



**Stevensville Town Council Meeting
Agenda for
THURSDAY, JUNE 08, 2023
6:00 PM
206 Buck Street, Town Hall**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
 - [a.](#) Town Council Meeting Minutes for 05/11/2023
 - [b.](#) Special Town Council Meeting Minutes for 06/01/2023
5. Approval of Bi-Weekly Claims
 - [a.](#) Claims #18370-#18374, #18376-#18386
6. Administrative Reports
 - [a.](#) Airport
 - [b.](#) Building Department
 - [c.](#) Finance
 - [d.](#) Fire Department
 - [e.](#) Police Department
 - [f.](#) Public Works
7. Guests
8. Correspondence
9. Public Hearings
 - [a.](#) Rescinding Resolution No. 444
10. Unfinished Business
 - [a.](#) Discussion/Decision: 2-Year Extension Request for Final Plat Filing Deadline for Twin Creeks Subdivision Phase 2
11. New Business
 - [a.](#) Discussion/Decision: Rescinding Resolution No. 444
 - [b.](#) Discussion/Decision: Real-estate Transfer, Block 1 Lot 6 & 7, Between Mr. Brekkle to Tall Timber Flying Service
 - [c.](#) Discussion/Decision: Approval of a New Land Lease, Block 2 Lot 9 to Museum of Mountain Flying
 - [d.](#) Discussion/Decision: Contract for Carpet Cleaning Services
12. Executive Report
13. Town Council Comments
14. Board Reports
15. Adjournment

Welcome to Stevensville Town Council Chambers

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

It is essential that we treat each other with respect.

We expect that participants will:

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

We further expect that participants will refrain from disrespectful displays:

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

Guidelines for Public Comment

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

During any council meeting you have two opportunities to comment:

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

Comment made outside of these times may not be allowed.

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

Thank you for observing these guidelines.

File Attachments for Item:

- a. Town Council Meeting Minutes for 05/11/2023

Stevensville Town Council Meeting Minutes for THURSDAY, MAY 11, 2023, 6:00 PM

206 Buck Street, Town Hall

CONDENSED MINUTES

1. Call to Order and Roll Call

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

2. Pledge of Allegiance

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

Craig Thomas: I would like to thank the mayor and Jenelle for attending the FAA meeting. Thank you very much.

4. Approval of Minutes

5. Approval of Bi-Weekly Claims

a. Claims #18331-#18350

Mayor Gibson: introduced bi-weekly claims #18331-#18350.

Councilmember Michalson: make a motion to approve bi-weekly claims #18331-#18350.

Councilmember Barker: 2nd.

Mayor Gibson: motion and a 2nd. Public comment?

Councilmember Michalson: hopefully this is the last payment for the audit, the sixty-grand?

Mayor Gibson: yes, it is.

Councilmember Michalson: and that is coming out of the general fund?

Robert Underwood: yes, the general fund.

Mayor Gibson: anything further? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 4-0

6. Administrative Reports

Mayor Gibson: introduced the administrative reports. Fire department is here if you have any questions.

Councilmember Barker: let him speak.

a. Airport

b. Building Department

c. Finance

d. Fire Department

Chief Jeff Motley: stats are in your packet. Chief Motley gave a brief overview of the stats. We have three new applications that we are processing right now. Getting ready for budget.

e. Police Department

Mayor Gibson: I was going to do this in the executive report, but you think that we could be moved back over here in July.

Chief Mac Sosa: yes. You have your stats in the packet. Gave a brief overview of the stats. Coordinating with Jeff and looking to start building soon. We are scheduled to have a new officer sworn in on Tuesday. She has satisfied everything, and she will go in front of the police commission and then sworn in on Tuesday.

Councilmember Michalson: what time?

Mayor Gibson: 11:00 am.

Councilmember Lowell: is she all certified? Or do we have to send her to get certified?

Chief Mac Sosa: just graduated from college and is starting right away and then we will be sending her to academy.

Councilmember Barker: how many officers does that put us at?

Chief Mac Sosa: four.

f. Public Works

7. New Business

a. Informational: Hiring a Temporary Administrative Assistant for the Front Office

Mayor Gibson: introduced new business item a. it will be temporary, no benefits, going to advertise it at \$15.00 per hour, it would be from 1-5 each day. We just need help. People doing claims and HR. We are right now saving not paying Pam's position. Just wanted you to know that we will be posting that tomorrow.

Councilmember Michalson: did we budget for that administrative assistant?

Mayor Gibson: it was there when I got here, but if it is not, we have enough with Pam's savings. She did not have that much pay in her pay out.

b. Discussion/Decision: Special Event Permit for 2023 Stevensville Creamery Picnic

Mayor Gibson: introduced new business item b.

Sean Doyle: Stevensville Civic Club President, submitting the request for Creamery Picnic, 110th. Same as what we have had, Sean Doyle read through the agenda for the Creamery Picnic.

Councilmember Lowell: make a motion to accept their proposal.

Councilmember Barker: 2nd

Mayor Gibson: motion and a 2nd. Public Comment? Further discussion? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Councilmember Michalson: aye.

Mayor Gibson: Passes 4-0, thank you Sean. You will be coming soon with your proposal on the splash pad?

Sean Doyle: yes sir. Sand blasting is scheduled for this Saturday. Mr. Schrock would like a final walk through to make sure that everything is good.

c. Discussion/Decision: Emergency Funds Needed for Pool Repairs

Mayor Gibson: introduced new business item c. Just discovered this. Concrete problems, if we want to open the pool, we have to do it. I think that he said, ten-grand. Jean Thomas was already used, he has money in the water fund, and he also has savings from an employee, he has money in his budget.

Councilmember Barker: make a motion to approve, Emergency Funds Needed for Pool Repairs

Councilmember Michalson: 2nd.

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

Councilmember Barker: the money that we pulled out of the Jean Thomas fund was for the pump repairs and we actually had part of a grant from the Rapp Family Foundation to pay for part of that. We were able to put a little back into the fund itself. I know that we talked to Steve Lassiter at the last Park Board Meeting, And we talked about it having some issues with the crumbling and stuff like that. And that he was going to get bids on that, but it was not discussed that it was going to come out of the Jean Thomas.

Mayor Gibson: it is something that the council is going to have to look at in the future, the pool was built in 1956. A lot of people, including hotels, because of the new regulations are closing their pool, I know that Stevensville would like to have a pool. I would like to have a pool. But there is going to come a time when the town has to decide if they want a pool, every year there

is money going into it, \$17,000, and it will fix it. Then there is this and that. It was built in 1956. We have made it by with the inspectors, but we have handicap issues. The town is going to have to look at this down the road, you can't keep coming forward and asking for \$10,000 here and there.

Councilmember Lowell: I do agree with that, I do feel that this pool is very important. Keeping the kids out of the river, there are so many kids that use the pool. I think that it is time for the community to come forward with a plan, maybe some grants.

Councilmember Michalson: I have been in contact with a younger lady in my hometown in Chinook and they have started a rural park district and they brought it in front of the voters for a two and a half million pool improvement, it took them like two and a half years but it can be done, I think that as a community we have to look at it.

Councilmember Brown: has the park board discussed any plans for the future?

Councilmember Barker: I know that has been in discussion, but we have put a lot into repairs. We have learned about more grants, do we have a grant writer in house that we can use, I know that Vickey Motley has done some grants so maybe she would be a great asset to work on that. It has been a talk. We do need to make that decision. we are focusing on getting the splashpad up and running and that is for our younger children but what about middle age.

Mayor Gibson: I think that if you really want to go for it, I saw Belgrade fold and I don't know how the city of Hamilton did it. But if the town wants to service a larger population and bring in a revenue you might want to look at an aquatic center. If it ever comes to that point, and if you are going to do it, do it right.

Councilmember Barker: I think we could service that.

Mayor Gibson: Jenelle I can't remember did we take a vote? Public comment?

Councilmember Brown: aye.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Barker: aye.

Mayor Gibson: passes 4-0

8. Board Reports

Councilmember Brown: the airport meeting was last night, Diane from FAA was here, it did wonders that you met. I understand that they are getting the grant ready to apply for the airport car through the state. There is going to be two new leases coming to the council. They are going to try and do some cohost events with the Museum of Mountain Flying. They are going to try and do a newsletter to let everyone know what is going on at the airport.

Mayor Gibson: she was helpful, our last discussion about the gravel pit, according to the FAA we do have to do fare market value so it will have to go out for bid.

9. Town Council Comments

Councilmember Michalson: fellow Councilmember Barker and I attended a workshop last week it was very informational a lot to take in in two days, one of the things was stress management and self-care. It seems like there is a lot of stress and a lot of things going on in our local government. We worked on roles and responsibilities, talked about law books, grant applications, and self-government. We are going to have to go back and fix the personnel policy where it says 6 months' probation, to be changed to a year.

Mayor Gibson: that is easy to fix, Jenelle just remind me.

Councilmember Michalson: the other one is, I don't understand, but they did not recommend a yearly evaluation of employees. I asked her why. And she would not give me an answer.

Councilmember Barker: pretty much something that they are doing across the board.

Mayor Gibson: pretty much a practice, it is a disadvantage to an employee if there is nothing there.

Councilmember Barker: if you are going to then make sure that you are staying on that schedule and not going out. Next year it will be at Fairmont Hot Springs, spacing is limited so we might want to think about this for next year. They are talking about extending it out another day.

10. Executive Report

Mayor Gibson: I am on the board for Montana League of Towns and Cities, we have been on the phone a lot about the legislative bills. There is what they are calling the pothole bill, it did go through for towns that are less than ten thousand. If it is signed it would be available July 1st, we would like to get the bids out now so that we can do the work this fall. Another one I think is HB 365, that I was looking for wastewater and sewer, I think that it was vetoed. The building department bill funds should help us with not being part of an audit. Speaking of audits, there was a bill to limit the scope, but it was taken away, there was a bill that was going to increase our contributions to PERS, but it was tabled. Water rights, we have had a lot of correspondence, he was pretty comfortable that we could be there by August. One more objector left, so pretty good.

Councilmember Barker: just a quick question on the water rights, the survey that was sent out for the led in the pipe's thing, a lot of people have asked about that.

Mayor Gibson: that came from the state level, they do it with all towns.

Jenelle Berthoud: all towns did that, more on the homeowner's side of things.

Councilmember Barker: they came back to the town?

Mayor Gibson: yes.

Councilmember Barker: obviously, it hit Facebook, the school has led in their water.

Councilmember Michalson: I would like to add to that at the conference, didn't the guy that got up and talked about the grant money, didn't he say there was grant money available for this from your house to the street.

Councilmember Barker: very interesting things out there.

