisdiction, the invalidity of any such term or provision shall not materially prejudice either Lessor or Lessee in their respective rights and obligations contained in the remaining and valid terms and provisions of this agreement.
21. **Waiver.** No failure by Lessor to exercise any right contained in this agreement shall be construed as a waiver of any such right.
22. **Assignment and Subleasing.** This Agreement shall bind the parties and their respective heirs, personal representatives, and successors in title; provided however that the Lessee hereunder may not assign his or her rights, sublease, or delegate its obligations hereunder without the prior written consent of the Lessor and a new lease entered into.
23. **Notice and Service.** Service of any notice required may be made personally or by written notice. Written notice shall be deemed given when hand delivered or when mailed by first class mail, postage pre-paid, to the addresses specified below:

If notice to the Lessor:	If notice to the Lessee:
Town of Stevensville PO Box 30 206 Buck Street Stevensville, MT 59870	Clifton G. Orcutt Kirsten Kramer dba Orcutt Properties, LLC 316 South 9th Street Hamilton, MT 59840 406.361.8029/406.543.0695

### *V. Termination of Lease*

24. **Termination of Lease.** Upon expiration or other termination of this agreement, or any renewal, Lessee's rights to use the premises, facilities, rights, licenses, services, and privileges herein shall cease and upon expiration Lessee shall surrender the same.
- 24.1. **Removal of Buildings.** Lessee is specifically allowed to remove the steel hangar that Lessee caused to be erected on the premises. Lessee shall not be obligated to remove the concrete foundation upon which the hangar is situated if the foundation is in good repair.
- 24.2. **Damage from Removal.** Lessee shall, upon removal of the building, concrete foundation, and other personal property, repair all damages resulting from such removal.
- 24.3. **Time for Removal.** Any property not removed by Lessee shall, within thirty (30) days after the expiration or termination of the lease, become a part of the real property and title shall vest in Lessor.

From:TOWN OF STEVENSVILLE

4067774284

10/18/2019 00:04

#035 P.001/001

**Stevensville Airport Land Lease**

*VI. Modification and Completeness*

**25. Modification.** This instrument contains the full text of the lease agreement between the parties and may not be altered or modified except by a written agreement signed by both parties.

**26. Entire Agreement.** This instrument is an integrated agreement (i.e. an integrated contract) that constitutes the final, entire, and complete expression of the agreement of the parties. No prior, subsequent, or additional terms, conditions, or representations are to be considered as part of the contract between the parties. This agreement supersedes all prior negotiations, understandings, and agreements between the parties with respect to the subject matter hereof, and the parties intend that no parol or extrinsic evidence shall be admitted to vary or supplement its terms. There are no other subsisting agreements or understandings between the parties, either oral or written, with respect to the subject matter hereof.

IN WITNESS WHEREOF, the parties hereto have signed this agreement this \_\_\_\_ day of \_\_\_\_\_, 2019.

Lessor  
Town of Stevensville

Attest:

By: \_\_\_\_\_  
Brandon Dewey, Mayor

\_\_\_\_\_  
Town Clerk

Lessee:

Clifton G. Orutt  
Clifton G. Orutt

Kirsten Kramer  
Kirsten Kramer

Return to: Town of Stevensville, P.O. Box 30, Stevensville, MT 59870  
Land Lease (Rev. 2013) 5 of 5

d.p

RECEIVED 04/11/2013 00:33 2068425194

**RESOLUTION NO. 340**

**A RESOLUTION ADOPTING FEES, PERMIT AND LEASE RATES AND CHARGES  
AT THE STEVENSVILLE AIRPORT**

**WHEREAS**, the Stevensville Municipal Code provides that usage rates, service charges, and license and permit fees be appropriately set by resolution of the Town Council; and

**WHEREAS**, current land lease rates, infrastructure fees, airport business license fees, user fees, tie down fees, and landing fees were adopted by the Town Council by Resolution 143 on February 24, 1997; and

**WHEREAS**, the current rates and charges provide the financial resources to operate the Stevensville Airport and are comparable to charges at other general aviation airports in Montana.

**NOW, THEREFORE, BE IT RESOLVED** by the Stevensville Town Council that the current rates and charges at the Stevensville Airport be reaffirmed and adopted in accordance with Sec. 3-37 of the Stevensville Municipal Code as set forth below:

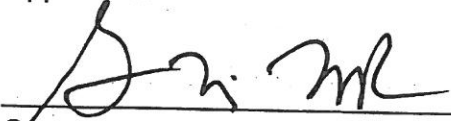
- 1.) Land Lease/Construction Permit – \$50.00 non-refundable application fee paid to the Town prior to review and approval.
- 2.) Land Lease Rate – \$.06 per square foot per year, due on July 1<sup>st</sup> of each year, prorated for first year based upon date of execution of lease agreement.
- 3.) Infrastructure Fee
  - a. Standard Site – one-time fee of \$.65 per square foot upon execution of land lease agreement.
  - b. Site with 3-phase power – \$500.00 one-time fee
3. Airport Business License Fee – annual, non-prorated fee of \$250.00, due on July 1<sup>st</sup> of each year, as required by Sec. 3.36 of the Stevensville Municipal Code and further herein defined as “any person, corporation, partnership, company, association or other legal entity engaged in any occupation, vocation, pursuit, trade, industry, professional or commercial activity of any kind for the purposes of economic benefit or profit or engaged in for livelihood or gain upon or within the confines of the Stevensville Airport, including industrial, retail, wholesale, service and “through-the-fence” operations as well as the rental of hanger space.”
4. Airport User Fee – annual, non-prorated fee of \$125.00 for each user of the airport, herein defined as “any person, corporation, partnership, company, association or other legal entity that owns, leases, operates or stores any aircraft, whether or not operational, upon or within the confines of the Stevensville Airport, including those “through-the-fence” users permitted access to the Stevensville Airport.”

**EXHIBIT A**

5. Monthly Tie-Down Fee – \$15.00 per month for single engine; \$25.00 per month for twin engine.
6. Daily Tie-Down Fee – \$3.00 per 24-hour period or fraction thereof for single engine; \$5.00 per 24-hour period or fraction thereof for twin engine.
7. Landing Fee for Commercial Operations – \$8.00 per operation for single engine; \$10.00 per operation for twin engine; \$10.00 per operation plus \$1.00 per thousand pounds for aircraft of 12,500 gross weight and higher.

Passed and adopted by the Town Council of the Town of Stevensville, Montana, this 10<sup>th</sup> day of April, 2014.

Approved:

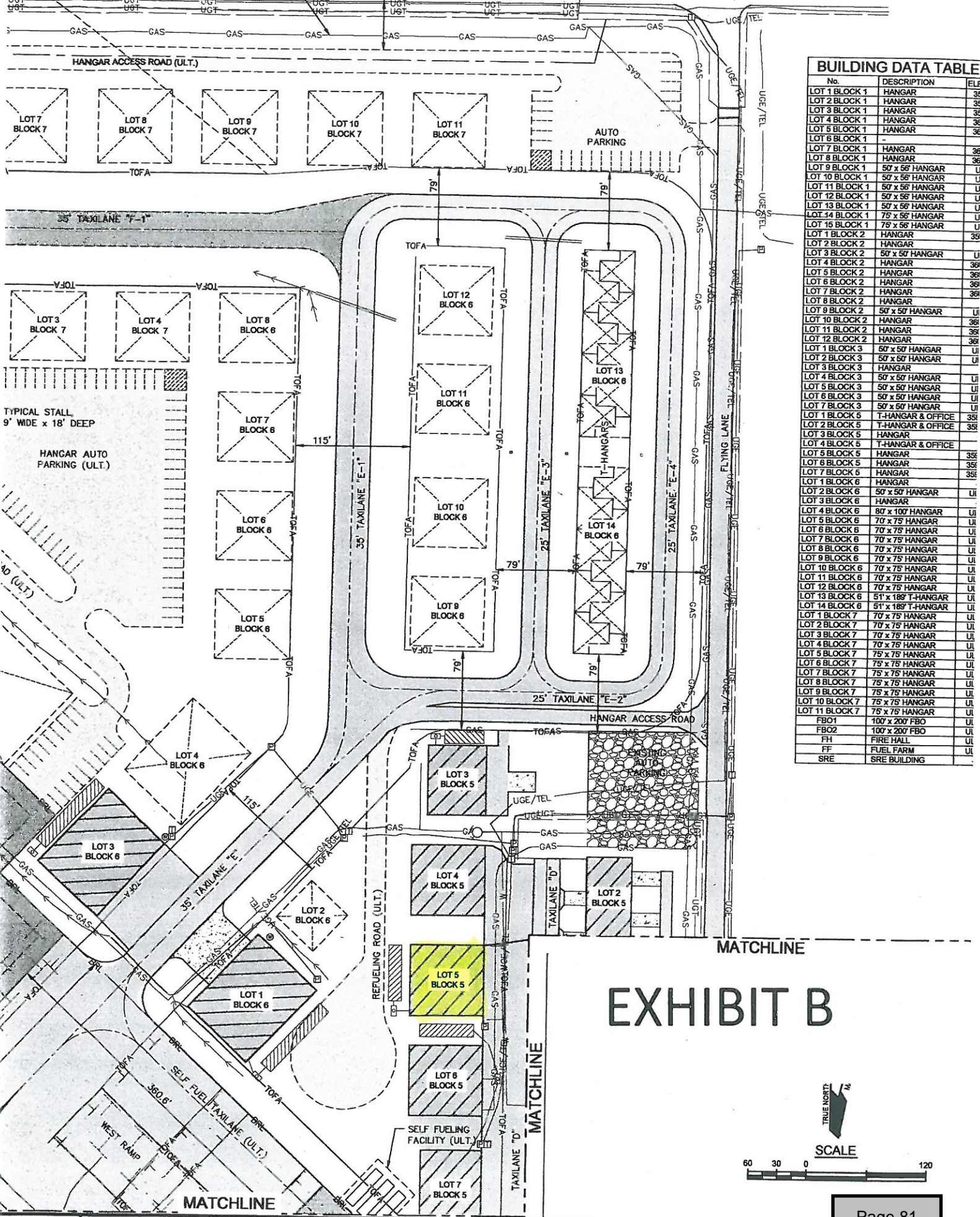
  
\_\_\_\_\_  
Gene Mim Mack, Mayor

Attest:

