



**Stevensville Town Council Meeting
Agenda for
THURSDAY, JUNE 11, 2020
7:00 PM**

LOCATION: North Valley Public Library, 208 Main Street

CAPACITY IS LIMITED DUE TO SOCIAL DISTANCING REQUIREMENTS

The Town of Stevensville live streams Town Council and board meetings on our website at www.townofstevensville.com/meetings.

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
5. Approval of Bi-Weekly Claims
 - a. Claims #15988-16028 in the amount of \$37,939.03
6. Administrative Reports
 - [a.](#) Airport Manager's Report
 - [b.](#) Building Department Report
 - c. Finance Report
 - [d.](#) Fire Department Report
 - e. Parks & Recreation Report
 - [f.](#) Police Department Report
 - [g.](#) Public Works Report
7. Guests
8. Correspondence
9. Public Hearings
10. Unfinished Business
 - [a.](#) Discussion/Decision: Resolution No. 470, annexing a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B
11. New Business
 - [a.](#) Discussion/Decision: Fire Department Volunteer Roster
 - [b.](#) Discussion/Decision: Creating a permanent Parks & Recreation Director position and authorizing compensation
 - [c.](#) Discussion/Decision: Creating seasonal Park Attendant positions and authorizing compensation
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:

Claims #15988-16028 in the amount of \$37,939.03

* ... Over spent expenditure

| Claim | Check | Invoice #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|-------|-----------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 15988 | June 2020 | 1436 Maureen M. O'Connor 2020 05/26/20 Monthly Compensation | 1,500.00 1,500.00 | | | 1000 410360 | 350 | 101000 |
| 15994 | E | 59 BITTER ROOT DISPOSAL | 497.85 | | | | | |
| | 3441722 | 06/01/20 Court solid waste | 5.00* | | | 1000 410360 | 340 | 101000 |
| | 3441722 | 06/01/20 H2O Dept TH facility | 29.99* | | | 5210 430510 | 340 | 101000 |
| | 3441722 | 06/01/20 Sewer Dept TH facility | 29.99* | | | 5310 430610 | 340 | 101000 |
| | 3441722 | 06/01/20 PD solid waste | 14.99 | | | 1000 420100 | 340 | 101000 |
| | 3441722 | 06/01/20 TH solid waste | 14.99 | | | 1000 411201 | 340 | 101000 |
| | 3441722 | 06/01/20 BD solid waste | 5.00 | | | 2394 420531 | 340 | 101000 |
| | 3441551 | 06/01/20 Street solid waste | 149.94 | | | 1000 430200 | 340 | 101000 |
| | 3441551 | 06/01/20 Sewer plant solid waste | 49.98 | | | 5310 430640 | 340 | 101000 |
| | 3441551 | 06/01/20 Parks | 197.97* | | | 1000 460430 | 340 | 101000 |
| 15995 | | 1698 Spectrum Control Account X421 | 406.89 | | | | | |
| | Jun 20 06/03/20 | FD phone/internet | 15.00* | | | 1000 420410 | 340 | 101000 |
| | Jun 20 06/03/20 | H2O dept phone/internet | 50.22* | | | 5210 430510 | 340 | 101000 |
| | Jun 20 06/03/20 | Sewer dept phone/internet | 50.22* | | | 5310 430610 | 340 | 101000 |
| | Jun 20 06/03/20 | Court phone/internet | 15.00* | | | 1000 410360 | 340 | 101000 |
| | Jun 20 06/03/20 | BD phone/internet | 15.00 | | | 2394 420531 | 340 | 101000 |
| | Jun 20 06/03/20 | PD phone/internet | 34.49 | | | 1000 420100 | 340 | 101000 |
| | Jun 20 06/03/20 | Pool phone | 39.99* | | | 1000 460450 | 340 | 101000 |
| | Jun 20 06/03/20 | Water office phone/internet | 78.49* | | | 5210 430510 | 340 | 101000 |
| | Jun 20 06/03/20 | Sewer office phone/internet | 78.49* | | | 5310 430610 | 340 | 101000 |
| | Jun 20 06/03/20 | Econ Development-Phone | 29.99* | | | 2940 410550 | 340 | 101000 |
| | | *** Claim from another period (5/20) **** | | | | | | |
| 15996 | E | 8 RAVALLI ELECTRIC CO-OP | 90.58 | | | | | |
| | May 20 05/31/20 | Airport Utilities - Lights Ele | 60.38 | | | 5610 430300 | 340 | 101000 |
| | May 20 05/31/20 | Airport Utilities - Water Pump | 30.20 | | | 5610 430300 | 340 | 101000 |
| | | *** Claim from another period (5/20) **** | | | | | | |
| 15997 | | 230 Verizon Wireless | 372.56 | | | | | |
| | May 20 05/18/20 | Cell Phone - Mayor | 48.67* | | | 1000 410200 | 340 | 101000 |
| | May 20 05/18/20 | Cell Phone - PD | 131.01 | | | 1000 420100 | 340 | 101000 |
| | May 20 05/18/20 | Cell Phone - BD | 109.62 | | | 2394 420531 | 340 | 101000 |
| | May 20 05/18/20 | Cell Phone - H2O | 32.27* | | | 5210 430510 | 340 | 101000 |
| | May 20 05/18/20 | Cell Phone - Sewer | 32.28* | | | 5310 430610 | 340 | 101000 |
| | May 20 05/18/20 | Cell Phone - Airport | 18.71 | | | 5610 430300 | 340 | 101000 |