11. Adjournment

APPROVE:

ATTEST:

Steve Gibson, Mayor

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

b. Special Town Council Meeting Minutes for 06/01/2023

Stevensville Special Town Council Meeting Minutes,

THURSDAY, JUNE 01, 2023, 5:30 PM 206 Buck Street, Town Hall

CONDENSED MINUTES

1. Call to Order and Roll Call

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

2. Pledge of Allegiance

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

4. Public Hearings

a. Increase to Stevensville Swimming Pool Fees

No one from the public was present to discuss the public hearing agenda item.

5. New Business

a. Discussion/Decision: Resolution No. 519, a Resolution Establishing User Fees for the Stevensville Swimming Pool

Mayor Gibson: introduced new business item a.

Councilmember Barker: make a motion to approve Resolution No. 519, a Resolution Establishing User Fees for the Stevensville Swimming Pool.

Councilmember Michalson: 2nd

Mayor Gibson: motion and a 2nd. You can see what is attached here, this is a very minor increase, we are safe to say that there have not been any substantial increases since 2013.

Jenelle Berthoud, Town Clerk: and I only went back ten years.

Mayor Gibson: we did not increase seniors, military or church groups. This does not take care of the problem. Everything has increased, lifeguard salaries. Other towns are struggling to keep their pools open. This is a small increase; I think that you are going to have to look at this every year.

Councilmember Lowell: one question, do they still charge the out-of-town kids the \$2.50?

Mayor Gibson: not since I have been here. Steve, do you know?

Councilmember Lowell: it was in a resolution.

Steve Kruse: I think that it is whoever walks through the door it is the same fee.

Councilmember Michalson: my question is how would you know. Would they have to bring their ID with them with an address.

Councilmember Lowell: it was when they wanted a pass or a party there was an extra fee, it was there so that not everything was on the tax payers shoulders.

Mayor Gibson: it makes sense, but it has not been done to my knowledge.

Councilmember Barker: what is the wages we are paying our lifeguards?

Steve Kruse, Public Works Supervisor: 11.00 per hour, pretty much across the board.

Mayor Gibson: not that much but more than they were getting before.

Councilmember Barker: yeah, I think before they were getting 9.00 dollars.

Steve Kruse: Those folks that return get a dollar increase. Most of them will be at 12.00now.

Councilmember Barker: do we have a full staff of lifeguards?

Steve Kruse: I believe so, Stephen Lassiter has taken over the organization of the pool.

Mayor Gibson: we still don't know when the pool is going to open because of the concrete job.

Councilmember Michalson: when does it normally open Steve?

Mayor Gibson: last year it was the 12th.

Steve Kruse: it has to do with when school is out.

Mayor Gibson: it is because of the construction right now; with that Jenelle would you please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Councilmember Michalson: aye.

Mayor Gibson: passed 4-0

b. Discussion/Decision: Acceptance of the Trout Spout Splash Pad from the Stevensville Civic Club

Mayor Gibson: introduced new business item b. it is in your packet there is a letter from the construction company.

Steve Kruse: what they did is they sand blasted the original surface to reveal the more abrasive concrete. When they did it there were some kids there and it was substantially better than last year.

Sean Doyle, Civic Club President: the kids that were on it, ran across it like crazy and there was not slipping.

Mayor Gibson: this is to take over the splash pad.

Councilmember Michalson: make a motion to approve the Acceptance of the Trout Spout Splash Pad from the Stevensville Civic Club

Councilmember Barker: 2nd

Mayor Gibson: motion and a 2nd. Any further questions on the splash pad?

Councilmember Michalson: our liability, our deductible?

Mayor Gibson: we checked into that in the past with MMIA, they did not have anything to do with it.

Councilmember Michalson: question for Steve, water usage, power for that over there.

Steve Kruse: it is going to increase power, water use that is not necessarily an expense, the expense there is the pumps. I took a swag and reflected it in this year's operating budget.

Mayor Gibson: we will have to decide how long it will be open, hours. My opinion is whenever we open it, we run it from like ten in the morning until seven at night.

Steve Kruse: that would be good, the way that the pad was engineered it is reusing water and the county is saying to look at it like a swimming pool, I have to do test on it four times a day and it would be great if I could use the pool kids to do those tests and the pool closes at seven o'clock.

Mayor Gibson: that would save some money, I don't think I want people running through there at nine o'clock at night. I would think that we could open it next weekend.

Steve Kruse: yes.

Councilmember Brown: there is a sign with hours down there. I don't remember but there is a sign with the hours, and the rules one thing is that there is no sign do there that says that a child has to be supervised by a parent. It does have a big sign that says no lifeguard on duty.

Mayor Gibson: you can make a motion to put up a sign that says that children have to be supervised by a parent.

Councilmember Brown: is there an age limit or open to everybody?

Steve Kruse: on the signage topic, we posted the signs that were required by the state and the county, and I added one that says no lifeguard.

Mayor Gibson: do you have a sign that says anything.

Steve Kruse: standard rules.

Councilmember Barker: do we have that on the pool right now?

Councilmember Brown: no because there is a lifeguard.

Mayor Gibson: I understand what you are getting at, but I think it would be hard to enforce it.

Councilmember Brown: true, people drop their kids off.

Mayor Gibson: I am not disagreeing that it is not a good idea, I just don't know how we would enforce it.

Councilmember Lowell: can we have a sign that says enter at your own risk.

Sean Doyle: the sign says no running and it says play at your own risk. On the equipment building there are two signs.

Mayor Gibson: the only question that I had Steve, when we have a lot of rain it seemed to puddle up.

Steve Kruse: we have the drains plugged at this time so nasty stuff does not get in it.

Councilmember Barker: reading what they have here in handing it over to us, I see in addition the splash pad will be gifted new park furniture. They have purchased everything; we don't owe anything.

Sean Doyle: off the pad in the grass area there are two large tables on concrete pads, there are three benches on concrete pads. There are four tables that are waiting to be mounted at no cost to the town. Mr. Lassiter will pick out the anchors, I will meet him, and I will pay for them no cost to the town.

Mayor Gibson: to my understanding the only cost is the electricity and the water as Mr. Kruse said.

Councilmember Barker: I do think that it is a great addition for what the Civic Club has done, great addition to the park and the community.

Mayor Gibson: with that, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 4-0

6. Adjournment

APPROVE:

Steve Gibson, Mayor

ATTEST:

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

a. Claims #18370-#18374, #18376-#18386

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (5/23) ****								
18384		33 NORTHWESTERN ENERGY	14,008.97					
	MAY23	05/15/23 Geo-Smith Lighting Dist	299.84			2430 430263	340	101000
	MAY23	05/15/23 206 Buck 90% TH Facility	471.34			1000 411201	340	101000
	MAY23	05/15/23 206 Buck 10% Bldg Dept	52.37			2394 420531	340	101000
	MAY23	05/15/23 Peterson Add'n lighting	225.77			2420 430263	340	101000
	MAY23	05/15/23 Dayton Add'n lighting	310.43			2410 430263	340	101000
	MAY23	05/15/23 Maplewood Cemetery	12.60*			1000 430900	340	101000
	MAY23	05/15/23 Main St seasonal lighting	6.00			1000 430263	340	101000
	MAY23	05/15/23 Orig Town street lights	297.94			1000 430263	340	101000
	MAY23	05/15/23 ECH - 5th St. lights	544.52			1000 430263	340	101000
	MAY23	05/15/23 5th St - Lange Park lights	20.47			1000 430263	340	101000
	MAY23	05/15/23 Add'l Town lighting	185.31			1000 430263	340	101000
	MAY23	05/15/23 MBF H20 plant	220.91			5210 430520	340	101000
	MAY23	05/15/23 102 Main St pump #1	74.18			5210 430520	340	101000
	MAY23	05/15/23 Riverside Cemetery IRR	45.20*			1000 430900	340	101000
	MAY23	05/15/23 Maplewood Cemetery	45.20*			1000 430900	340	101000
	MAY23	05/15/23 Sewer lift station W. Central	11.81*			5310 430620	340	101000
	MAY23	05/15/23 Sewer trtmnt plant	4,228.63*			5310 430620	340	101000
	MAY23	05/15/23 Truck garage South	125.24			5210 430520	340	101000
	MAY23	05/15/23 L&C Yard Light	12.60*			1000 460430	340	101000
	MAY23	05/15/23 L&C Park Irrigation 5hp IRR	45.48*			1000 460430	340	101000
	MAY23	05/15/23 L&C Park Parking Lot	6.00*			1000 460430	340	101000
	MAY23	05/15/23 L&C Park Restrooms/Field light	66.38*			1000 460430	340	101000
	MAY23	05/15/23 214 Buck St. - H2O 25%	16.03			5210 430520	340	101000
	MAY23	05/15/23 214 Buck St. - Sewer 25%	16.03*			5310 430620	340	101000
	MAY23	05/15/23 214 Buck St. - PD 50%	32.04*			1000 420100	340	101000
	MAY23	05/15/23 3rd & Park	15.10			1000 430263	340	101000
	MAY23	05/15/23 421 Airport Rd - SRE 50%	89.51			5610 430300	340	101000
	MAY23	05/15/23 421 Airport Rd - FD 50%	89.50*			1000 420422	340	101000
	MAY23	05/15/23 Crksde Mdws Lighting Dist #4 1	312.38			2440 430263	340	101000
	MAY23	05/15/23 Crksde Mdws Lighting Dist #4 2	166.76			2440 430263	340	101000
	MAY23	05/15/23 Pool	48.68			1000 460445	340	101000
	MAY23	05/15/23 MBF Well Field 305	4,877.94			5210 430520	340	101000
	MAY23	05/15/23 MBF booster station 346	154.63			5210 430520	340	101000
	MAY23	05/15/23 Twin Creeks Lighting Dist	537.94			2450 430263	340	101000
	MAY23	05/15/23 Creamery Park (223 Main)	56.18*			1000 460430	340	101000
	MAY23	05/15/23 300 Main Street	6.00*			1000 460430	340	101000
	MAY23	05/15/23 Stevensville Cutoff Rd Path	6.00			1000 430263	340	101000
	MAY23	05/15/23 Water 157 Sewer Works Rd Depot	32.83			5210 430520	340	101000
	MAY23	05/15/23 Sewer 157 Sewer Works Rd Depot	32.83*			5310 430620	340	101000
	MAY23	05/15/23 Streets 157 Sewer Works Rd Dep	32.84			1000 430200	340	101000
	MAY23	05/15/23 Dickerson Park	7.73*			1000 460430	340	101000
	MAY23	05/15/23 206 Buck Fire Dept Lighting	122.20			1000 411201	340	101000
	MAY23	05/15/23 102 Main Street D-PD	47.60*			1000 420100	340	101000