  
\_\_\_\_\_  
Stacy Bartlett, Town Clerk

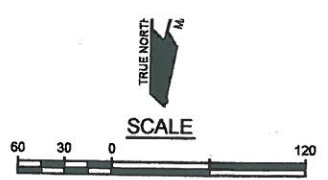
EXHIBIT A





No.	DESCRIPTION	ELE
LOT 1 BLOCK 1	HANGAR	36
LOT 2 BLOCK 1	HANGAR	36
LOT 3 BLOCK 1	HANGAR	36
LOT 4 BLOCK 1	HANGAR	36
LOT 5 BLOCK 1	HANGAR	36
LOT 6 BLOCK 1	-	-
LOT 7 BLOCK 1	HANGAR	36
LOT 8 BLOCK 1	HANGAR	36
LOT 9 BLOCK 1	50' x 56' HANGAR	U
LOT 10 BLOCK 1	50' x 56' HANGAR	U
LOT 11 BLOCK 1	50' x 56' HANGAR	U
LOT 12 BLOCK 1	50' x 56' HANGAR	U
LOT 13 BLOCK 1	50' x 56' HANGAR	U
LOT 14 BLOCK 1	50' x 56' HANGAR	U
LOT 15 BLOCK 1	75' x 58' HANGAR	U
LOT 1 BLOCK 2	HANGAR	36
LOT 2 BLOCK 2	HANGAR	36
LOT 3 BLOCK 2	50' x 50' HANGAR	U
LOT 4 BLOCK 2	HANGAR	36
LOT 5 BLOCK 2	HANGAR	36
LOT 6 BLOCK 2	HANGAR	36
LOT 7 BLOCK 2	HANGAR	36
LOT 8 BLOCK 2	HANGAR	36
LOT 9 BLOCK 2	50' x 50' HANGAR	U
LOT 10 BLOCK 2	HANGAR	36
LOT 11 BLOCK 2	HANGAR	36
LOT 12 BLOCK 2	HANGAR	36
LOT 1 BLOCK 3	50' x 50' HANGAR	U
LOT 2 BLOCK 3	50' x 50' HANGAR	U
LOT 3 BLOCK 3	HANGAR	36
LOT 4 BLOCK 3	50' x 50' HANGAR	U
LOT 5 BLOCK 3	50' x 50' HANGAR	U
LOT 6 BLOCK 3	50' x 50' HANGAR	U
LOT 7 BLOCK 3	50' x 50' HANGAR	U
LOT 1 BLOCK 5	T-HANGAR & OFFICE	35
LOT 2 BLOCK 5	T-HANGAR & OFFICE	35
LOT 3 BLOCK 5	HANGAR	36
LOT 4 BLOCK 5	HANGAR	36
LOT 5 BLOCK 5	HANGAR	36
LOT 6 BLOCK 5	HANGAR	36
LOT 7 BLOCK 5	HANGAR	36
LOT 1 BLOCK 6	HANGAR	36
LOT 2 BLOCK 6	50' x 50' HANGAR	U
LOT 3 BLOCK 6	HANGAR	36
LOT 4 BLOCK 6	80' x 100' HANGAR	U
LOT 5 BLOCK 6	70' x 75' HANGAR	U
LOT 6 BLOCK 6	70' x 75' HANGAR	U
LOT 7 BLOCK 6	70' x 75' HANGAR	U
LOT 8 BLOCK 6	70' x 75' HANGAR	U
LOT 9 BLOCK 6	70' x 75' HANGAR	U
LOT 10 BLOCK 6	70' x 75' HANGAR	U
LOT 11 BLOCK 6	70' x 75' HANGAR	U
LOT 12 BLOCK 6	70' x 75' HANGAR	U
LOT 13 BLOCK 6	51' x 189' T-HANGAR	U
LOT 14 BLOCK 6	51' x 189' T-HANGAR	U
LOT 1 BLOCK 7	70' x 75' HANGAR	U
LOT 2 BLOCK 7	70' x 75' HANGAR	U
LOT 3 BLOCK 7	70' x 75' HANGAR	U
LOT 4 BLOCK 7	70' x 75' HANGAR	U
LOT 5 BLOCK 7	75' x 75' HANGAR	U
LOT 6 BLOCK 7	75' x 75' HANGAR	U
LOT 7 BLOCK 7	75' x 75' HANGAR	U
LOT 8 BLOCK 7	75' x 75' HANGAR	U
LOT 9 BLOCK 7	75' x 75' HANGAR	U
LOT 10 BLOCK 7	75' x 75' HANGAR	U
LOT 11 BLOCK 7	75' x 75' HANGAR	U
FBO1	100' x 200' FBO	U
FBO2	100' x 200' FBO	U
FH	FIRE HALL	U
FF	FUEL FARM	U
SRE	SRE BUILDING	U

# EXHIBIT B



DRAWN BY: TSR  
 DSGN. BY:  
 APPR. BY:

STEVENSVILLE

STEVENSVILLE AIRPORT

MONTANA SHEET NUMBER

**Item Attachment Documents:**

- b. Discussion/Decision: Land Lease for Lot 6 and 7, Block 1 of the Stevensville Airport



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Brandon Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	11/14/2019
<b>Agenda Topic:</b>	Discussion/Decision: Land Lease for Lot 6 and 7, Block 1 of the Stevensville Airport
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	11/14/2019
<b>Notes:</b>	

**Agenda Item:** 10b, New Business

Discussion/Decision: Land Lease for Lot 6 and 7, Block 1 of the Stevensville Airport

**Other Council Meetings**

**Exhibits**

A. Stevensville Airport Land Lease

*This agenda item provides Council to approve a land lease agreement for Lot #6 and 7, Block #1 of the Stevensville Airport.*

**Background:**

The Airport Board held a meeting on November 12, 2019. As part of this meeting, the Board recommended approval of a new land lease for Airport Lot #6 and 7, Block #1.

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

**Alternative(s):** Do not approve the land lease

**MOTION**

**I move to:** approve Stevensville Airport Land Lease Lot #6 and 7, Block #1



Return to  
Phillip Brekke  
1317 River Road  
Missoula, MT 59801

865345-R      Stevensville Airport Land Lease      No Parcel #

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This land lease is made and entered into this **16th** day of **October, 2019**, pursuant to Stevensville Town Resolution (attached as Exhibit A) and incorporated by reference herein, between the TOWN OF STEVENSVILLE, hereafter "Lessor" and **Phillip Brekke**, hereafter "Lessee" at **1317 River Road, Missoula, MT 59801**.

*I. Purpose*

1. Lessor agrees to lease to the Lessee **2,500 square feet** of land described as **Lot No. 6, Block 1** (attached as Exhibit B) of the Stevensville Airport, hereafter "Premises" subject to the terms and conditions set forth herein.
2. The parties agree that the Lessee shall use Premises for general aviation-related purposes such as storing, maintaining, repairing, rebuilding, and inspecting aircraft.

*II. Term and Renewal of Lease*

3. **Term.** This lease shall be for a twenty (20) year period, beginning upon execution of the agreement and ending on the **16th day of October, 2036** unless terminated as set forth by the terms of this lease.
4. **Renewal.** If Lessee has made all required lease payments and has remained in full compliance with all terms and obligations of this lease the Lessee shall have the option to renew the lease under similar terms and conditions and as mutually agreed upon with the Lessor.

*III. Payment*

5. **Annual Rate.** Lessee agrees to pay Lessor **\$.06 per square foot** annually for **2,500 square feet** in the amount of **\$150.00** beginning upon the effective date of this lease. Annual lease payments shall be due on July 1 of each year until its expiration or termination date, with the first year of the lease and final year prorated to July 1 and/or the expiration date.
  - 5.1. **Location.** Lessee agrees to pay all obligations of the lease in check, cash, or money order at the Office of the Town Clerk at 206 Buck Street, Stevensville, Montana 59870.

## Stevensville Airport Land Lease

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6. **Rate Increases.** Lessor, at its discretion may annually increase the rate charged in this lease. Lessor shall give notice to Lessee of any such increase on or before June 1 of any given year, which rate shall be effective on July 1; provided that that no single rate increase shall exceed ten (10) percent and that any rate increase shall apply uniformly to all leases at the airport. Failure to give such notice shall prohibit Lessor from increasing the rate for that year.
7. **Infrastructure Fee.** Lessee agrees to a one time infrastructure fee of **\$.65 per square foot** of building size to be paid at the time of the execution of this lease for a total sum of **\$ N/A**.

### *IV. Terms and Conditions*

8. **Condition of Premises.** Lessee has inspected and accepts Premises in its present condition.
9. **Compliance with Law.** Lessee shall utilize the land in compliance with all applicable state and federal laws, town ordinances and resolutions, and FAA regulations in effect as of the execution of this agreement. Lessee further agrees to observe and obey all new rules and regulations that Lessor may from time-to-time promulgate during the term of this lease and any successive renewals.
10. **Hangar Construction.** Lessor acknowledges that Lessee will construct hanger on Premises and that the same will conform to the existing building codes enforced in the Town of Stevensville and requirements set forth by the FAA.
  - 10.1. **Additional Construction or Modification of Existing Structures.** Lessee may, during the term of this lease, including renewals, erect other buildings and improvements only with Lessor's prior written consent. Lessee further agrees that any such building shall also conform to the existing building codes enforced in the Town of Stevensville and requirements set forth by the FAA. Lessee shall not modify any existing structure or land on the lease premises, except as expressly permitted by Lessor in writing.
11. **Maintenance.** Lessee shall keep all buildings and improvements well painted and in good repair and good maintenance. Lessee shall store all trash, debris, and waste matters in metal containers and shall keep the area Lessee may use around such structures in neat and clean appearance.
12. **Hazards.** Lessee shall not permit hazards or anything that might be defined as a hazard by Lessor to exist on the Premises. Lessor reserves the right to abate any hazard considered immediate by the Lessor without notice. In the event of abatement by Lessor, Lessee shall be liable to Lessor for the costs of such abatement. The term "hazard" shall mean any course of conduct or condition which might subject the Stevensville Airport or any person using the same, to loss of life, limb, or property, or any course of conduct or condition which is or may be defined by Lessor as constituting a hazard.