* ... Over spent expenditure

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|-------|-----------------------------|---|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 15998 | 5715 05/13/20 | 179 MONTANA AERONAUTICS DIVISION | *** Claim from another period (5/20) **** 115.68 | | | | 5610 430300 | 220 | 101000 |
| | | Loan 14L annual payment | 115.68* | | | | | | |
| 15999 | 05181120 05/18/20 | 1121 a2z Supply Corp EOTech XPS2-0 Rifle Reticle | 408.00 408.00* | | | | 1000 420100 | 227 | 101000 |
| 16000 | E1961028 10/17/18 | 1267 Witmer Public Safety Group Inc. Leather Helemnt Front x3 | 178.96 178.96 | | | | 1000 420460 | 226 | 101000 |
| 16001 | 1522 05/12/20 | 1730 Leak Locators of Montana Leak Survey Water Lines | 6,041.00 6,041.00* | | | | 5210 430550 | 350 | 101000 |
| 16002 | 5R2000568 05/05/20 | 289 MONTANA DEPT. OF ENVIRONMENTAL Bies-H2O renewal | 140.00 30.00* | | | | 5210 430510 | 330 | 101000 |
| | 5R2000568 05/05/20 | Thomas-Sewer renewal | 40.00* | | | | 5310 430610 | 330 | 101000 |
| | 5R2000200 05/05/20 | Thomas-H2O renewal | 30.00* | | | | 5210 430510 | 330 | 101000 |
| | 5R2000200 05/05/20 | Thomas-Sewer renewal | 40.00* | | | | 5310 430610 | 330 | 101000 |
| 16003 | 2739 05/12/20 | 1031 MR ASPHALT, INC. Asphalt Patch 204 St Mary's dr | 2,534.25 2,190.15* | | | | 2820 430200 | 230 | 102000 |
| | 2739 05/12/20 | Asphalt patch 429 Riverside | 344.10* | | | | 2820 430200 | 230 | 101000 |
| 16004 | 18013 05/04/20 | 858 MILLER LAW OFFICE, PLLC Water Rights | 450.00 450.00* | | | | 5210 430530 | 352 | 101000 |
| 16005 | 2020 MMCT&FOA M218 05/18/20 | 87 MSU LOCAL GOVERNMENT CENTER Online Education Bundle Underwood Registration | 150.00 150.00* | | | | 1000 410550 | 380 | 101000 |
| 16006 | 136853 06/02/20 | 285 BITTERROOT TREE SERVICE Tree Spraying - Parks | 1,124.00 374.66 | | | | 1000 460430 | 350 | 101000 |
| Parks | 136853 06/02/20 | Treet Spraying - Streets Main Street & Bike Path | 749.34* | | | | 1000 430200 | 350 | 101000 |
| 16007 | 5399 05/12/20 | 957 FIRE APPARATUS REPAIR, LLC PD=Brakes 2510 | 3,510.36 3,510.36* | | | | 1000 420460 | 360 | 101000 |
| 16008 | Feb 20 05/19/20 | 201 Montana Rural Water Systems, WW-Study book for WW Test | 100.00 100.00 | | | | 5310 430610 | 380 | 101000 |