06/06/23
10:32:24

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 6/23

Page: 4 of 6
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (5/23) ****								
18385		1675 Ravalli County Sheriff's Office	540.91					
	02172023	05/26/23 ZUERCHER FIELD OPS LICENSE F	491.73			1000 420100	331	101000
	02172023	05/26/23 ZUERCHER MAINTENANCE FEE	49.18			1000 420100	331	101000
18386		1827 Pintler Billing Services	50.00					
	985	06/01/23 MEDICAL BILLING	50.00			2230 420730	350	101000
		# of Claims	16	Total:				
			21,741.70					
		Total Electronic Claims	1,332.79	Total Non-Electronic Claims		20408.91		

06/06/23
10:32:25

TOWN OF STEVENSVILLE
Fund Summary for Claims
For the Accounting Period: 6/23

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Report ID: AP110

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	\$9,415.93
2230 AMBULANCE	
101000 Cash - Operating	\$101.05
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	\$52.37
2410 DAYTON LIGHTING #1 DISTRICT 55	
101000 Cash - Operating	\$310.43
2420 PETERSON ADDN LIGHTING #2 DISTRICT 80	
101000 Cash - Operating	\$225.77
2430 GEO SMITH LIGHTING #3 DISTRICT 76	
101000 Cash - Operating	\$299.84
2440 CREEKSIDE LIGHTING #4 DISTRICT 77	
101000 Cash - Operating	\$479.14
2450 TWIN CREEKS LIGHTING #5 DISTRICT	
101000 Cash - Operating	\$537.94
5210 WATER	
101000 Cash - Operating	\$5,871.43
5310 SEWER	
101000 Cash - Operating	\$4,358.29
5610 AIRPORT	
101000 Cash - Operating	\$89.51
Total:	\$21,741.70

06/06/23
10:32:25

TOWN OF STEVENSVILLE
Claim Approval Signature Page
For the Accounting Period: 6 / 23

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Report ID: AP100A

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

Stacie Barker, Councilmember

Bob Michalson, Councilmember

Cindy Brown, Councilmember

Nancy Lowell, Councilmember

Steve Gibson, Mayor

Date Approved _____

File Attachments for Item:

b. Building Department

MONTHLY REPORT

Building Department

May 2023

<u>Permits Issued</u>	<u>Fees Collected</u>
<u>Building</u> (6 permits)	
1. NSFR	\$2215.60
2. New Commercial Building	\$0
3. Renovation/Remodel	\$903.20
4. Demo	\$0
<u>Electrical</u> (3 permits)	
1. NSFR	\$375.00
2. New Commercial Building	\$0
3. Renovation/Remodel	\$75.00
4. Demo	\$0
<u>Mechanical</u> (1 permits)	
1. NSFR	\$137.50
2. New Commercial Building	\$0
3. Renovation/Remodel	\$0
4. Demo	\$0
<u>Plumbing</u> (2 permits)	
1. NSFR	\$176.00
2. New Commercial Building	\$0
3. Renovation/Remodel	\$0
4. Demo	\$0
Total permits issued: 12	Total fees collected: \$3807.30
<u>Activities</u>	
1. Inspections and consultations.	
2. Active clearing or archiving old and expired permits, depending on age of activity.	
3. Implement uniform strategies to increase records retention and accessibility thereof.	
<u>Items of Interest</u>	
1. Continued exploration of best ways to universally digitize records and day to day functions to be accessible across pertinent staff for greater efficiency.	

Prepared by Jenelle Berthoud, Town Clerk

File Attachments for Item:

d.



STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

Activity Report – May 2023

Calls for the Month of May: 45

Calls for Stevensville Town: 19

Calls for Stevensville Rural: 25

Mutual Aid: 1

Medical Response: 34

Fire Calls: 11

Motor Vehicle Crash:

Total Calls: 45

Calls for the Year to Date: 253

Calls for Stevensville Town: 107

Calls for Stevensville Rural: 141

Mutual Aid: 5

Missed call: 0

Medical Response: 196

Fire Calls: 44

Motor Vehicle Crash: 13

Total Calls: 253

File Attachments for Item:

e. Police Department

SPD Monthly Report May 2023

Actual Call Breakdown

Call Type	SPD Response	County Response	Handled by Dispatch
Accident	6		
Agency Assist			
Animal Call	3		
Alarm		2	
Assault	1		
Assistance			
Traffic			
CFS			
Citizens Assist			
Civil Papers		14	
Court Transport			
CPS Cross Report	1		
Criminal Mischief			
Disturbance	2		
Drug Intel			
Emotionally Disturbed			
Erratic Driver	2		
Extra Patrol	2	1	
Fire			
Found Property			
Fraud	1		
Harassment			
Information	2	2	
MIP			
Missing Person	1	1	
Notification			
Officer Advice	1		
Open Door			
Parking	1		
Suspicious Activity		3	
Theft	1		
Traffic	15	1	
Trespass	1		
Vin Inspection	2		
Warrant			
Welfare Check	4		
Hangup 911	3		7
Total for the Month	49	24	7
Minus Traffic	32	8	7

**TOWN OF STEVENSVILLE
POLICE DEPARTMENT ACTIVITY REPORT**

May 2023

MONTHLY REPORT: May 2023 - Police Activity Report

Officers stopped an erratic driver and learned that the passenger was wanted on an open warrant and she was taken into custody without issues.

PROACTIVE POLICING, CALLS FOR SERVICE, and Investigations: Call for Service tallies do not include Traffic Citations, Traffic Warnings, Vacation Checks, Extra Patrols or Agency Assists. Officer Frandsen has completed his field training as of 6/1/2023 and has begun riding by himself. Officer Kopsa is now on field training.

PERSONNEL WORKLOAD	1/23	2/23	3/23	4/23	5/23	6/23	7/23	8/23	9/23	10/23	11/23	12/23	Total
PATROL													
Arrests	0	0	1	1	1								3
Traffic Citations	12	19	7	0	3								41
Traffic Warnings	30	16	10	17	12								85
Calls for Service	51	38	63	58	32								240
Calls for Service 2022	59	66	69	48	60	67	66	75	52	47	49	43	701
INVESTIGATIONS													
Robbery/Homicide	0	0	0	0	0								0
Robbery/Homicide 2022	0	0	0	0	0	0	0	0	0	0	0	0	0
Assault	0	2	0	0	1								3
Assault 2022	0	1	0	0	1	1	2	1	1	1	0	1	9
Sex Crime	0	0	1	0	0								1
Sex Crime 2022	0	0	2	0	0	0	0	1	1	1	0	0	5
Burglary/Theft	1	0	0	0	1								2
Burglary/Theft 2022	4	0	4	2	2	0	0	1	0	0	0	1	14
Crim Mischief	2	2	1	0	0								5
Crim Mischief 2022	3	1	1	0	1	2	3	2	1	1	1	0	16
Fraud	0	0	2	0	1								3
Fraud 2022	0	0	0	0	1	1	1	0	1	0	0	1	5
Suspicious Incident	5	2	2	7	3								19
Suspicious Incident 2022	4	3	5	1	3	6	6	1	6	5	2	5	47
Disturbance	6	3	5	9	2								25
Disturbance	2	2	6	5	2	2	10	5	3	1	1	3	47
Found Property	0	0	0	0	0								0
Found Property 2022	0	0	1	0	1	2	0	0	1	1	0	1	7
Traffic Hazard	0	0	0	0	0								0
Traffic Hazard 2022	0	0	0	0	2	2	0	0	0	0	0	0	4
Traffic Accidents	4	1	0	1	6								12
Traffic Accident 2022	0	0	3	2	3	2	5	1	0	6	4	3	29
Vacation Checks	0	0	1	1	1								3
Vacation Checks 2022	0	0	1	0	0	0	1	0	0	1	0	2	5
SPD AGENCY ASSISTS													
Ravalli County S.O	2	1	1	2	1								7

File Attachments for Item:

f. Public Works

WO Number	Type	Status	Description	Locations	Assigned To	Requester
002359	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
002352	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002350	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
002349	SCHEDULED	Closed	Inspect all Parks for safety issues, clearances, conditions, etc, and start work order for any issues needing attention	Town of Stevensville	Stephen Lassiter	Steve Kruse
002348	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
002347	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville		Steve Kruse
002345	CORRECTIVE	Closed	Mow road shoulders 2nd, 3rd and RR Avenue and lot on Spring between 2nd and 3rd	Water / Town of Stevensville	Ian Murray Stephen Lassiter	Steve Kruse
002344	SCHEDULED	Closed	Hose brush on headworks perforated plate screen		Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002343	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
002342	CORRECTIVE	Closed	Haul demo concrete from pool to plant	Town of Stevensville	Cody Anderson Ian Murray Steve Kruse	Steve Kruse
002341	SCHEDULED	Closed	Check compressor oil level, blow off air and	23-Headworks Bldg / Wastewater / Town of	Cody Anderson Dustin Tribby	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
			recharge	Stevensville	Glenn Bies Steve Kruse	
002337	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville	Cody Anderson Glenn Bies	Steve Kruse
002335	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002334	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
002332	CORRECTIVE	Closed	Meter change 405 Mission,	Water / Town of Stevensville	Cody Anderson Steve Kruse	Steve Kruse
002331	SCHEDULED	Closed	Inspect all Parks for safety issues, clearances, conditions, etc, and start work order for any issues needing attention	Town of Stevensville	Stephen Lassiter	Steve Kruse
002330	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
002329	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville		Steve Kruse
002327	CORRECTIVE	Closed	Inspect check valve in influent pump 1	Wastewater / Town of Stevensville	Glenn Bies	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
			headworks			
002326	SCHEDULED	Closed	Hose brush on headworks perforated plate screen		Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002322	CORRECTIVE	Closed	Water and sewer tap at 206 Mission	Water / Town of Stevensville	Cody Anderson Ian Murray Steve Kruse	Steve Kruse
002321	CORRECTIVE	Closed	Remove sprayer from Gator and bring to Town Hall on Monday for Collette	Town of Stevensville	Stephen Lassiter	Steve Kruse
002320	CORRECTIVE	Closed	Exercise main valve at 2nd and Mission to prepare for water tap at 206 Mission	Water / Town of Stevensville	Cody Anderson	Steve Kruse
002319	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
002318	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville	Cody Anderson Glenn Bies	Steve Kruse
002317	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002313	SCHEDULED	Closed	Inspect all Parks for safety issues, clearances,	Town of Stevensville	Stephen Lassiter	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
			conditions, etc, and start work order for any issues needing attention			
002311	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville		Steve Kruse
002310	SCHEDULED	Closed	Backhoe Status fluids/tires/air filter/filters/clean exterior and interior		Glenn Bies Ian Murray	Steve Kruse
002307	CORRECTIVE	Closed	complete service on mowers, oil change, filters etc	Town of Stevensville	Ian Murray	Steve Kruse
002305	CORRECTIVE	Closed	Fix suction hose for trash pump, reinstall foot valve	Town of Stevensville	Cody Anderson Glenn Bies Ian Murray Stephen Lassiter Steve Kruse	Steve Kruse
002303	SCHEDULED	Closed	Inspect Mini Excavator			Steve Kruse
002302	SCHEDULED	Closed	Inspect skidsteer			Steve Kruse
002297	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville	Cody Anderson Glenn Bies	Steve Kruse
002292	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002286	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville		Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
002283	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
002282	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
002273	SCHEDULED	Closed	Inspect all Parks for safety issues, clearances, conditions, etc, and start work order for any issues needing attention	Town of Stevensville	Stephen Lassiter	Steve Kruse
002256	CORRECTIVE	Closed	Switch heat to cool at booster station	Town of Stevensville	Ian Murray Steve Kruse	Steve Kruse
002255	CORRECTIVE	Closed	Pump CL and Ortho at wellhouse	Town of Stevensville	Glenn Bies Ian Murray Steve Kruse	Steve Kruse
002253	CORRECTIVE	Closed	Rake and seed winter grave sites	Town of Stevensville	Ian Murray Stephen Lassiter	Steve Kruse