## Stevensville Airport Land Lease

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13. **Indemnification.** Lessee agrees to indemnify and hold Lessor harmless from and against all liability for injuries to persons or damage to property cause by Lessee's negligent use or occupancy of the Premises; provided however, that Lessee shall not be liable for any injury, damage, or loss occasioned the negligence of the Lessor.
14. **Notice of Lawsuit.** Lessor agrees to give prompt and timely notice of any claim made or suit instituted which in anyway directly or indirectly, contingently, or otherwise, affects or might affect Lessee, and Lessee shall have the right to compromise and defend the same to the extent of Lessee's own interest.
15. **Inspection of Property.** Lessor reserves the right, for itself and its agents, to enter upon and inspect the Premises and any improvements constructed thereon, provided that such inspection shall occur during normal business hours and shall be preceded by reasonable notice to Lessee.
16. **Violations of Terms.** In case of violation of any terms by Lessee, and upon Lessee's failure to cure or discontinue such violation within ten (10) days after written notice is delivered to Lessee, then this lease shall become null, void, and terminated and Lessor or its agents may immediately re-enter and take possession of the Premises without further demand or notice.
17. **Failure to Pay/Late Fees.** Failure on the part of Lessee to make a lease payment within 30 days of its due date shall result in a ten (10) percent penalty being assessed against the Lessee. If payment of the full amount due, plus any penalty assessment, is not made within 60 days of the original due date, the Lessee shall be considered in default of the lease.
18. **Termination.** In case of Lessee's failure to cure such default within ten (10) days after written notice is delivered to Lessee, then this lease shall become null, void, and terminated.
19. **Attorney's Fees.** Should any action be brought by either Lessee or Lessor to enforce any of the terms of this Agreement, the prevailing party in such action shall be entitled to such reasonable attorney fees as the court shall determine
20. **Severability.** In the event that any term(s) or provision(s) is held to be invalid by any court of competent jurisdiction, the invalidity of any such term or provision shall not materially prejudice either Lessor or Lessee in their respective rights and obligations contained in the remaining and valid terms and provisions of this agreement.
21. **Waiver.** No failure by Lessor to exercise any right contained in this agreement shall be construed as a waiver of any such right.
22. **Assignment and Subleasing.** This Agreement shall bind the parties and their respective heirs, personal representatives, and successors in title; provided however that the Lessee hereunder may not assign his or her rights, sublease, or delegate its obligations hereunder without the prior written consent of the Lessor and a new lease entered into.

## Stevensville Airport Land Lease

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23. **Notice and Service.** Service of any notice required may be made personally or by written notice. Written notice shall be deemed given when hand delivered or when mailed by first class mail, postage pre-paid, to the addresses specified below:

If notice to the Lessor:	If notice to the Lessee:
Town of Stevensville PO Box 30 206 Buck Street Stevensville, MT 59870	Phillip Brekke 1317 River Road Missoula, MT 59801

### *V. Termination of Lease*

24. **Termination of Lease.** Upon expiration or other termination of this agreement, or any renewal, Lessee's rights to use the premises, facilities, rights, licenses, services, and privileges herein shall cease and upon expiration Lessee shall surrender the same.
- 24.1. **Removal of Buildings.** Lessee is specifically allowed to remove the steel hangar that Lessee caused to be erected on the premises. Lessee shall not be obligated to remove the concrete foundation upon which the hangar is situated if the foundation is in good repair.
- 24.2. **Damage from Removal.** Lessee shall, upon removal of the building, concrete foundation, and other personal property, repair all damages resulting from such removal.
- 24.3. **Time for Removal.** Any property not removed by Lessee shall, within thirty (30) days after the expiration or termination of the lease, become a part of the real property and title shall vest in Lessor.

### *VI. Modification and Completeness*

25. **Modification.** This instrument contains the full text of the lease agreement between the parties and may not be altered or modified except by a written agreement signed by both parties.
26. **Entire Agreement.** This instrument is an integrated agreement (i.e. an integrated contract) that constitutes the final, entire, and complete expression of the agreement of the parties. No prior, subsequent, or additional terms, conditions, or representations are to be considered as part of the contract between the parties. This agreement supersedes all prior negotiations, understandings, and agreements between the parties with respect to the subject matter hereof, and the parties intend that no parol or extrinsic evidence shall be admitted to vary or supplement its terms. There are no other subsisting agreements or understandings between the parties, either oral or written, with respect to the subject matter hereof.

# Stevensville Airport Land Lease

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IN WITNESS WHEREOF, the parties hereto have signed this agreement this 15<sup>th</sup> day of October, 2019

Lessor:  
Town of Stevensville

Attest:

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
Town Clerk

Lessee:

  
\_\_\_\_\_

PHILIP L. BREKKE  
Print name

STATE OF Montana  
COUNTY OF Ravalli

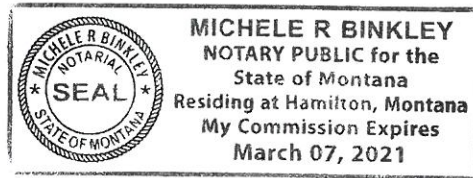
This instrument was acknowledged before me on October 15, 2019, \_\_\_\_\_ by  
Philip L. Brekke

[Signature]  
Printed Name \_\_\_\_\_

Notary public for the State of Montana

Residing in: Hamilton

My commission expires: March 7, 2021





Return to  
Phillip Brekke  
1317 River Road  
Missoula, MT 59801

865345-R Stevensville Airport Land Lease P-1510710

This land lease is made and entered into this **16th** day of **October, 2019**, pursuant to Stevensville Town Resolution (attached as Exhibit A) and incorporated by reference herein, between the TOWN OF STEVENSVILLE, hereafter "Lessor" and **Phillip Brekke**, hereafter "Lessee" at **1317 River Road, Missoula, MT 59801**.

#### *I. Purpose*

1. Lessor agrees to lease to the Lessee **5,773 square feet** of land described as **Lot No. 7, Block 1** (attached as Exhibit B) of the Stevensville Airport, hereafter "Premises" subject to the terms and conditions set forth herein.
2. The parties agree that the Lessee shall use Premises for general aviation-related purposes such as storing, maintaining, repairing, rebuilding, and inspecting aircraft.

#### *II. Term and Renewal of Lease*

3. **Term.** This lease shall be for a twenty (20) year period, beginning upon execution of the agreement and ending on the **16<sup>th</sup> day of October, 2036** unless terminated as set forth by the terms of this lease.
4. **Renewal.** If Lessee has made all required lease payments and has remained in full compliance with all terms and obligations of this lease the Lessee shall have the option to renew the lease under similar terms and conditions and as mutually agreed upon with the Lessor.

#### *III. Payment*

5. **Annual Rate.** Lessee agrees to pay Lessor **\$.06 per square foot** annually for **5,773 square feet** in the amount of **\$346.38** beginning upon the effective date of this lease. Annual lease payments shall be due on July 1 of each year until its expiration or termination date, with the first year of the lease and final year prorated to July 1 and/or the expiration date.
  - 5.1. **Location.** Lessee agrees to pay all obligations of the lease in check, cash, or money order at the Office of the Town Clerk at 206 Buck Street, Stevensville, Montana 59870.

## Stevensville Airport Land Lease

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6. **Rate Increases.** Lessor, at its discretion may annually increase the rate charged in this lease. Lessor shall give notice to Lessee of any such increase on or before June 1 of any given year, which rate shall be effective on July 1; provided that that no single rate increase shall exceed ten (10) percent and that any rate increase shall apply uniformly to all leases at the airport. Failure to give such notice shall prohibit Lessor from increasing the rate for that year.
7. **Infrastructure Fee.** Lessee agrees to a one time infrastructure fee of **\$.65 per square foot** of building size to be paid at the time of the execution of this lease for a total sum of **\$ N/A**.

### *IV. Terms and Conditions*

8. **Condition of Premises.** Lessee has inspected and accepts Premises in its present condition.
9. **Compliance with Law.** Lessee shall utilize the land in compliance with all applicable state and federal laws, town ordinances and resolutions, and FAA regulations in effect as of the execution of this agreement. Lessee further agrees to observe and obey all new rules and regulations that Lessor may from time-to-time promulgate during the term of this lease and any successive renewals.
10. **Hangar Construction.** Lessor acknowledges that Lessee will construct hanger on Premises and that the same will conform to the existing building codes enforced in the Town of Stevensville and requirements set forth by the FAA.
  - 10.1. **Additional Construction or Modification of Existing Structures.** Lessee may, during the term of this lease, including renewals, erect other buildings and improvements only with Lessor's prior written consent. Lessee further agrees that any such building shall also conform to the existing building codes enforced in the Town of Stevensville and requirements set forth by the FAA. Lessee shall not modify any existing structure or land on the lease premises, except as expressly permitted by Lessor in writing.
11. **Maintenance.** Lessee shall keep all buildings and improvements well painted and in good repair and good maintenance. Lessee shall store all trash, debris, and waste matters in metal containers and shall keep the area Lessee may use around such structures in neat and clean appearance.
12. **Hazards.** Lessee shall not permit hazards or anything that might be defined as a hazard by Lessor to exist on the Premises. Lessor reserves the right to abate any hazard considered immediate by the Lessor without notice. In the event of abatement by Lessor, Lessee shall be liable to Lessor for the costs of such abatement. The term "hazard" shall mean any course of conduct or condition which might subject the Stevensville Airport or any person using the same, to loss of life, limb, or property, or any course of conduct or condition which is or may be defined by Lessor as constituting a hazard.



## Stevensville Airport Land Lease

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13. **Indemnification.** Lessee agrees to indemnify and hold Lessor harmless from and against all liability for injuries to persons or damage to property cause by Lessee's negligent use or occupancy of the Premises; provided however, that Lessee shall not be liable for any injury, damage, or loss occasioned the negligence of the Lessor.
14. **Notice of Lawsuit.** Lessor agrees to give prompt and timely notice of any claim made or suit instituted which in anyway directly or indirectly, contingently, or otherwise, affects or might affect Lessee, and Lessee shall have the right to compromise and defend the same to the extent of Lessee's own interest.
15. **Inspection of Property.** Lessor reserves the right, for itself and its agents, to enter upon and inspect the Premises and any improvements constructed thereon, provided that such inspection shall occur during normal business hours and shall be preceded by reasonable notice to Lessee.
16. **Violations of Terms.** In case of violation of any terms by Lessee, and upon Lessee's failure to cure or discontinue such violation within ten (10) days after written notice is delivered to Lessee, then this lease shall become null, void, and terminated and Lessor or its agents may immediately re-enter and take possession of the Premises without further demand or notice.
17. **Failure to Pay/Late Fees.** Failure on the part of Lessee to make a lease payment within 30 days of its due date shall result in a ten (10) percent penalty being assessed against the Lessee. If payment of the full amount due, plus any penalty assessment, is not made within 60 days of the original due date, the Lessee shall be considered in default of the lease.
18. **Termination.** In case of Lessee's failure to cure such default within ten (10) days after written notice is delivered to Lessee, then this lease shall become null, void, and terminated.
19. **Attorney's Fees.** Should any action be brought by either Lessee or Lessor to enforce any of the terms of this Agreement, the prevailing party in such action shall be entitled to such reasonable attorney fees as the court shall determine
20. **Severability.** In the event that any term(s) or provision(s) is held to be invalid by any court of competent jurisdiction, the invalidity of any such term or provision shall not materially prejudice either Lessor or Lessee in their respective rights and obligations contained in the remaining and valid terms and provisions of this agreement.
21. **Waiver.** No failure by Lessor to exercise any right contained in this agreement shall be construed as a waiver of any such right.
22. **Assignment and Subleasing.** This Agreement shall bind the parties and their respective heirs, personal representatives, and successors in title; provided however that the Lessee hereunder may not assign his or her rights, sublease, or delegate its obligations hereunder without the prior written consent of the Lessor and a new lease entered into.