**TOWN OF STEVENSVILLE
PUBLIC WORKS ACTIVITY REPORT
May, 2023**

UTILITIES REPORT

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	24,218,000	16,980,000

- 💧 Monthly, weekly and Annual reports to the state
- 💧 Monthly Meter Readings
- 💧 Unread Meters: 138
- 💧 Satisfied Permit reporting and testing requirements

Waste Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	6,632,000	6,117,335

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

○

OTHER

- 💧 Preemptive Sanitary Sewer Jetting in all Grids
- 💧 Meter reads and billing cycle
- 💧 Daily road grid inspections
- 💧 Prepped pool for 2 large repairs, removed pumphouse roof, removed filter with crane, removed ladders etc to prep for concrete cutting and new pour
- 💧 Concrete cutting finished, removal of all demo concrete and prepped for new pour
- 💧 Mowed, sprayed and weed trimmed all parks and cemeteries prior to Memorial Day
- 💧 Park inspections and irrigation valve locates
- 💧 Pool staff hired
- 💧 Located numerous curb valves with new metal detector, all non paying utility users are current with their bills
- 💧 Continued to replace defective meters
- 💧 Inspected and cleaned Riverside ditch, started both pumps at Riverside and Maplewood
- 💧 Deployed handlines at Maplewood and Riverside and started watering

- 💧 Yearly and bi-annual water testing
- 💧 Biosolid testing for land application
- 💧 6 Grave locates for Garden City Monument
- 💧 4 Burials, 1 Urn
- 💧 Street maintenance, potholes, sign installation and replacement
- 💧 Town cleanup, entire crew for 1 week, went on for another 2 weeks
- 💧 Splash Pad prep for operations, waiting on Council approval
- 💧 UV system maintenance
- 💧 Trouble shoot excessive water usage at several properties after meter reads, fixed 2 meter leaks
- 💧 Water and Waste plants rounds
- 💧 Utility Locates
- 💧 Utility inspections
- 💧 Preventive maintenance at WWTP buildings
- 💧 Vehicle Maintenance
- 💧 3 after hours trouble calls
- 💧 Coordinating with engineers, vendors to investigate pumping activity at wellhouse, pumps not keeping up with demand during watering hours. Met with HDR regarding bringing Well 1 permanently on line to address high demand times and met with engineers at wellhouse to calculate well drawdown
- 💧 currently pressing sludge
- 💧 Working with water rights attorney and consultant to straighten out rights situation, all but 2 objectors have withdrawn their objections
- 💧 Worked with electrician repairing temperature sensor at UV building, required for DEQ compliance
- 💧 Alley maintenance
- 💧 Downtown risk management inspections

File Attachments for Item:

a. Rescinding Resolution No. 444



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	Public Hearing
Person Submitting the Agenda Item:	Steve Gibson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	06/08/2023
Agenda Topic:	Rescinding Resolution No. 444
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	06/08/2023
Notes:	

RESOLUTION NO. 444

**A RESOLUTION OF THE TOWN OF STEVENSVILLE, TOWN COUNCIL
ESTABLISHING CODE OF CONDUCT FOR ELECTED AND APPOINTED
OFFICIALS**

WHEREAS, the Town is authorized by MCA 7-5-4103 to establish Council rules and discipline; and

WHEREAS, on December 3, 2018 Mayor Brandon E. Dewey issued a statement to the Town Council recommending the adoption of a Code of Conduct in response to a personnel complaint, and

WHEREAS, on December 10, 2018 at a regular Council meeting, Town Attorney Brian West, recommended that Town Council adopt a Code of Conduct, and


WHEREAS, on December 10, 2018 at a regular Council meeting, Town Council, through unanimous consensus, authorized the initiation of the process to draft a Code of Conduct, and

NOW THEREFORE BE IT RESOLVED, by this Town Council of the Town of Stevensville that the attached "Code of Conduct for Elected and Appointed Officials" be and is hereby adopted.


PASSED AND ADOPTED by the Town Council and approved by the Mayor this 28th day of March 2019.

Approve:

Attest:



Brandon E. Dewey, Mayor



Audree Tribbensee, Town Clerk



**Town of Stevensville
Code of Conduct
for
Elected and Appointed Officials
and Citizen Interaction**

"Always do right. This will gratify some people and astonish the rest." – Mark Twain

Glossary of Terms:

Attitude	The manner in which one shows one's dispositions, opinions and feelings
Behavior	External appearance or action; manner of behaving; carriage of oneself
Boards	Official Town Boards, Commissions, and Committees established to participate in proceedings related to Town business
Civility	Politeness, consideration, courtesy
Conduct	The way one acts; personal behavior
Courtesy	Politeness connected with kindness
Decorum	Suitable; proper; good taste in behavior
Manners	A way of acting; a style; method or form; the way in which things are done
Members	Individuals formally elected or appointed to participate in proceedings related to Town business – Council, Mayor, Boards, and Town staff
Membership	The body of Members – Council, Mayor, Boards and Town staff
Protocol	The courtesies that are established as proper and correct
Respect	The act of noticing with attention; holding in esteem; courteous regard

It is the policy of the Town of Stevensville to expect, promote, and uphold the highest protocol of conduct from its elected and appointed officials. For local government and democracy, the Mayor, Councilmembers, Board members, and Town staff are dedicated to promoting values, integrity, and committed to governing efficiently and effectively. After taking the Oath of Office as a Councilmember and Mayor, they agree to conduct themselves in accordance with the following Code of Conduct (Code).

A. CONDUCT GUIDELINES

Elected and appointed officials have the responsibility to take the high road on conduct and to treat everyone as they would like to be treated. This Code is designed to describe the manner in which all elected and appointed officials should treat one another, Town staff, constituents, and others they come into contact with while representing the Town of Stevensville. Stevensville's Town Council adopts this Code to assure that all elected and appointed officials, while exercising their office, conduct themselves in a manner that will instill public confidence and trust in the fair operations and integrity of Stevensville's Town government. The term "Members" referenced throughout this Code includes elected and appointed officials, Town Board and Commission members as well as Town staff.

1. General

The professional and personal conduct of Members while exercising their office must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, Boards, Committees, Commissions, staff or the public.

Members shall perform their duties in accordance with the processes and rules of order established by the Town Council with respect, courtesy and integrity.

Members shall support the maintenance of a positive and constructive workplace environment for its members, the Mayor, Town staff and for citizens and businesses dealing with the Town. Members shall conduct themselves when dealing with Town employees to, in no way, create the perception of inappropriate direction to staff.

The Council or individual Council members and Board members shall not attempt to supersede the Administration's powers and duties.

2. Elected and Appointed Officials' Conduct with Each Other in Public Meetings

Elected and appointed officials are individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. All have chosen to serve in public office in order to preserve and protect the present and the future of the Town of Stevensville. In all cases, this common goal should be acknowledged even though individuals may not agree on every issue by doing the following.

- a. Honor the role of the chair in maintaining order. It is the responsibility of the Chair to keep the comments of Members on track during public meetings. Members should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.
- b. Practice civility and decorum in discussions and debate. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of debate by a free democracy in action. Free debate does not require nor justify public officials to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments.
- c. Avoid personal comments that could offend other Members. If a Member is personally offended by the remarks of another Member, the offended Member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other Member to justify or apologize for the language used. The Chair will maintain control of this discussion.
- d. Demonstrate effective problem-solving approaches. Members have a public stage and have the responsibility to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

3. Elected and Appointed Officials' Conduct with the Public in Public Meetings

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of a Member toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- a. Be welcoming to speakers and treat them with care and respect. While questions of clarification may be asked, the official's primary role during public testimony is to listen.
- b. Be fair and equitable in allocating public hearing time to individual speakers. The Chair will determine and announce limits on speakers at the start of the public hearing process.
- c. Practice active listening. It is disconcerting to speakers to have members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest.
- d. Members shall try to be conscious of facial expressions and avoid those that could be interpreted as "smirking," disbelief, anger or boredom.
- e. Maintain an open mind. Members of the public deserve an opportunity to provide input in the decision-making processes of their elected and appointed officials.
- f. Ask for clarification, but avoid debate and argument with the public. Only the chair, not individual Members, can interrupt a speaker during a presentation. However, a Member can ask the Chair for a point of order if the speaker is off the topic or exhibiting behavior or language the Member finds disturbing.
- g. Members make a commitment to attend and partake in discussions. It is important that discussions on issues be relative to the topic at hand. It is not appropriate to discuss other

issues not related to the topic at hand.

- h. Members should not disrupt other Members during discussions and from performing their respective roles.

4. Elected and Appointed Officials' Conduct with Town Staff

Governance of the Town of Stevensville relies on the cooperative efforts of elected and appointed officials who set policy and the Town staff who implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community. The Town of Stevensville has a Personnel Policy in place for all Town employees. That Policy should be used in conjunction with this Code of Conduct.

- a. Treat all staff as professionals. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff will not be tolerated. The employees of the Town of Stevensville are also expected to adhere to this Code.
- b. Do not disrupt Town staff from performing their jobs. Elected and appointed officials should not disrupt Town staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met. Do not attend Town staff meetings unless requested by staff. Even if the elected or appointed official does not say anything, his or her presence may imply support, show partiality, intimidate staff, and/or hamper staff's ability to do their job objectively.
- c. Never publicly criticize an individual employee. Elected and appointed officials should never express concerns about the performance of a Town employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the Mayor through private correspondence or conversation.
- d. Prudent Councilmembers will take care to deal with staff and department heads through the Mayor to avoid any possibility of disrupting the supervisory chain of command. The individual likely to be compromised in such a circumstance, as too often occurs in municipal government, is not the Councilmember nor the Mayor but the staff member or department head, who is, after all, supervised by the Mayor. Members have the same rights and access to information as the general public. However, limitations to staff resources must be considered. Staff will make every effort to ensure that general information will be available online. Requests that may require substantial staff time must be approved by the Mayor. If the Mayor is not available, he shall be copied on or informed of such request. When in doubt about what staff contact is appropriate, Members must consult with the Mayor. Materials related to an item under the Council's or Board's consideration, supplied to a Member, will be made available to all members so that all have equal access to information.
- e. Attorney-Client Relationship: The Town Attorney represents the Town and not individual Members. Members cannot not establish a personal attorney-client relationship with the Town Attorney. Members shall not seek to establish an attorney-client relationship with the Town Attorney for personal purpose. Members may contact the Attorney in accordance with

policies and protocols established by the Town.