## Stevensville Airport Land Lease

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23. **Notice and Service.** Service of any notice required may be made personally or by written notice. Written notice shall be deemed given when hand delivered or when mailed by first class mail, postage pre-paid, to the addresses specified below:

If notice to the Lessor:	If notice to the Lessee:
Town of Stevensville PO Box 30 206 Buck Street Stevensville, MT 59870	Phillip Brekke 1317 River Road Missoula, MT 59801

### *V. Termination of Lease*

24. **Termination of Lease.** Upon expiration or other termination of this agreement, or any renewal, Lessee's rights to use the premises, facilities, rights, licenses, services, and privileges herein shall cease and upon expiration Lessee shall surrender the same.
- 24.1. **Removal of Buildings.** Lessee is specifically allowed to remove the steel hangar that Lessee caused to be erected on the premises. Lessee shall not be obligated to remove the concrete foundation upon which the hangar is situated if the foundation is in good repair.
- 24.2. **Damage from Removal.** Lessee shall, upon removal of the building, concrete foundation, and other personal property, repair all damages resulting from such removal.
- 24.3. **Time for Removal.** Any property not removed by Lessee shall, within thirty (30) days after the expiration or termination of the lease, become a part of the real property and title shall vest in Lessor.

### *VI. Modification and Completeness*

25. **Modification.** This instrument contains the full text of the lease agreement between the parties and may not be altered or modified except by a written agreement signed by both parties.
26. **Entire Agreement.** This instrument is an integrated agreement (i.e. an integrated contract) that constitutes the final, entire, and complete expression of the agreement of the parties. No prior, subsequent, or additional terms, conditions, or representations are to be considered as part of the contract between the parties. This agreement supersedes all prior negotiations, understandings, and agreements between the parties with respect to the subject matter hereof, and the parties intend that no parol or extrinsic evidence shall be admitted to vary or supplement its terms. There are no other subsisting agreements or understandings between the parties, either oral or written, with respect to the subject matter hereof.

# Stevensville Airport Land Lease

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IN WITNESS WHEREOF, the parties hereto have signed this agreement this 15<sup>th</sup> day of October, 2019

Lessor:  
Town of Stevensville

Attest:

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
Town Clerk

Lessee:




PHILIP L. BREKKIE  
Print name

STATE OF Montana  
COUNTY OF Ravalli

This instrument was acknowledged before me on October 15, 2019 by

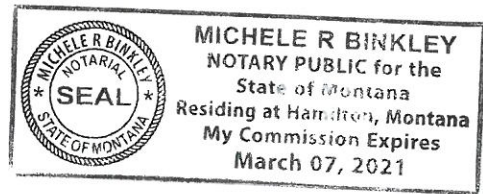
Phillip L. Bretke

  
Printed Name

Notary public for the State of Montana

Residing in: Hamilton

My commission expires: March 7, 2021



## RESOLUTION NO. 340

### A RESOLUTION ADOPTING FEES, PERMIT AND LEASE RATES AND CHARGES AT THE STEVENSVILLE AIRPORT

**WHEREAS**, the Stevensville Municipal Code provides that usage rates, service charges, and license and permit fees be appropriately set by resolution of the Town Council; and

**WHEREAS**, current land lease rates, infrastructure fees, airport business license fees, user fees, tie down fees, and landing fees were adopted by the Town Council by Resolution 143 on February 24, 1997; and

**WHEREAS**, the current rates and charges provide the financial resources to operate the Stevensville Airport and are comparable to charges at other general aviation airports in Montana.

**NOW, THEREFORE, BE IT RESOLVED** by the Stevensville Town Council that the current rates and charges at the Stevensville Airport be reaffirmed and adopted in accordance with Sec. 3-37 of the Stevensville Municipal Code as set forth below:

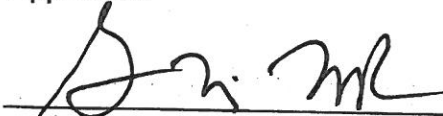
- 1.) Land Lease/Construction Permit – \$50.00 non-refundable application fee paid to the Town prior to review and approval.
- 2.) Land Lease Rate – \$.06 per square foot per year, due on July 1<sup>st</sup> of each year, prorated for first year based upon date of execution of lease agreement.
- 3.) Infrastructure Fee
  - a. Standard Site – one-time fee of \$.65 per square foot upon execution of land lease agreement.
  - b. Site with 3-phase power – \$500.00 one-time fee
3. Airport Business License Fee – annual, non-prorated fee of \$250.00, due on July 1<sup>st</sup> of each year, as required by Sec. 3.36 of the Stevensville Municipal Code and further herein defined as “any person, corporation, partnership, company, association or other legal entity engaged in any occupation, vocation, pursuit, trade, industry, professional or commercial activity of any kind for the purposes of economic benefit or profit or engaged in for livelihood or gain upon or within the confines of the Stevensville Airport, including industrial, retail, wholesale, service and “through-the-fence” operations as well as the rental of hanger space.”
4. Airport User Fee – annual, non-prorated fee of \$125.00 for each user of the airport, herein defined as “any person, corporation, partnership, company, association or other legal entity that owns, leases, operates or stores any aircraft, whether or not operational, upon or within the confines of the Stevensville Airport, including those “through-the-fence” users permitted access to the Stevensville Airport.”

## EXHIBIT A

5. Monthly Tie-Down Fee – \$15.00 per month for single engine; \$25.00 per month for twin engine.
6. Daily Tie-Down Fee – \$3.00 per 24-hour period or fraction thereof for single engine; \$5.00 per 24-hour period or fraction thereof for twin engine.
7. Landing Fee for Commercial Operations – \$8.00 per operation for single engine; \$10.00 per operation for twin engine; \$10.00 per operation plus \$1.00 per thousand pounds for aircraft of 12,500 gross weight and higher.

Passed and adopted by the Town Council of the Town of Stevensville, Montana, this 10<sup>th</sup> day of April, 2014.

Approved:

  
\_\_\_\_\_  
Gene Mim Mack, Mayor

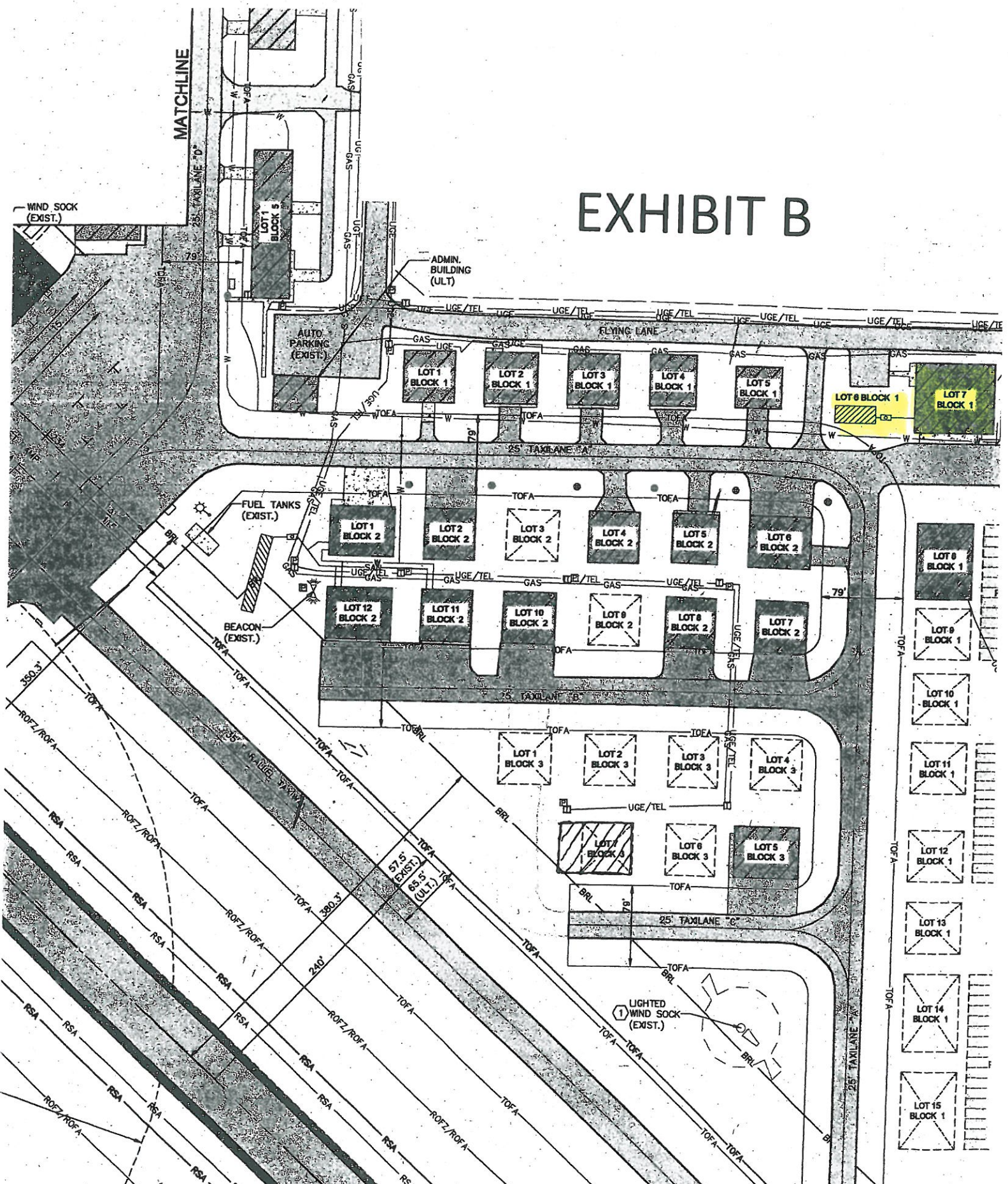
Attest:

  
\_\_\_\_\_  
Stacy Bartlett, Town Clerk

EXHIBIT A



# EXHIBIT B



DATE	BY

**MORRISON MAIERLE, INC.**  
An Employee-Owned Company

Engineers  
Surveyors  
Scientists  
Planners

3011 Palmer St.  
Missoula, MT 59808

Phone: (408) 542-8880  
Fax: (408) 542-4801

DRAFT

DRAWN BY: TSR  
DSGN BY: \_\_\_\_\_  
APPR BY: \_\_\_\_\_  
DATE: JAN 2014  
Q.C. REVIEW BY: SPS  
DATE: 01/2014

**Item Attachment Documents:**

- c. Discussion/Decision: Liquor License Ownership Transfer from Ruth Carmona to Rob Ralls,  
201 Main Street





## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Brandon E. Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	11/14/2019
<b>Agenda Topic:</b>	Discussion/Decision: Liquor License Ownership Transfer from Ruth Carmona to Rob Ralls, 201 Main Street
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	11/14/2019
<b>Notes:</b>	



**TOWN COUNCIL  
Council Communication**

**Regular Meeting  
November 14, 2019**

**Agenda Item: 10c, New Business**

Discussion/Decision: Liquor License Ownership Transfer from Ruth Carmona to Rob Ralls, 201 Main Street

**Other Council Meetings**

**Exhibits**

a. License Application

*This agenda item provides Council with the ability to approve the transfer of a liquor license at 201 Main Street.*

**Background:**

Stevensville Municipal Code requires that the transfer of a liquor license from one owner to another be approved by the Town Council. Rob Ralls is the new owner of the Plum Loco Saloon and Casino and has applied to the Town of Stevensville to transfer the license from the former owner Ruth Carmona.

The State of Montana Department of Revenue has approved the license transfer.

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

**Alternative(s):** Do not approve the transfer.

**MOTION**

**I move to:** Approve the Liquor License Ownership Transfer from Ruth Carmona to Rob Ralls at 201 Main Street.



# APPLICATION FOR TOWN OF STEVENSVILLE BUSINESS LICENSE

Please Complete Application and Mail or Deliver with Payment to:

Town of Stevensville Finance Office  
PO Box 30  
Stevensville, MT 59870-0030

Phone: (406) 777-5271 ext. 3  
Email: [financeofficer@townofstevensville.com](mailto:financeofficer@townofstevensville.com)



PLEASE PRINT INFORMATION LEGIBLY AND COMPLETE ALL SECTIONS. PLEASE KEEP A COPY FOR YOUR RECORDS. Your license may require you to submit proof of certification and/or permit with your payment. Application for a business license shall be accompanied by the non-refundable business license fee, in the initial amount of (see fee schedule) for each business. Separate licenses shall be obtained for each branch establishment or separate location of a business. A business license shall be obtained for every business covered in Stevensville Town Code Chapter 12.2.12-19.

Start Date: 11/7/19 (Required)

A BUSINESS LICENSE IS REQUIRED ONLY IF BUSINESS IS OPERATING WITHIN THE TOWN LIMITS (Sec 12-22)

\*\*Business license fees are not pro-rated and will need to be renewed each year, regardless of the issue date\*\*

### Reason for Applying

New Business     Location Change     Ownership Change     Name Change (No fees)     Renewal

### Type of License:

Contractor License Expires December 31 every year (\$25.00)  
 Home Based License Expires December 31 every year (\$25.00)  
 Commercial License Expires December 31 every year (\$25.00)  
Choose Type:  Retail/Wholesale     Office     Restaurant/Food Service     Industrial     Other

Previous Use of Building (required) \_\_\_\_\_

Liquor License Expires December 31 every year (Sec 12-81 through 12-86)  
Choose Type:  Off-premises consumption (\$100)     On-premises consumption (\$150)     All-beverage license (\$250)

Previous Use of Building(required) \_\_\_\_\_

Fire Suppression Permit Expires December 31 every year (\$250.00)  
- For businesses/buildings with fire suppression systems connected to Town water  
 Airport Business Expires June 30 every year (\$250.00) (Sec 3-36)  
 Itinerate/Transient Expires December 31 every year (\$25.00) (Sec 12-116 through 12-146)

Total: \_\_\_\_\_

### Section 1. Business Information

Business Name (Legal Name) <u>Ralls Enterprises LLC</u>		Doing as Name (DBA Name) if different from legal name <u>Plum Loco</u>	
Physical Address of Business <u>201 main street</u>			
City <u>STEVENSVILLE</u>		State <u>MT</u>	Zip <u>59870</u>
Business Phone <u>406-625-2678</u>		Federal ID # <u>83-3922526</u>	
E-mail Address <u>Lonesome.Dove.bar41@outlook.com</u>		Cell Phone <u>406-240-0797</u>	
24 hour Emergency Contact Name and Phone			

### Section 2. Mailing Address

If Different from Section 1 (above) enter Business Name, Owner Name or Care-of Name

Mailing Address <u>P.O. Box 3</u>		
City <u>Stevensville</u>	State <u>MT</u>	Zip <u>59870</u>

### Section 3. Business Type and Premises Status

Describe the Nature of the Business <u>Bar + Casino</u>		FTEs
Do you own your Business Location? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Landlord Name & Address:	Landlo



Liquor License Additional Information

I, Rob Ralls, hereby make application for a Beer, Wine, Beer & Wine, or All Beverage License to conduct the business of selling beer, wine, beer & wine or all beverages at retail in the Town of Stevensville, Montana.

Said business to be conducted under the trade name of plum loco.

Previous owner (if applicable): Ruth Carmona.

Present owner: Rob Ralls Location: 201 Main St. Stevensville MT.

I hereby further certify that application is made by me as an agent or principal. I hereby further certify that this application is made by me for and on behalf of (Fraternal Order or Club) \_\_\_\_\_

I hereby further certify this application is made by me as a partner of the partnership composed of Ralls Enter LLC

I hereby further certify this application made by me as one of the principals in the corporation of Ralls Enter LLC

I reside at 748 Sweeney Crk and have been a resident and a citizen of the State of Montana for 53 years.

That during the past year Rob Ralls has been the owner and holder of State Liquor License Number 13-8706432 and the State Liquor Control Board has acquiesced to the transfer of said license and is now in our name.

I have applied for License Number 138706432001 and the State Liquor Control Board has acquiesced said license and is now in our name.

I further agree to abide by all Town Ordinances and Laws of the State of Montana; otherwise my license may be revoked.

Signature: Rob Ralls Date: 10/9/19

Fire Suppression Additional Information

REQUIRED FOR ALL APPLICANTS

This information to be provided by the applicant for ALL owners and will be kept confidential. The information will be provided to the Town of Stevensville Police and Fire Departments for contact in case of emergency.

Owner(s): Rob Ralls

Telephone #: 406-240-0797

Key Holder(s): \_\_\_\_\_

Telephone #: ~~406-240-0797~~

Other Emergency Contact(s): tony Nagendran

Telephone #: 406-239-8992

Specific notes/instructions for emergency services (List all hazardous materials and their locations):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All areas of the application and accompanying forms must be completed in full, and the Sworn Statement below must be acknowledged. By signing below, I am certifying under penalty of perjury that I have provided complete and accurate information on this application and I have not violated and am in compliance with the Stevensville Town Code, Stevensville Development Code and I do not owe the Town any delinquent fees payable to the Town pursuant to Stevensville Town Code unless I have entered into a written payment agreement approved by the Town relating to payment of any and all outstanding obligations and I am current making any and all payments required under the terms of such an agreement. I understand issuance of a business license does not permit business operations unless business is properly zoned, has obtained proper building permits, occupancy certification and/or is in compliance with all applicable laws/rules. By signing this application, I understand that the completion and submission of this form does not guarantee the approval or subsequent issuance of a license to do business. I understand the Town may need to request additional information from me concerning my application and hereby mutually agree that the Town is allowed to submit supplemental requests for additional information if deemed necessary.

Business Owner's Signature Robert P. Ralls

Title OWNER

Printed Name Robert P. Ralls

Date 10/9/19

**Item Attachment Documents:**

- d. Discussion/Decision: Resolution No. 451, A Resolution Decreasing Rates for Users of the Municipal Water System



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Steve Gibson
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Council Member
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	11/14/2019
<b>Agenda Topic:</b>	Discussion/Decision: Resolution No. 451, A Resolution Decreasing Rates for Users of the Municipal Water System
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	11/14/2019
<b>Notes:</b>	

**RESOLUTION NO. 451**

**TOWN OF STEVENSVILLE, MONTANA  
TO DECREASE THE RATES FOR THE USERS OF  
THE MUNICIPAL WATER SYSTEM**

**WHEREAS**, the Town pursuant to authority conferred by Montana Code Annotated (M.C.A.), Title 7, Chapter 13, Parts 43 and 44, as amended (the "Act"), and other laws of the State of Montana, has established and presently owns and operates a municipal water system (the "System"); and

**WHEREAS**, pursuant to Section 7-13-4307, M.C.A., the rates and charges established for the services and facilities afforded by the System shall be sufficient in each year to provide income and revenues adequate for the payment of reasonable expense and operation and maintenance and for the accumulation of such reserves and the making of such expenditures for depreciation and replacement of the System; and

**WHEREAS**, it is necessary to collect sufficient revenues and pay costs associated with the operation and maintenance of the System; and

**WHEREAS**, the Town Council has determined that the current rates and charges for the services and facilities afforded by the System are adequate to meet the requirements of Section 7-13-4307, M.C.A.; and

**WHEREAS**, pursuant to Sections 7-13-4308 and 69-7-101, M.C.A., the Town has the power and authority to regulate, establish, and change, as it considers proper, rates, charges, and classifications imposed for utility services to its inhabitants and other persons served by the municipal systems. Rates, charges, and classifications must be reasonable and just; and

**WHEREAS**, a notice of public hearing was mailed to all users of the Town's System notifying them of the proposal to increase the rates and charges for water service and notice of public hearing was published as required by Section 69-7-111, M.C.A. A public hearing was held on November 14, 2019 at 6:30 p.m. at the Chambers of the Town Council, Town Hall, 206 Buck Street, Stevensville, Montana, for the purpose of hearing comments from the public on the water rate decrease; and

**WHEREAS**, all persons appearing were given an opportunity to speak at the public hearing.

**NOW, THEREFORE, BE IT RESOLVED, THAT**, by the Town Council (the "Council") of the Town of Stevensville, Montana, the new rates for O&M for water shall be effective November 1, 2019.