5. Elected and Appointed Officials' Conduct with Boards

The Town of Stevensville has established several Boards, as a means of gathering more community input. Citizens who serve on Boards become more involved in government and serve as advisors to the Town Council. They are a valuable resource to the Town's leadership and should be treated with appreciation and respect.

- a. Councilmembers may attend any Board meeting which is open to any member of the public. When attending a Board meeting in a personal capacity, Councilmembers should be careful to only express personal opinions regarding the issues. However, they should be sensitive to the way their participation, especially if it is on behalf of an individual, business or developer, could be viewed as unfairly affecting the process. Any public comments by a Councilmember at a Board meeting should be clearly made as individual opinion and not a representation of the feelings of the entire Town Council.
- b. It is inappropriate for a Councilmember to contact a Board member to lobby on behalf of an individual, business, or developer, and vice versa. It is acceptable for Councilmembers to contact Board members in order to clarify a position taken by the Board.
- c. Respect that Boards serve the community, not individual Councilmembers. The Town appoints individuals to serve on Boards, and it is the responsibility of Boards to follow policy established by the Town. Board members do not report to individual Councilmembers, nor should Councilmembers feel they have the power or right to threaten Board members with removal if they disagree about an issue. Appointment and re-appointment to a Board should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board appointment should not be used as a political "reward."
- d. Be respectful of diverse opinions. A primary role of Boards is to represent many points of view in the community and to provide the Town with advice based on a full spectrum of concerns and perspectives. Councilmembers may have a closer working relationship with some individuals serving on Boards, but must be fair and respectful of all citizens serving on Boards.

6. Elected and Appointed Officials' Conduct Outside of Public Meetings

- a. Make no promise on behalf of the Town, the Mayor, or Council without the express authority or permission to do so granted by a majority vote of the Council and/or the Mayor.
- b. Members will frequently be asked to explain a Council/Board action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of the issue and to refer to Town staff for further information. Overt or implicit promises of specific Council action or promises that Town staff will take some specific actions will not be tolerated.
- c. Members must ensure that in expressing their own opinions they do not mislead any listener

into believing that their individual opinion is that of the entire Membership, unless a vote has been taken on that issue and the Member's opinion is the same as the decision made by the Membership. Likewise, no Member should make a statement in writing that implies it is the position of the entire Membership.

- d. Members shall not make any personal comments about other Members. It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Members, their opinions or actions.
- e. Members are constantly being observed by the community every day that they are in office. Their behaviors and comments serve as models for proper deportment in the Town of Stevensville. Honesty and respect for the dignity of everyone should be reflected in every word and action taken by a Member, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

B. SANCTIONS

1. Behavior and Conduct

The Stevensville Code of Conduct expresses standards of conduct expected for Members of the Stevensville Town Council, Mayor, Boards and Town staff. Members themselves have the primary responsibility to assure that conduct standards are understood and met, and that the public can continue to have full confidence in the integrity of government. Additionally, the responsibility to intervene, when the actions of Members appear to be in violation of this Code, falls on all Members.

2. Councilmembers

It is the responsibility of the Council to educate and, when necessary, discipline other Councilmembers who violate this Code. Discipline shall be progressive, from the least punitive to the most punitive measures, unless the Council believes that the progressive discipline does not provide the appropriate sanction because of the gravity of the offense, or because the Council does not believe the sanction would deter future misconduct. In all instances, the totality of the circumstances shall be taken into consideration in resolving the matter, including the intent of the one accused of wrongdoing.

Possible Penalties and Sanctions may include:

- a. An informal censure by the Council, which would only be made as part of a motion in a public meeting.
- b. A formal censure by the Council, which would be made by motion in a public meeting and then published in the newspaper as a public notice.
- c. Attendance at counseling or mediation sessions.
- d. Any other sanctions available by law by an appropriate tribunal.

The Town Council Rules may be used to guide sanctions and the process that the Council uses to impose such sanctions.

The imposition of any of these penalties or sanctions will require a 2/3 vote of the Council, other than an informal or formal censure which shall only require a majority vote of the Council. A violation of the penalties imposed by Council may constitute grounds for removal from office under Montana law and in accordance with Stevensville Municipal Code.

Town staff and citizens should also point out to the Mayor any perceived infractions of this Code. If the Mayor is the individual whose actions are being questioned, then the matter should be addressed directly with he or she so that corrective action can be taken. It is the responsibility of the Mayor or President of the Town Council to initiate action if a Councilmember's behavior may warrant sanction. If no action is taken by the Mayor or President of the Town Council, then the alleged violation(s) can be brought up with the full Council.

3. Board Members

Counseling, verbal reprimands, and written warnings may be administered by the Mayor to Board members failing to comply with this Code. Copies of all written reprimands administered by the Mayor shall be distributed in memo format to the Chair of the respective Board, the Town Clerk, the Town Attorney, and the Town Council.

The Town Council may impose sanctions on Board members whose conduct does not comply with this Code, up to and including removal from office in accordance with municipal code section 2-119. Any form of discipline imposed by Council shall be determined by a majority vote of the Council at a noticed public meeting and such action shall be preceded by a Report to Council with supporting documentation.

When deemed warranted, the Mayor or majority of Council may call for an investigation of a Board member's conduct. The Mayor or Town Council shall ask for an investigation into the allegation and the findings must be reported to the Membership.

4. Public Disruptions

Members of the public who do not follow proper conduct, after warning by the Chair in a public meeting, may be barred from further testimony at that meeting or removed from the Council Chambers.

5. Inappropriate Staff Behavior

Any Town employee who does not follow proper conduct in their dealings with Membership, other Town staff, or the public should be referred to the Mayor. The staff member may be disciplined in accordance with the Town's Personnel Policy for such actions.

C. IMPLEMENTATION

This Code of Conduct is intended to be self-enforcing by Members and is an expression of the standards of conduct for Members expected by the Town of Stevensville. It therefore becomes most effective when Members are thoroughly familiar with it and embrace its provisions.

For this reason, this document shall be included in the regular orientations of candidates for Town Council, Town Clerk, Town Treasurer, applicants to Boards, and newly elected and appointed officials. Members entering office shall sign a statement acknowledging they have read and understand the Code of Conduct. In addition, the Code of Conduct shall be periodically reviewed by the Town Council, Mayor, Boards, and staff, and updated as necessary.

1. Principles of Proper Conduct include:

- Serving as a model of leadership and civility to one another and the community
- Inspiring public confidence in Stevensville's Town government
- Demonstrating honesty and integrity in every action and statement
- Keeping promises
- Being dependable
- Building and maintaining a solid reputation
- Participating and being available
- Demonstrating patience
- Showing empathy
- Holding onto ethical principles
- Listening attentively
- Studying thoroughly
- Overcoming discouragement
- Going above and beyond, time and time again
- Modeling a professional manner, attitude and appearance

2. Proper Conduct is not:

- Showing antagonism or hostility
- Deliberately lying or misleading
- Speaking recklessly
- Spreading rumors
- Stirring up bad feelings, divisiveness
- Acting in a self-righteous manner
- Attempting to supersede the Administrations powers and duties

3. It all comes down to respect:

- Respect for one another as individuals.
- Respect for the validity of different opinions.
- Respect for the democratic process.
- Respect for the community that we serve.

4. Checklist for Monitoring Conduct:

- Will my decision/statement/action violate the trust, rights or good will of others?
- What are my ulterior motives and the spirit behind my actions or words?
- If I have to justify my conduct in public tomorrow, will I do so with pride or shame?
- How would my conduct be evaluated by people whose integrity and character I respect?
- Even if my conduct is not illegal or unethical, is it done at someone else's expense? Will it destroy their trust in me? Will it harm their reputation?
- Is my conduct fair? Just? Morally right?
- If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?
- Does my conduct give others reasons to trust or distrust me?
- Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear what I stand for?
- Do I exhibit the same conduct in my private life as I do in my public life?
- Can I take legitimate pride in the way I conduct myself and the example I set?
- Do I listen and understand the views of others?
- Do I question and confront different points of view in a constructive manner?
- Do I work to resolve differences and come to mutual agreement?
- Do I support others and show respect for their ideas and opinions?
- Will my conduct cause public embarrassment to someone else? The Town? The Council? The Mayor? Staff?

File Attachments for Item:

a. Discussion/Decision: 2-Year Extension Request for Final Plat Filing Deadline for Twin Creeks Subdivision Phase 2



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	Unfinished Business
Person Submitting the Agenda Item:	Steve Gibson
Second Person Submitting the Agenda Item:	PCI Engineering
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	06/08/2023
Agenda Topic:	Discussion/Decision: 2-Year Extension Request for Final Plat Filing Deadline for Twin Creeks Subdivision Phase 2
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	06/08/2023
Notes:	<p>The original deadline for final plat filing of Twin Creeks Subdivision Phase 2 was January 15, 2021.</p> <p>A Town Council meeting was held on November 12, 2020, where the Town Council approved a one-year extension to the final plat filing of Phase 2. New filing date was January 15, 2022.</p> <p>A Town Council Meeting was held on September 9, 2021, where the Town Council approved a two-year extension to the final plat filing of Phase 2. New filing date was January 25, 2024.</p> <p>PCI is currently requesting a two-year extension to the current January 15, 2024, filing date. Asking for the new filing date for Phase 2 to be January 15, 2026.</p> <p>Additional documentation is included with this agenda item.</p>

Twin Creek Development, LLC
8355 Springtime Rd.
Missoula, MT 59803

May 31, 2023

Town Council
Town of Stevensville
206 Buck Street
Stevensville, MT 59870

Via Federal Express Overnight
email to jenelle@townofstevensville.com

Re: Twin Creeks Phase 2 Extension Request

Dear Mayor and Council Members:

At the Town Council's regular meeting on May 25, 2023, the Mayor and Council decided to postpone a decision regarding our request for an extension of the deadline to record the final plat for Phase 2 of the Twin Creeks subdivision. In discussing the request, the Council and Mayor expressed concern about an extension having the effect of delaying our compliance with the subdivision conditions of approval related to the services of Stevensville law enforcement. Specifically, the Council was referring to the requirement that the developer make a donation to the Stevensville Police Department in the amount of \$300 per lot.