Section 1. Determination of Annual Budget for System. Each year the Council of the Town shall determine the amount of money needed to pay the costs of the System including but not limited to: (a) the payment of the reasonable expense of operation and maintenance of the System; (b) administration of the System; (c) the payment of principal and interest on any bonded or other indebtedness of the System; and (d) the establishment or maintenance of any required reserves, including reserves needed for expenditures for depreciation and replacement of facilities, as may be determined necessary from time to time by the Council or as covenanted in the ordinance or resolution authorizing any outstanding bonds of the System. Based on the annual needs of the System, the Council will establish monthly charges for the use of the System.

Section 2. Equivalent Dwelling Unit and Water Usage. The Town utilizes an equivalent dwelling unit methodology for billing rates and charges, which is based on the size of the water line or meter servicing each connection. A ¾ inch service, which is the standard service for single family residential users, is 1 Equivalent Dwelling Unit (EDU). The following table shows the number of EDUs for each size of service, based on current metered connections:

Water Line/Meter Size	Connections	Multiplier	EDUs
¾ inch	793	1.00	739.00
1 inch	41	1.79	73.39
1.5 inch	21	4.00	80.00
2 inch	3	7.14	21.42
3 inch	0	16.00	0
4 inch	0	28.57	0
Total			913.81

There are currently 971.81 metered EDUs in the Town.

Section 3. Current Rate. The Town currently bills O&M rates and charges to users of the System on a monthly billing cycle.

Water Line/Meter Size	Cost per EDU	Multiplier	Base Rate
¾"	\$14.75	1.00	\$14.75
1"	\$14.75	1.79	26.40
1.5"	\$14.75	4.00	59.00
2"	\$14.75	7.14	105.31
3"	\$14.75	16.00	236.00
4"	\$14.75	28.57	421.41



Section 4. Rates for November 1, 2019

<u>Water Line/Meter Size</u>	<u>Cost per EDU</u>	<u>Multiplier</u>	<u>Base Rate</u>
3/4"	\$13.90	1.00	\$13.90
1"	\$13.90	1.79	24.88
1.5"	\$13.90	4.00	55.60
2"	\$13.90	7.14	99.25
3"	\$13.90	16.00	222.40
4"	\$13.90	28.57	397.12

The Town will continue the monthly usage charge (the "Usage Charge") of \$1.85 per 1,000 gallons of water used in excess of each user's Base Usage Allowance. For this purpose, "Base Usage Allowance" equals (i) 3,000 gallons, multiplied by (ii) the multiplier for such user, based on the water line/meter size for such user. All water used each month up to the Base Usage Allowance is included in the Base Rate. For example, a user with a 3/4" line has a Base Usage Allowance of 3,000 gallons and will incur the Usage Charge for the amount of water used in excess of 3,000 gallons in a month. The Base Usage Allowance for each line size is shown below.

<u>Water Line/Meter Size</u>	<u>Multiplier</u>	<u>Base Usage Allowance</u>
3/4"	1.00	3,000 gallons
1"	1.79	5,370 gallons
1.5"	4.00	12,000 gallons
2.0"	7.14	21,420 gallons
3.0"	16.00	48,000 gallons
4.0"	28.57	85,710 gallons

1. Upon the implementation of the Base Rate and the Usage Charge, the monthly charge for the use and availability of the System for each user will be the sum of the user's Base Rate and Usage Charge.

Section 5. Further Rate Increases. Subsequent adjustments to the Base Rate and Usage Charge or other charges will be made by resolution of the Town Council duly adopted after a public hearing with notice thereof given as provided by law.

Section 6. Effective Date of Resolution. This resolution shall be immediately filed with the Town Clerk and shall become effective upon passage.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST:

\_\_\_\_\_  
Brandon E. Dewey, Mayor

\_\_\_\_\_  
Monica Hoffman, Town Clerk

CERTIFICATE AS TO RESOLUTION AND ADOPTING VOTE

I, the undersigned, being the duly qualified and acting recording officer of the Town of Stevensville, Ravalli County, Montana (the "Town"), hereby certify that the attached resolution is a true copy of a Resolution entitled: "RESOLUTION OF THE TOWN OF STEVENSVILLE, MONTANA TO INCREASE THE RATES FOR THE USERS OF THE MUNICIPAL WATER SYSTEM" (the "Resolution"), on file in the original records of the Town in my legal custody; that the Resolution was duly adopted by the Town Council of the Town at a regular meeting on the \_\_\_\_ day of \_\_\_\_\_, 2019, and that the meeting was duly held by the Town Council and was attended throughout by a quorum, pursuant to call and notice of such meeting given as required by law; and that the Resolution has not as of the date hereof been amended or repealed.

I further certify that, upon vote being taken on the Resolution at said meeting, the following Council Members voted in favor thereof:

\_\_\_\_\_, voted against the  
same: \_\_\_\_\_ abstained  
from voting thereon: \_\_\_\_\_; or were absent  
\_\_\_\_\_.

WITNESS my hand officially this \_\_\_\_ day of November, 2019.

\_\_\_\_\_  
Monica Hoffman, Town Clerk

**Item Attachment Documents:**

- e. Discussion/Decision: Resolution No. 452, A Resolution Decreasing Rates for Users of the Municipal Sewer System



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Steve Gibson
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Council Member
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	11/14/2019
<b>Agenda Topic:</b>	Discussion/Decision: Resolution No. 452, A Resolution Decreasing Rates for Users of the Municipal Sewer System
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	11/14/2019
<b>Notes:</b>	

**RESOLUTION NO. 452**  
**TOWN OF STEVENSVILLE, MONTANA**  
**TO DECREASE THE RATES FOR THE USERS OF THE**  
**MUNICIPAL SEWER SYSTEM**

**WHEREAS**, the Town of Stevensville, Montana (the "Town") pursuant to authority conferred by Montana Code Annotated (M.C.A.), Title 7, Chapter 13, Part 43, as amended (the "Act"), and other laws of the State of Montana, has established and presently owns and operates a municipal sewer system (the "System"); and

**WHEREAS**, pursuant to Section 7-13-4307, M.C.A., the rates and charges established for the services and facilities afforded by the System must be sufficient in each year to provide income and revenues adequate for the payment of reasonable expense and operation and maintenance and for payment of the sums required to be paid into the sinking fund and for the accumulation of reserves and the making of such expenditures for depreciation and replacement of the System; and

**WHEREAS**, it is necessary to collect sufficient revenues to repay such sewer system revenue bonds and pay costs associated with the operation and maintenance of the System; and

**WHEREAS**, the Town has determined that the current rates and charges for the services and facilities afforded by the System are adequate to meet the requirements of Section 7-13-4307, M.C.A.; and

**WHEREAS**, pursuant to Sections 7-13-4308 and 69-7-101, M.C.A., the Town has the power and authority to regulate, establish, and change, as it considers proper, rates, charges, and classifications imposed for utility services to its inhabitants and other persons served by the municipal systems. Rates, charges, and classifications must be reasonable and just; and

**WHEREAS**, a notice of public hearing was mailed to all users of the Town's System notifying them that it was the intention of the Town to decrease the rates and charges for the System and notice of public hearing was published as required by Section 69-7-11 J, M.C.A. A public hearing was held on November 14, 2019 at 6:30 p.m. at the Chambers of the Town Council, Town Hall, 206 Buck Street, Stevensville, Montana, for the purpose of hearing comments from the public on the sewer rate decrease; and

**WHEREAS**, all persons appearing were given an opportunity to speak at the public hearing.

**NOW, THEREFORE, BE IT RESOLVED, THAT**, by the Town Council (the "Council") of the Town of Stevensville the new rates for O&M for sewer shall be effective November 1, 2019.

Section 1. Determination of Annual Budget for System. Each year the Council of the Town shall determine the amount of money needed to pay the costs of the System including but not limited to: (a) the payment of the reasonable expense of operation and maintenance of the System; (b) administration of the System; (c) the payment of principal and interest on any bonded or other indebtedness of the System; and (d) the establishment or maintenance of any required reserves, including reserves needed for expenditures for depreciation and replacement of facilities, as may be determined necessary from time to time by the Council or as covenanted in the ordinance or resolution authorizing any outstanding bonds of the System. Based on the annual needs of the System, the Council will establish monthly charges for the use and availability of the System.

Section 2. Equivalent Dwelling Unit and Water Usage. The Town utilizes an equivalent dwelling unit methodology for imposing rates and charges, which is based on the size of the water line or meter servicing each connection. A 3/4 inch service, which is the standard service for single family residential users, is **1** Equivalent Dwelling Unit (EDU). The following table shows the number of EDUs for each size of service:

<u>Water Line/Meter Size</u>	<u>Connections</u>	<u>Multiplier</u>	<u>EDU</u>
3/4"	703	1.0	703
1"	40	1.79	71.60
1.5"	20	4.00	80.00
2.0"	3	7.14	21.42

There are currently 913.81 metered EDUs in the Town.

Section 3. Monthly O&M Sewer Charge. The Town currently charges users of the System a base rate charge for O&M per EDU per month (the "Base Rate Charge") as follows:

Section 4. Current Rate. The Town currently bills O&M rates and charges to users of the System on a monthly billing cycle.

<u>Water Line/Meter Size</u>	<u>Cost per EDU</u>	<u>Multiplier</u>	<u>Base Rate</u>
3/4"	\$31.60	1.00	\$31.60
1"	\$31.60	1.79	\$56.56
1.5"	\$31.60	4.00	\$126.40
2"	\$31.60	7.14	\$225.62

Section 5. Rates for November 1, 2019

<u>Water Line/Meter Size</u>	<u>Cost per EDU</u>	<u>Multiplier</u>	<u>Base Rate</u>
3/4"	\$29.79	1.00	\$29.79
1"	\$29.79	1.79	\$53.32
1.5"	\$29.79	4.00	\$119.16
2"	\$29.79	7.14	\$212.70

Section 6. Further Rate Adjustments. Subsequent adjustments to the Base Rate and Usage Charge or other charges will be made by resolution of the Town Council duly adopted after a public hearing with notice thereof given as provided by law.