We calculate the donation total as \$9600 based on 32 lots at \$300 per lot. This letter is to notify you that we agree to make the payment for law enforcement at this time, if the Council agrees to extend the final plat filing deadline of Phase 2 until January 15, 2026. The reasons for extension request are outlined in PCI's letter of April 25, 2023.

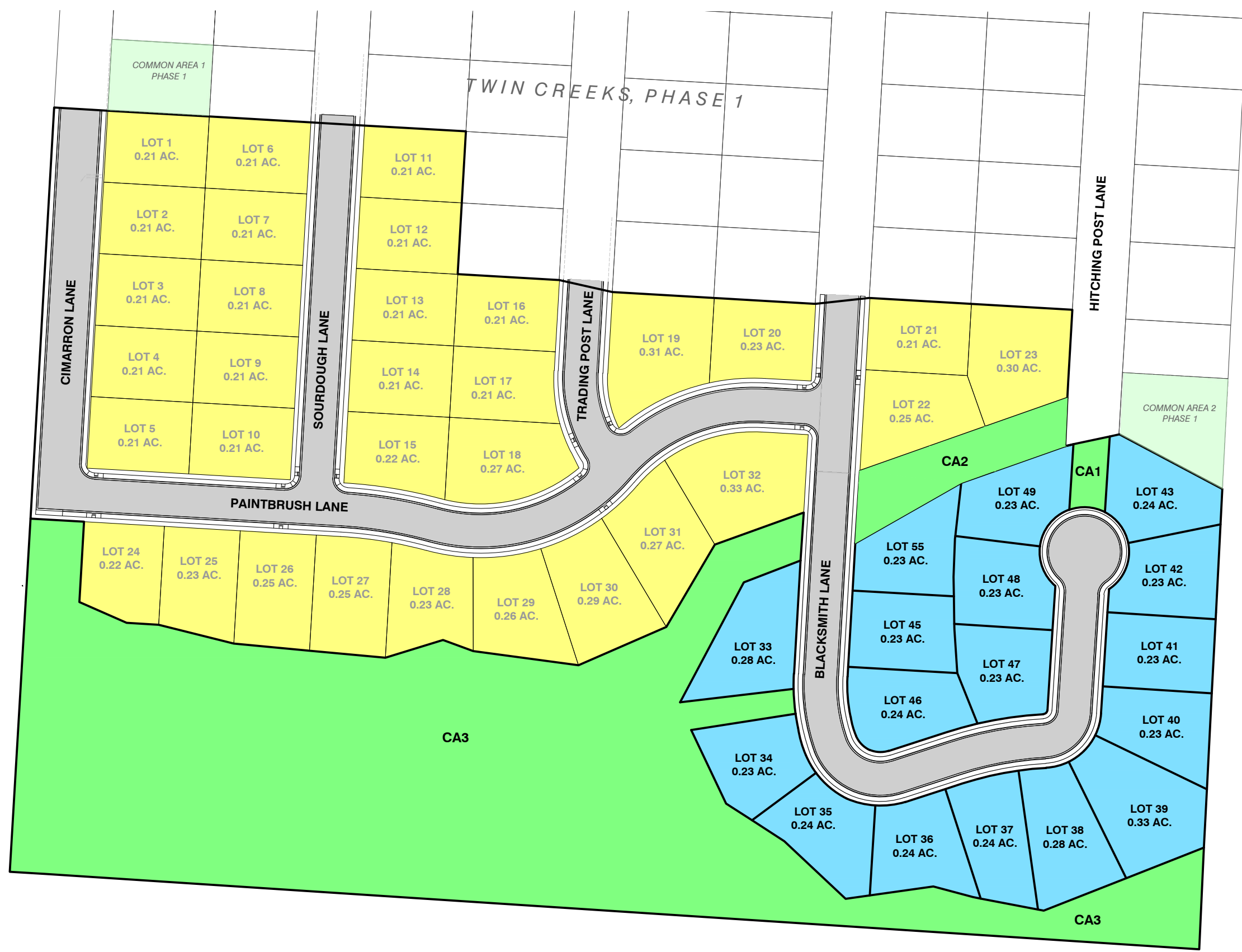
I have enclosed a check for \$9,600.00, to be deposited once the extension is approved. Thank you for your reconsideration.

As you know, we are a relatively new owner of the subdivision, and it is very important to us to be able to work with the Town of Stevensville cooperatively. We appreciate the same intentions on the part of the Council and Mayor and thank you again for your flexibility.

Sincerely,


Kenneth Wolf, Operating Manager

F:\2020\0025-20 Stan Hendricks\Drawing & 05\0025-20 CIVL (09 RON).img 4/29/23



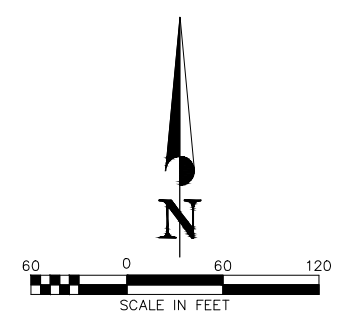
TWIN CREEKS, PHASES 2 & 3

REPHASING PLAN AS-APPROVED

LEGEND

- PHASE 2 (NO CHANGES)
- PHASE 3
- COMMON AREA
- CA COMMON AREA

- FINAL PLAT FILING DEADLINES:**
- PHASE 2 - JANUARY 25, 2024
 - PHASE 3 - JANUARY 15, 2026
- CA1 AND CA2- DEDICATED WITH FILING OF PHASE 3



PROJECT #	9025-20
DRAWN	SEC
CHECKED	ZE
REVISION	
REVISION	
REVISION	
REVISION	
REVISION	
REVISION	

TWIN CREEKS SUBDIVISION

PHASES 2 & 3

STEVENSVILLE, MT

RAVALLI COUNTY

Professional Consultants Inc.