Section 7. Effective Date of Resolution. This resolution shall be immediately filed with the Town Clerk and shall become effective upon passage.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST:

\_\_\_\_\_  
Brandon E. Dewey, Mayor

\_\_\_\_\_  
Monica Hoffman, Town Clerk



CERTIFICATE AS TO RESOLUTION AND ADOPTING VOTE

I, the undersigned, being the duly qualified and acting recording officer of the Town of Stevensville, Ravalli County, Montana (the "Town"), hereby certify that the attached resolution is a true copy of a Resolution entitled: "RESOLUTION OF THE TOWN OF STEVENSVILLE, MONTANA TO INCREASE THE RATES FOR THE USERS OF THE MUNICIPAL SEWER SYSTEM" (the "Resolution"), on file in the original records of the Town in my legal custody; that the Resolution was duly adopted by the Town Council of the Town at a regular meeting on November 14, 2019, and that the meeting was duly held by the Town Council and was attended throughout by a quorum, pursuant to call and notice of such meeting given as required by law; and that the Resolution has not as of the date hereof been amended or repealed.

I further certify that, upon vote being taken on the Resolution at said meeting, the following Council Members voted in favor thereof:

\_\_\_\_\_  
\_\_\_\_\_, voted against the same:  
\_\_\_\_\_ abstained from voting  
thereon: \_\_\_\_\_; or were absent  
\_\_\_\_\_.

WITNESS my hand officially this \_\_\_\_\_ day of November, 2019.

\_\_\_\_\_  
Monica Hoffman, Town Clerk

**Item Attachment Documents:**

- f. Discussion/Decision: Montana Department of Commerce/Montana Main Street Program Application for Planning and Project Grant Funding



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Cumming, SMSA
<b>Second Person Submitting the Agenda Item:</b>	EnterName
<b>Submitter Title:</b>	Citizen
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	11/14/2019
<b>Agenda Topic:</b>	Discussion/Decision: Montana Department of Commerce/Montana Main Street Program Application for Planning and Project Grant Funding
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	11/14/2019
<b>Notes:</b>	

November 6, 2019

To: Stevensville Town Council and Mayor

From: Bob Cumming, Amy Berglund, Loey Knapp

Re: Business and Community Development Technical Assistance Grant

Due to a funding shortage, the Board of Stevensville Main Street Association voted to suspend Main Street operations, giving the town of Stevensville an opportunity to design a new approach to the town's business development and community spirit. A successful design must begin with a significant research effort to determine Stevensville's business interests, potential funding models successful in other communities, and level of community support. With the growth of Missoula, Hamilton, and the Bitterroot Valley, it is important for Stevensville to plan its role in this expansion – whether to become a bedroom community for commuters, or to build a strong economic base within the town itself.

The necessary research can be conducted over the next nine to twelve months with the assistance of funds available from the State of Montana Department of Commerce which is offering grants of \$10,000 for just this purpose. No cash match is required for this grant. The grant would be awarded to, and administered by, the Town of Stevensville. No funds would go to the Main Street Association.

We request that the Town submit a technical assistance grant application to that entity on November 15, 2019, with the intent to conduct a thorough study of innovative and sustainable funding models which can be implemented in Stevensville. The application will propose that we conduct this research through the utilization of a recognized field expert in business development, and the establishment of a select advisory committee of business owners, local council members, Ravalli County Economic Development, and other government agencies. Through the formation of focus groups of local business leaders to review business needs and known barriers to local market development, a stronger and more successful Stevensville will emerge. The final product of this proposal will be a sustainable and creatively crafted new funding model designed to promote business and economic development within the Stevensville area.

Time is of the essence in submitting this grant. This application will be submitted to the Council for approval at the November 14, 2019, Town Council meeting and, with Council approval, submitted to the state for review on November 15. We ask for your participation in this endeavor with the hope that we can build a stronger, more vibrant Town of Stevensville.

Sincerely,

Board of Directors and Business Members  
Stevensville Main Street Association



**MONTANA  
MAIN STREET**  
MONTANA DEPARTMENT OF COMMERCE

**MONTANA MAIN STREET PROGRAM**  
**Application for Planning & Project Grant Funding**

**Grant Applications Due November 15, 2019**

DOCCDD@mt.gov

[comdev.mt.gov/Programs/MainStreet](http://comdev.mt.gov/Programs/MainStreet)

Applicant Community: Stevensville, MT.

Project: Technical Assistance to Identify Organizational and Partnership Options, and Sustainable Funding

Date Submitted: November 15, 2019

## **Introduction**

The Montana Main Street Program (MMS) is a state-funded program established in 2005 as a collaborative effort between the Community Development Division and the Montana Office of Tourism at the Montana Department of Commerce. The program is dedicated to bettering the economic, historic, and cultural vitality of Montana downtowns. The program helps local governments and Main Street Partners by offering technical assistance and expertise to member communities as well as awards competitive grant funding to communities focusing on planning and projects directly related to downtown revitalization, economic development, and historic preservation. Main Street Grant program applications, grant application guidelines, grant administration manual, and other relevant information and resources are available on the Department of Commerce website at [comdev.mt.gov/Programs/MainStreet](http://comdev.mt.gov/Programs/MainStreet). Interested persons can also email MMS Program staff at [DOCCDD@mt.gov](mailto:DOCCDD@mt.gov) or call staff at (406)-841-2770 regarding any questions they may have about the Main Street Program.

All Main Street Grants approved are dependent upon the availability of funding. Applications are accepted annually and the deadline for submitting grant applications for funding is **November 15, 2019**.

Alternative accessible formats of this document will be provided upon request. If you need this document in an alternative format, such as large print, Braille, audio tape, or computer diskette, please contact the Montana Department of Commerce Community Development Division at (406) 841-2770, TDD (406) 841-2702, or the Relay Services number, 711.

The Department of Commerce does not discriminate on the basis of disability in admission to, access to, or operations of its program, services, or activities. Individuals who need aids or services for effective communications or other disability-related accommodations in the programs and services offered are invited to make their needs and preferences known. Please provide as much advance notice as possible for requests.

## **ELIGIBILITY FOR MAIN STREET ASSISTANCE**

In order to be eligible for competitive assistance from the Montana Main Street Program, an applicant must be an official member of the state program, as an affiliate, designated, or certified community.

## **CRITERIA FOR AWARD OF MAIN STREET ASSISTANCE**

In accordance with the goals of the Montana Main Street Program, competitive planning & project grant funding will be awarded based on the extent to which the proposed project:

- (a) Emphasizes downtown revitalization and historic preservation;
- (b) Incorporates the Main Street Center Four Point Approach™;
- (c) Is able to secure matching funds and identify/secure additional funding;
- (d) Demonstrates unified local effort and support; overall ability to fulfill project plan/goals;
- (e) Implements an existing long-range plan, or supports ongoing planning efforts;
- (f) Applicant community has submitted required Montana Main Street reinvestment statistics.

The Department retains sole discretion to approve, deny, modify, or table a request for grant assistance based upon the criteria identified above.

## **AWARDING MAIN STREET ASSISTANCE FUNDS**

All eligible applications will be accepted after the opening date and will be awarded on a revolving basis as funding allows. All submissions (including those sent electronically) must forward the original signed applications to:

Department of Commerce,  
Community Development Division,  
CEV-Montana Main Street Program,  
P.O. Box 200523  
Helena, MT 59620-0523  
Phone: 406-841-2770,

or upload to <https://transfer.mt.gov> referencing the e-mail: [doccdd@mt.gov](mailto:doccdd@mt.gov)

**PLEASE NOTE:** Applications reviewed on a revolving basis beginning **November 15, 2019**.

**Provide a brief description of proposed planning/project activity (one to two sentences)**

**Description:**

This grant will fund technical assistance to research, develop and implement organizational and partnership options, and a customized, innovative and sustainable funding model for Stevensville's business and economic development. Successful funding models utilized by other Main Street and economic development programs will be studied and the new model will be crafted to meet the needs of Stevensville.

Location: Town of Stevensville, MT

Located in a designated Opportunity Zone? No

(To confirm please visit <http://comdev.mt.gov/programs/opportunityzones>)

### SECTION A – CERTIFICATION

*The Chief Executive, Mayor, or City Manager of the applicant community must sign to certify that to the best of the official's knowledge and belief, the information provided in the application and the attached documents is true and correct. Applicant must certify that the proposed project complies with all state, federal, and local laws, ordinances, and regulations, including any necessary environmental review and procurement requirements.*

Name (printed): Brandon E. Dewey

Title (printed): Mayor

Signature: \_\_\_\_\_ Date: November 15, 2019

### SECTION B – SUMMARY INFORMATION

1. Name of Applicant: Town of Stevensville
2. Mailing Address: PO Box 30  
Stevensville, MT 59870
3. Type of Entity: Municipality
4. Federal Tax ID Number: 81-6001313
5. Type of Project: Technical Assistance and Planning
6. DUNS Number: 0550387070000



**CHIEF ELECTED OFFICIAL/AUTHORIZED REPRESENTATIVE:**

Brandon Dewey  
(Name)

Mayor  
(Title)

PO Box 30  
(Street/PO Box)

Stevensville, MT 59870  
(City) (Zip)

406-777-5271, x108  
(Telephone) (Fax No)

brandon@townofstevensville.com  
(Email)

**PRIMARY CONTACT PERSON (if different from CEO/Auth Rep):**

Monica Hoffman  
(Name)

Town Clerk  
(Title)

PO Box 30  
(Street/PO Box)

Stevensville 59870  
(City) (Zip)

406-777-5271 x102  
(Telephone) (Fax No)

monica@townofstevensville.com  
(Email)

**PROJECT ENGINEER/ARCHITECT (if applicable):**

(Name)

(Title)

(Street/PO Box)

(City) (Zip)

(Telephone) (Fax No)

(Email)

**GRANT/LOAN ADMINISTRATOR (if applicable):**

Robert Underwood  
(Name)

Finance Officer  
(Title)

PO Box 30  
(Street/PO Box)

Stevensville, MT 59870  
(City) (Zip)

406-777-5271, x103  
(Telephone) (Fax No)

robert@townofstevensville.com  
(Email)

**LEGAL COUNSEL/ATTORNEY:**

Scott Owens  
(Name)

City Attorney  
(Title)

PO Box 30  
(Street/PO Box)

Stevensville 59870  
(City) (Zip)

406-777-5271 406-777-4284  
(Telephone) (Fax No)

scott@townofstevensville.com  
(Email)

**CLERK/CHIEF FINANCIAL OFFICER:**

Same as above  
(Name)

(Title)

(Street/PO Box)

(City) (Zip)

(Telephone) (Fax No)

(Email)

**PROJECT PARTNERS**

Please list all project partners/contacts for the project:

<b>Contact</b>	<b>Organization</b>
Julie Foster	Ravalli County Economic Development Authority
Chad Smith	Stevensville Community Foundation
Al Mitchell	Bitterroot Valley Chamber
Renee Endicott	Stevensville Main Street Association
Maureen Wali	Stevensville Civic Club
Tash Wisemiller	Montana Dept. of Commerce
Liz Moore	Montana Nonprofit Association
Gloria O'Rourke	Montana Economic Developers Association

**PROJECT FUNDING**

Please list all funding sources for the project, the amount committed, and whether commitment is pending or firm:

<b>MONTANA MAIN STREET GRANT FUNDS REQUESTED: \$ <u>10,000.00</u></b>		
<b>OTHER FUNDING SOURCES:</b>	<b>AMOUNT</b>	<b>STATUS OF COMMITMENT (Pending or Firm)</b>
<b>Local match (required for affiliate communities)</b>	\$	
Montana Main Street Program Grant Funds	\$ 10,000.00	Firm with Grant Approval
	\$	
	\$	
	\$	
	\$	
<b>TOTAL ESTIMATED PROJECT COST</b>	\$ 10,000.00	

**Note: Please attach a letter of commitment for each funding source and/or organization listed above that provides all or part of the required local match.**

**PROJECT IMPLEMENTATION SCHEDULE**

Please provide a brief timeline of when the project will begin and conclude, identifying key deliverables and general timeframes using the format below:

TASK	MONTH
Planning and Project Grant Application	November 2019
Identify Project Expert	December-2019
Identify Select Advisory Committee Members Identify Strategic Partnerships	December 2019– January 2020
Begin Study Review of Successful Organization and Funding Models	January – April 2020
Develop Guidelines for Innovative Partnerships, Organization Structure, and Funding Model With Sustainable Thresholds	May - June - 2020
Present New Model to Select Advisory Committee for Review and Comments	July - 2020
Conduct a Multi Informational Workshop for Local Businesses and Partners on New Model	August – September 2020
Implement New As Approved by Select Advisory Committee Project Evaluation	October 2020
<b>COMPLETION DATE:</b>	November 2020

**DETAILED PROJECT PROPOSAL**

**Please attach a detailed project proposal explaining your need for grant assistance as it relates to the award criteria. Please incorporate maps, photos, plans and other visual supplements as necessary that will support your proposal. Be sure to address each of the following prompts:**

- (a) Please describe the need for the proposed project and how it will benefit the downtown community and support long term goals. Does the project address any of the National Main Street Four Points?

Stevensville is located in the Bitterroot Valley, 25 miles south of Missoula in southwest Montana. Within the Town limit, the population is only 1,963, but its market area within the Stevensville zip code has a population of 10,222. For many years Stevensville has operated a Certified Main Street Program which in many ways has been successful. However, continued sustainable funding has long been a major obstacle which to date the organization has not been able to overcome. Therefore, the project goal is to address the critical need to explore alternative business models, innovative partnerships, and funding models if a business and economic development organization is to continue serving Stevensville.

To achieve the goal of the project, well-recognized field experts in economic development, nonprofit organization management, and funding models will be ide

to provide technical assistance based on other successfully funded Main Street Programs and similar economic development organizations. These individuals will work closely with the select advisory committee. As a result of the assistance, a newly crafted sustainable funding model will be developed and implemented. In addition, this project will address three of the four National Main Street Points, including:

**Organization** - This project is a partnership between the Town of Stevensville (Mayor, Council, Town staff) and the Stevensville Main Street Association. Others who will be involved include local business and property owners and Stevensville citizens as well as other local nonprofits, Ravalli County Economic Development Authority, Bitterroot Valley Chamber of Commerce, and others.

**Promotion** – The promotion of this project and its stated outcomes will be delivered to the local businesses, partners and community members. Through the select Advisory Committee, robust, multi-channel public awareness and involvement process will encourage involvement and ownership in this project.

**Economic Restructuring** - After reviewing the newly released Business Needs Survey and conducting research into successfully funded Main Street and economic development programs that have sustainable funding models, this project will reconstruct the current non-reliable funding model and will develop and implement a customized and innovative sustainable economic development funding model for Stevensville. This model will be designed to reduce some of the current funding burdens on the local businesses which have in the past been used to support the Main Street Program. The model will utilize a variety of sustainable funding resources such as strategic partnerships with local agencies, corporate sponsors, limited fund raising events, and other organizations that will benefit from the increase in business revenue within the Stevensville area.

The following eight Project Objectives are designed to maximize the requested funding and provide Stevensville with a variety of new and or expanded resources thus promoting growth in a sustainable and reliable new economic development funding model.

1. Identify recognized field experts in economic development and funding strategies to provide technical assistance in the areas of successful organization structures and funding of Main Street or similar programs.
2. Develop strategic partnerships including but limited to, Ravalli County Economic Development, Bitterroot Valley Chamber of Commerce, Bitterroot College, etc.
3. Establish a select Advisory Committee of business owners, local council members, and other government agencies to direct, review and implement recommendations from project partners.
4. Form focus groups of local business leaders to review the 2018 Business Survey conducted by the Stevensville Main Street Assoc. to make recommendations for the advancement of identified business needs, known barriers to expansion and need for further market development.
5. Provide innovative training for local businesses in the areas of online marketing, compressed shipping and express ordering.
6. Develop formal guidelines for a new business and community model which promotes a sustainability funding equation which can be duplicated for future projects.
7. Conduct a multi informational workshop designed to provide participants with a comprehensive understanding of the findings, enabling them to open a full discussion

identify three key objectives which are not only achievable but will be highly beneficial for the community as a whole.

8. Upon completion of the project, a final report will be presented to the Stevensville City Council, business partners, Select Advisory Committee, and members of the community.

- (b) Please detail how your request relates to any previous or concurrent larger planning efforts (downtown revitalization plan, growth policy, historic preservation plan, etc.) in the community.

This proposed project will utilize a number of previous projects and studies including, but not limited to, the 2016 Growth Policy, 2018 Stevensville Main Street Association Strategic Plan, 2019 Stevensville Market Analysis, and others designed to assist in the technical assistance of this proposal.

- (c) Describe the availability of matching funds and whether additional funding has been identified and/or secured at this time (this may include other grant sources, loans or cash on hand from the organization or local government entity).

Matching funds are not required for this grant due to Stevensville's status as a nationally-certified Main Street community; however, given the partnerships currently identified and others that will be created during this project, many in-kind matching hours will be contributed by the partners and will play a significant role in making this project successful.

- (d) Describe the local effort and support for the project to date, as well as the community's overall ability to complete the proposed project in accordance with the attached implementation schedule.

Stevensville has a history of proactive public planning and involvement processes, beginning in 1998 with a community visioning process, a series of public planning meetings for a .5-mile streetscape improvement project in 2012, and a growth policy in 2002, which was updated in 2009, and again in 2016. The 2016 process included significant community involvement through a web site, interviews with key stakeholders, public meetings, a survey of citizens, and public hearings.

Downtown business and property owners regularly participate in Town committees and boards, sponsor local events and projects. From 2007 to 2015, community members and businesses invested \$450,000+ for electrical upgrades, pool renovation, and a new Bear Mountain playground and skate park at Lewis & Clark Park, which also serves as the venue for many community festivals and sports events. Local citizens and business owners also have been actively involved in recent discussions about future development opportunities at River Park.

The Town of Stevensville recently has successfully completed not only the Growth Policy, but also several public infrastructure projects (water treatment plant upgrades, airport upgrades, streetscape project, park upgrades, etc.). The Town staff has experience in managing grant-funded projects, as does the Stevensville Main Street Association.

Given all of positive and productive activities and projects that the town of Stevensville has planned, developed, and successfully completed, the need to restructure the Main Street Program or a similar business development model is imperative for the town.

continue to prosper in the coming years. These grant funds will provide Stevensville the opportunity to develop a sustainable and long term funding model to be implemented at the completion of the grant period.

**Note: If project includes historic building rehabilitation or a façade improvement, then applicant is strongly encouraged to contact the State Historic Preservation Office for feedback and advice to maintain the historic integrity of the building. Link: <https://mhs.mt.gov/Shpo>.**

**Item Attachment Documents:**

- g. Discussion/Decision: Suspending Council Rules, cancelling the November 28th regular meeting and the December 26th regular meeting, authorizing claims to be paid out of cycle



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Brandon E. Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	11/14/2019
<b>Agenda Topic:</b>	Discussion/Decision: Suspending Council Rules, cancelling the November 28 <sup>th</sup> regular meeting and the December 26 <sup>th</sup> regular meeting, authorizing claims to be paid out of cycle.
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	11/14/2019
<b>Notes:</b>	



**Agenda Item: 10g, New Business**

Discussion/Decision: Suspending Council Rules, cancelling the November 28th regular meeting and the December 26th regular meeting, authorizing claims to be paid out of cycle

**Other Council Meetings**

**Exhibits**

*This agenda item provides Council with the ability to suspend Council Rules to cancel the 11/28/19 council meeting and 12/26/19 council meeting due to holidays and allowing claims to be paid out of cycle.*

**Background:**

Due to the Thanksgiving holiday, the Town Council would not ordinarily hold its regular meeting on November 28, 2019. Additionally, the second regularly scheduled meeting in December falls the day after Christmas on December 26, 2019. The administration requests that these meetings be cancelled, and that out-of-cycle claims payment be authorized.

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

**Alternative(s):** Do not suspend rules to cancel the meetings.

**MOTION**

**I move to:** Suspend Council Rules cancelling the November 28th regular meeting and the December 26th regular meeting, and authorize the Finance Officer to pay claims out of cycle.

**Item Attachment Documents:**

- h. Discussion/Decision: Town Hall Closure on November 29, 2019 following the Thanksgiving Holiday



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Brandon E. Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	11/14/2019
<b>Agenda Topic:</b>	Discussion/Decision: Town Hall Closure on November 29, 2019 following the Thanksgiving Holiday
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	11/14/2019
<b>Notes:</b>	

**Agenda Item: 10h, New Business**

Discussion/Decision: Town Hall Closure on November 29, 2019 following the Thanksgiving Holiday

**Other Council Meetings**

**Exhibits**

*This agenda item provides Council with the ability to close Town Hall the day following Thanksgiving.*

**Background:**

Because Thanksgiving falls on a Thursday, most staff members seek to take the following Friday off work using their accrued vacation leave. The Town's personnel policy requires that the Council approve the office closure in order to accommodate multiple staff absences.

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

**Alternative(s):** Do not close Town Hall on November 29th.

**MOTION**

**I move to:** authorize the closure of Town Hall on November 29, 2019.