Engineers, Surveyors, Planners, Inspectors

170 S. 2ND ST. SUITE C
315 RUSSELL ST. PO BOX 1750
STEVENSVILLE, MT 59701
PHONE 406-728-8800
FAX 406-728-0276

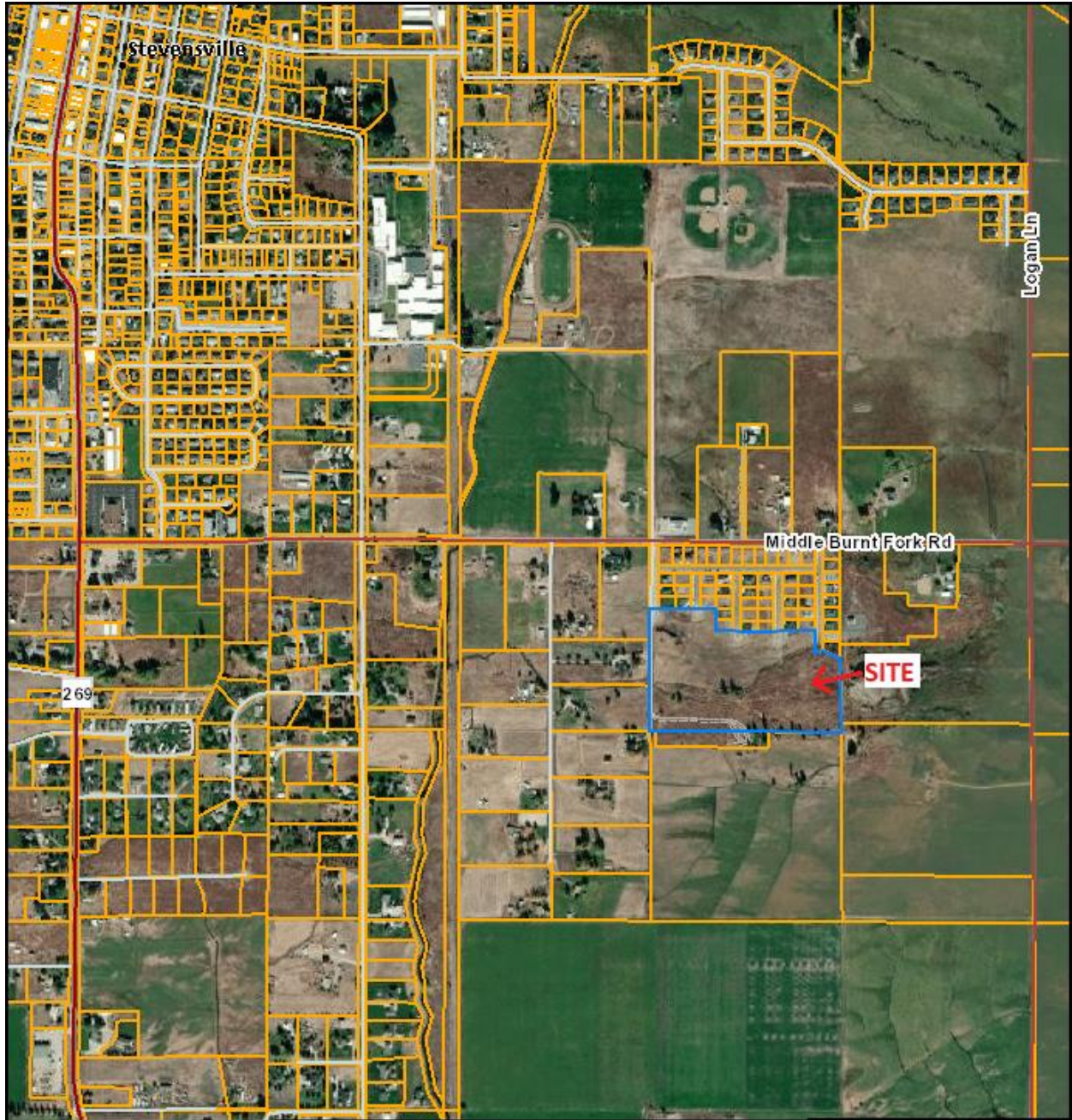
MAY 13, 2021

AS-APPROVED

TWIN CREEKS SUBDIVISION

PHASES 2 AND 3

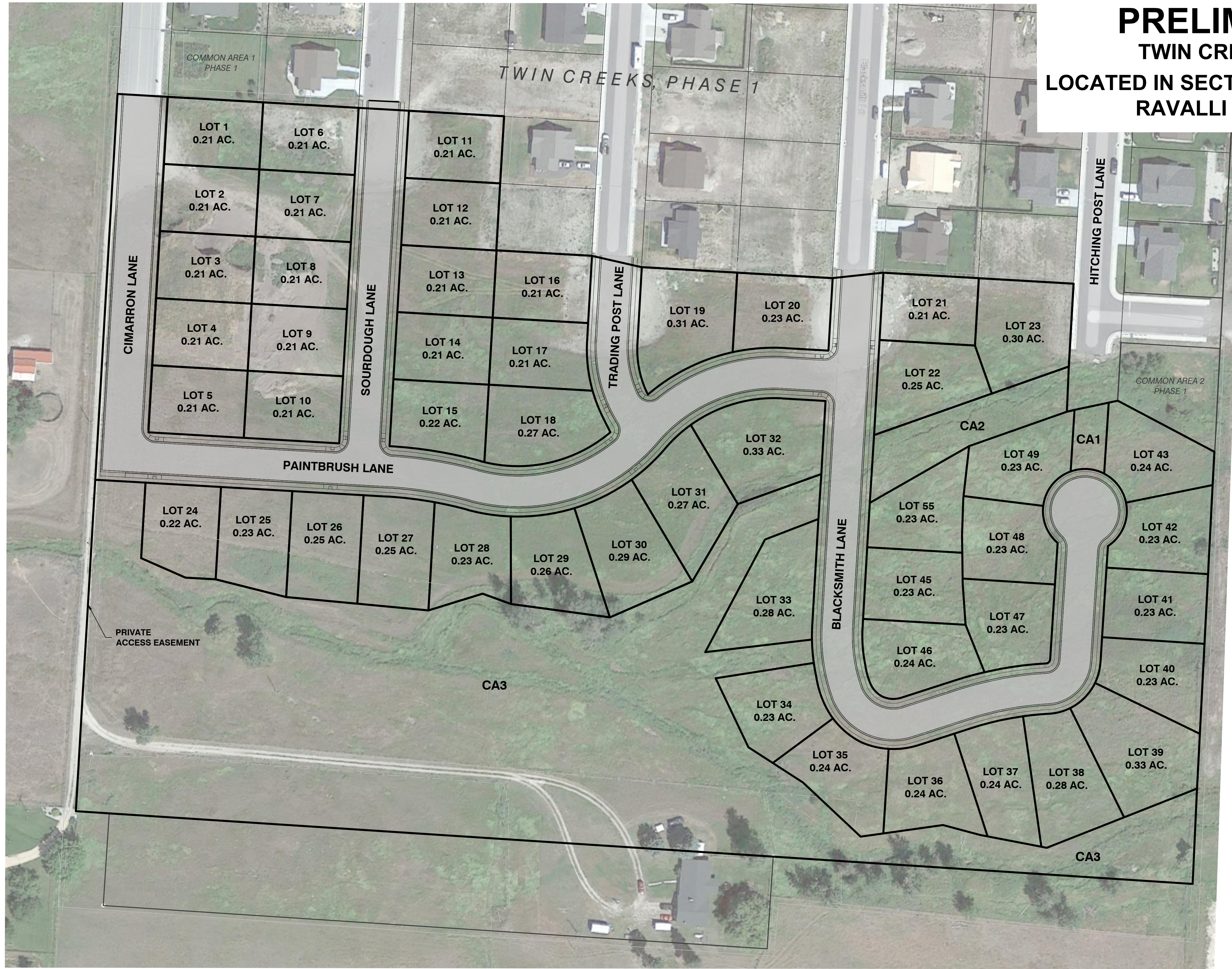
AERIAL VICINITY MAP



PRELIMINARY PLAT

TWIN CREEKS, PHASES 2 & 3

LOCATED IN SECTION 35, T.9N., R.20W., P.M.M., RAVALLI COUNTY, MONTANA



OWNER / APPLICANT
JIM PELGER

BASIS OF BEARING / VERTICAL DATUM
MONTANA STATE PLANE / NAVD88

ZONING
R1

DEVELOPMENT SUMMARY (PHASES 2 & 3)
 NET LOTTED AREA = 11.32 ACRES
 ROAD AREA = 4.08 ACRES
 COMMON AREA 1 = 0.07 ACRES
 COMMON AREA 2 = 0.32 ACRES
 COMMON AREA 3 = 6.22 ACRES
 TOTAL AREA = 22.37 ACRES

CA1 AND CA2- DEDICATED WITH FILING OF PHASE 3

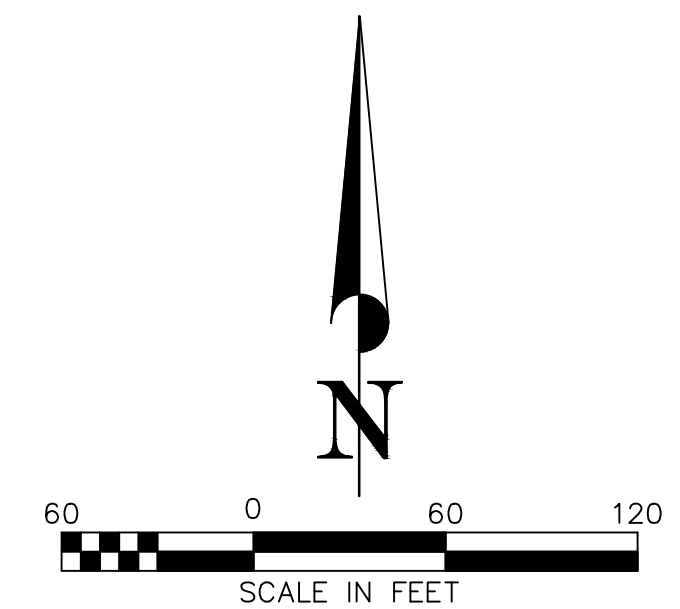
PHASING PLAN
 PHASE 2 - FILE BY JANUARY 25, 2024
 PHASE 3 - FILE BY JANUARY 15, 2026

LEGAL DESCRIPTION
 S35, T.9N, R.20W., ACRES 22.361, NWNE INDEX 2 CS #560214-TR LESS
 CORR PLAT TWIN CREEKS PHASE 2 & 3

ENGINEER
 PROFESSIONAL CONSULTANTS, INC.


SURVEYOR'S CERTIFICATION

TOBY DUMONT, PLS
 MT. REG. NO. 12671S



PROJECT #	9025-20
DRAWN BY	BOC
CHECKED BY	JE
REVISION	
REVISION	
REVISION	
REVISION	
REVISION	

TWIN CREEKS SUBDIVISION
PHASES 2 & 3
 STEVENSVILLE, MT
 RAVALLI COUNTY


Professional Consultants Inc.
 Engineers, Surveyors, Planners, Mapmakers
 170 S. 2ND ST SUITE C
 315 RUSSELL ST. PO BOX 1150
 HAMILTON, MONTANA 59801
 HELENA, MONTANA 59601
 FAX 406-728-0276

SEPT. 19, 2022

PRELIM.
PLAT

1

Missoula Office
3115 Russell Street • PO Box 1750 • Missoula, Montana 59806
406-728-1880 • fax 406-728-0276

Hamilton Office
1713 N. First Street • Hamilton, Montana 59840
406-363-1201 • fax 406-363-1215

April 25, 2023

Town of Stevensville
Mayor and Council Members
P.O. Box 30
Stevensville, MT 59870

RE: Twin Creeks Subdivision Phase 2 Extension Request

Dear Mayor and Council Members:

Please accept this letter as our formal request for an extension to the final plat filing deadline for Phase 2 of Twin Creeks Subdivision. We would like to request a two-year extension allowing our new deadline to be January 15th, 2026, rather than the current deadline of January 25th, 2024. This would put the deadline for Phase 2 at the same existing deadline as Phase 3.

The current owner recently purchased the property. Phase 2 has all approvals including DEQ approval, but the owner prefers to hold off on construction until Phase 3 is approved by DEQ so that both Phases can be built as one project, for better efficiency and economy of scale.

Since the Town of Stevensville approved Twin Creeks in 2008, much has changed in regard to real estate development and housing construction, and remains in many ways a fluid situation. Costs of construction have risen dramatically. The labor market today bears no resemblance to what it did back then, both as to finding and retaining skilled workers and in the wages they require. The additional time from an extension will provide more history and perhaps stability in the market, which will enable us to file a plan and to finance the project with the benefit of more current circumstances. In addition, making the Phase 2 and Phase 3 deadlines the same will make sense economically by completing the infrastructure work at the same time.

The Town of Stevensville Town Council approved the Twin Creeks Subdivision on February 11, 2008, subject to 11 conditions of approval. This subdivision was approved with 3 phases and with original deadlines as follows:

- Phase 1 to be filed by July 1, 2013
- Phase 2 to be filed by January 15, 2021
- Phase 3 to be filed by January 15, 2026

The current situation is as follows:


- ◆ Phase 1- final plat filing deadline was extended and then Phase 1 was filed in June of 2014
- ◆ Phase 2 - this request is to extend the final plat filing deadline from January 25, 2024 to January 15, 2026
- ◆ Phase 3 - no change to the January 15, 2026 final plat filing deadline


You may recall that last fall we received your approval to rephase Phase 3 and delete a total of 15 lots. There was not a request at that time for an extension to either phase.

If the extension is granted, the conditions of approval will not be affected and there will be no disruption to public facilities.

Thank you very much for your review and assistance. Please feel free to call with any questions or if additional information is needed.

Sincerely,



Ron Ewart 
Land Use Planner
Professional Consultants Inc.
3115 Russell St / PO Box 1750
Missoula, MT 59806
Office- (406) 728.1880
rone@pcimontana.com
www.pcimontana.com

Attachments

File Attachments for Item:

a. Discussion/Decision: Rescinding Resolution No. 444



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Steve Gibson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	06/08/2023
Agenda Topic:	Discussion/Decision: Rescinding Resolution No. 444
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	06/08/2023
Notes:	Please see Resolution No. 444 and the policy under the public hearing portion of the agenda.

File Attachments for Item:

b. Discussion/Decision: Real-estate Transfer, Block 1 Lot 6 & 7, Between Mr. Brekle to Tall Timber Flying Service

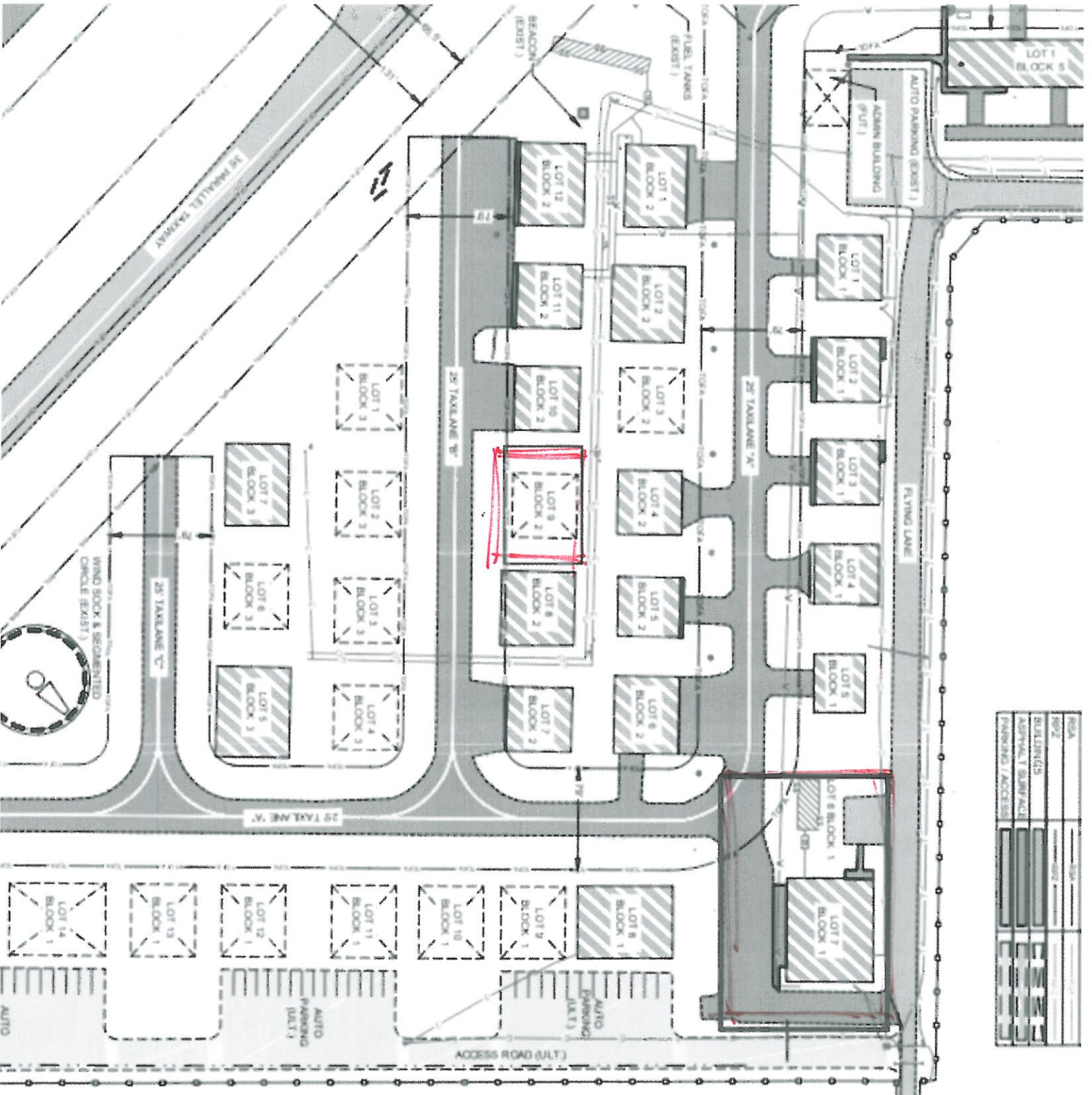


Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Tim Smead
Second Person Submitting the Agenda Item:	Craig Thomas, Airport Board Chairman
Submitter Title:	Department Head
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	06/08/2023
Agenda Topic:	Discussion/Decision: Real-estate Transfer, Block 1 Lot 6 & 7, Between Mr. Brekille to Tall Timber Flying Service
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	06/08/2023
Notes:	



File Attachments for Item:

c. Discussion/Decision: Approval of a New Land Lease, Block 2 Lot 9 to Museum of Mountain Flying



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Tim Smead
Second Person Submitting the Agenda Item:	Craig Thomas, Airport Board Chairman
Submitter Title:	Department Head
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	06/08/2023
Agenda Topic:	Discussion/Decision: Approval of a New Land Lease, Block 2 Lot 9 to Museum of Mountain Flying
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	06/08/2023
Notes:	

Stevensville Airport Land Lease

This land lease is made and entered into this **8th day of June 2023**, pursuant to Stevensville Town Resolution 478 (attached as Exhibit A), any other approved Town Resolutions and incorporated by reference herein, between the TOWN OF STEVENSVILLE, hereafter “Lessor” and **Museum of Mountain Flying Inc**, hereafter “Lessee”.

I. Purpose

1. Lessor agrees to lease to the Lessee **2500** square feet of land described as **Lot 9, Block 2** (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 **7th day of June 2043** 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 **\$0.14** per square foot annually for **2500** square feet in the amount of **\$350.00** 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 Town of Stevensville at 206 Buck Street, Stevensville, Montana 59870.
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 the same lease rate 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 **\$0.65** per square foot of building size to be paid at the time of the execution of this lease for a total sum of **square footage of building to be determined**.

Stevensville Airport Land Lease

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.
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

Stevensville Airport Land Lease

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 twenty (20) 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.
- 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	Museum of Mountain Flying, Inc Missoula International Airport 5225 US Hwy 10 Suite 29 Missoula, MT 59808

Stevensville Airport Land Lease

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.

IN WITNESS WHEREOF, the parties hereto have signed this agreement this ____ day of _____, 20__.

Lessor
Town of Stevensville

By: _____
Mayor

Attest:

Town Clerk

Lessee

By: _____
By: _____

File Attachments for Item:

d. Discussion/Decision: Contract for Carpet Cleaning Services



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Steve Gibson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	06/08/2023
Agenda Topic:	Discussion/Decision: Contract for Carpet Cleaning Services
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	06/08/2023
Notes:	

GARDEN CITY JANITORIAL

PROPOSAL

MAY



2023

PREPARED FOR :

TOWN OF STEVENSVILLE
206 BUCK ST, STEVENSVILLE,
MT 59870

SHAUN & DANIELLA MONGER

2750 Palmer St., Suite E
Missoula, MT 59804

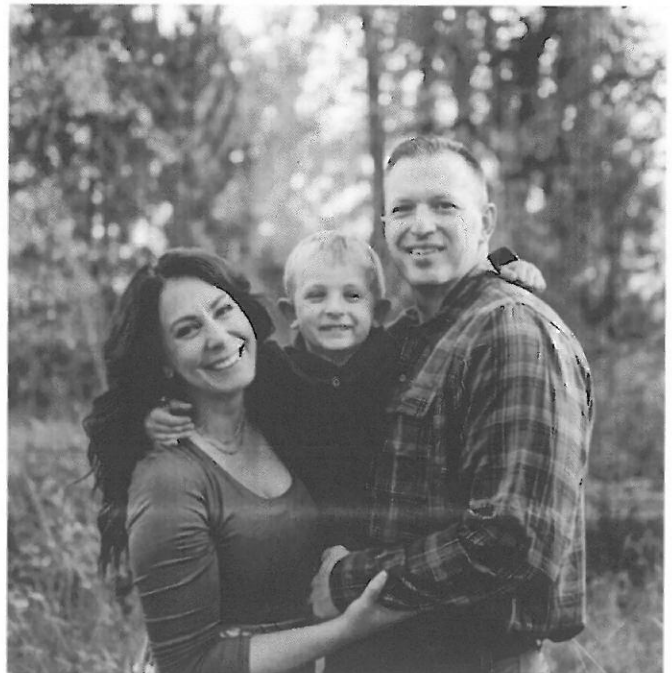
ABOUT US

Purchased in 2017 by Shaun and Daniella, Garden City Janitorial has transformed from a small husband and wife team to a company with 90 employees and over 150 accounts. We are proud of the work we do, as unglamorous as it may seem. Our customer service and quality of work are something we pride ourselves in and want to ensure that our clients are completely satisfied with the work we do for them.

We are grateful for our the trust our clients place in us. We look forward to continuing to provide janitorial services for the Town of Stevensville.

OUR VISION

At Garden City Janitorial, we strive to produce high quality customer service and cleaning solutions for our customers, maintaining exceptional levels of cleanliness and service.



PRICING AND SCOPE OF WORK

We are happy to discuss and answer any questions you may have regarding the scope and/or pricing. Changes can be made to best suit your needs and budget. We take our customer relationships seriously and want you to be completely satisfied with our services. We honor our prices for at least a year, if not longer.

Proposed Monthly Price
1x/week Cleaning
\$502.39

Carpet Cleaning
As Requested
\$487.50

Some items we consider in our pricing

- OFFERING ATTRACTIVE WAGES TO PROMOTE LONG-TERM EMPLOYMENT AND STABILITY TO OUR EMPLOYEES
- THE RISE IN COST OF SUPPLIES AND LABOR OVER THE LAST 3 YEARS CONSISTENTLY RISING
- COST OF INFLATION

THANK YOU

FOR YOUR BUSINESS AND TRUST IN
GARDEN CITY JANITORIAL



SHAUN AND DANIELLA MONGER

406.802.4242

admin@gardencityjanitorial.com

ESTIMATE WORK SHEET

Day & Date of Service 5-31-23 Invoice Number _____


Agent _____ Time _____

EST. BY _____

CARPET CLEANING:		SIZE	SQ. FT.
EST.	ORD.		
<input type="checkbox"/>	<input type="checkbox"/>	<u>24</u> X <u>16</u>	<u>416</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>16</u> X <u>14</u>	<u>224</u>
<input type="checkbox"/>	<input type="checkbox"/>	_____ X _____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____ X _____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<u>18</u> X <u>9</u>	<u>162</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>15</u> X <u>8</u>	<u>120</u>
<input type="checkbox"/>	<input type="checkbox"/>	_____ X _____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____ X _____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____ X _____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<u>30</u> X <u>18</u>	<u>540</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>9</u> X <u>6</u>	<u>54</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>20</u> X <u>15</u>	<u>300</u>
		TOTAL SQ. FT.	<u>1,816</u>

Town of Stevensville
 (Last Name) (First Name) (Initial) (Date Rec.)
 Mrs. _____
 206 Buck St.
 (Address) (City) (Zip)
 406-777-5271 X 104
 (Home) (Office)
 (Telephone No.)
 Melanie
 (Referred by)
 SERVICE ADDRESS _____
 OTHER ESTIMATES GIVEN _____

	EST. PRICE (on current order)	ACT. PRICE
Carpet Cng.	\$ _____	\$ <u>636</u>
Steps	\$ _____	\$ _____
Furniture	\$ _____	\$ _____
Draperies	\$ _____	\$ _____
Sales Items	\$ _____	\$ _____
Grand Total	\$ _____	\$ _____

C.O.D. Chg. 
 Acct. No. _____
 Exp. Date _____
 Auth. No. _____
 Comm. Chg. P.O. No. _____
 Tax Exempt No. _____

SPECIAL INSTRUCTIONS: _____

STEPS: No. _____ @ _____ TOTAL _____

FURNITURE CLEANING:	SIZE	L/B	L/E	MATERIAL	WET	DRY
SOFA <input type="checkbox"/>	_____	_____	_____	_____	\$ _____	\$ _____
LOVE SEAT <input type="checkbox"/>	_____	_____	_____	_____	\$ _____	\$ _____
CHAIR <input type="checkbox"/>	_____	_____	_____	_____	\$ _____	\$ _____
CHAIR <input type="checkbox"/>	_____	_____	_____	_____	\$ _____	\$ _____
OTTOMAN <input type="checkbox"/>	_____	_____	_____	_____	\$ _____	\$ _____

DRAPERIES:		EST. PRICE
EST.	ORD.	
<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	\$ _____