* ... Over spent expenditure

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|-------|------------|--------------------------------|--|-------------------------|---------|------|------|-----|--------|--------|------|-----------------|
| 16010 | 200296 | 05/21/20 | 295 BITTERROOT TURF FARM Cemetery - grass seed | 110.00 55.00 | | | 1000 | | 430900 | 220 | | 101000 |
| | 200296 | 05/21/20 | Parks - grass seed | 55.00* | | | 1000 | | 460430 | 220 | | 101000 |
| 16011 | 2004197 | 05/06/20 | 16 MONTANA ENVIRONMENTAL LAB LLC Water testing | 908.60 48.00 | | | 5210 | | 430510 | 350 | | 101000 |
| | 2003898 | 05/05/20 | Sewer testing | 166.20 | | | 5310 | | 430610 | 350 | | 101000 |
| | 2004198 | 05/14/20 | Sewer testing | 362.00 | | | 5310 | | 430610 | 350 | | 101000 |
| | 2004517 | 05/20/20 | Sewer testing | 166.20 | | | 5310 | | 430610 | 350 | | 101000 |
| | 2004772 | 05/27/20 | Sewer testing | 166.20 | | | 5310 | | 430610 | 350 | | 101000 |
| 16012 | INV83767 | 05/27/20 | 1711 Office Solutions & Service Copies, Color & BW | 11.68 11.68* | | | 1000 | | 410550 | 320 | | 101000 |
| 16013 | 67074 | 06/01/20 | 1696 First Call Computer Solutions, Admin-Monthly Fee | 2,100.00 315.00 | | | 1000 | | 410550 | 356 | | 101000 |
| | 67074 | 06/01/20 | PD-Monthly Fee | 315.00 | | | 1000 | | 420100 | 356 | | 101000 |
| | 67074 | 06/01/20 | C-Monthly Fee | 105.00 | | | 1000 | | 410360 | 356 | | 101000 |
| | 67074 | 06/01/20 | BD-Monthly Fee | 105.00* | | | 2394 | | 420531 | 356 | | 101000 |
| | 67074 | 06/01/20 | FD-Monthly Fee | 105.00 | | | 1000 | | 420410 | 356 | | 101000 |
| | 67074 | 06/01/20 | Sewer-Monthly Fee | 525.00 | | | 5310 | | 430610 | 356 | | 101000 |
| | 67074 | 06/01/20 | Water-Monthly Fee | 525.00 | | | 5210 | | 430510 | 356 | | 101000 |
| | 67074 | 06/01/20 | Airport-Monthly Fee | 105.00 | | | 5610 | | 430300 | 356 | | 101000 |
| 16014 | 68120096 | 05/23/20 | 1702 DE Lage Landen Finance Services, Printer lease | 55.02 51.02* | | | 2940 | | 410550 | 320 | | 101000 |
| | 68120096 | 05/23/20 | Late Fee | 4.00* | | | 2940 | | 410550 | 320 | | 101000 |
| 16017 | 2924 | 06/01/20 | 1667 Owens Law Firm, PLLC Town Legal Services | 3,063.60 714.00 | | | 1000 | | 411100 | 350 | | 101000 |
| | 2925 | 06/01/20 | Prosecuting Atty Services | 2,349.60 | | | 1000 | | 411100 | 352 | | 101000 |
| 16020 | SI-1659804 | 05/26/20 | 1634 AXON ENTERPRISES, INC. Yr 2 Taser pmt | 1,299.00 1,299.00 | | | 1000 | | 420100 | 212 | | 101000 |
| 16021 | 13978490-G | 05/14/20 | 1265 Titan Machinery Street-Skidsteer Window Re | 296.75 98.91* | | | 1000 | | 430200 | 360 | | 101000 |
| | 13978490-G | 05/14/20 | Water-Skidsteer Window Rep | 98.92* | | | 5210 | | 430510 | 360 | | 101000 |
| | 13978490-G | 05/14/20 | WW-Skidsteer Window Replac | 98.92* | | | 5310 | | 430610 | 360 | | 101000 |

* ... Over spent expenditure

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|-------|-----------------|--------------------------------|----------------|--|---------|------|---------------|-------------|-----------------|
| 16022 | May 20 05/13/20 | 33 NORTHWESTERN ENERGY | | *** Claim from another period (5/20) **** | | | | | |
| | May 20 05/13/20 | Spec lighting #3 | | 10,586.60 | | | 2430 430263 | 340 | 101000 |
| | May 20 05/13/20 | 206 Buck 90% TH Facility | | 230.02 | | | 1000 411201 | 340 | 101000 |
| | May 20 05/13/20 | 206 Buck 10% Bldg Dept | | 314.43 | | | 2394 420531 | 340 | 101000 |
| | May 20 05/13/20 | Peterson Add'n lighting | | 34.94 | | | 2420 430263 | 340 | 101000 |
| | May 20 05/13/20 | Dayton Add'n lighting | | 170.46 | | | 2410 430263 | 340 | 101000 |
| | May 20 05/13/20 | Maplewood Cemetary | | 234.39 | | | 1000 430900 | 340 | 101000 |
| | May 20 05/13/20 | Main St seasonal lighting | | 12.77 | | | 1000 430263 | 340 | 101000 |
| | May 20 05/13/20 | Orig Town street lights | | 5.80 | | | 1000 430263 | 340 | 101000 |
| | May 20 05/13/20 | ESH - 5th St. lights | | 226.70 | | | 1000 430263 | 340 | 101000 |
| | May 20 05/13/20 | 5th St - Lange Park lights | | 412.93 | | | 1000 430263 | 340 | 101000 |
| | May 20 05/13/20 | Add'l Town lighting | | 33.03 | | | 1000 430263 | 340 | 101000 |
| | May 20 05/13/20 | NW LDS parking lot | | 148.74 | | | 1000 430263 | 340 | 101000 |
| | May 20 05/13/20 | MBF H20 plant | | 0.00 | | | 2430 430263 | 340 | 101000 |
| | May 20 05/13/20 | 102 Main St pump #1 | | 182.34 | | | 5210 430540 | 340 | 101000 |
| | May 20 05/13/20 | Riverview Cemetary IRR | | 83.34 | | | 5210 430530 | 340 | 101000 |
| | May 20 05/13/20 | Maplewood Cemetary | | 43.40 | | | 1000 430900 | 340 | 101000 |
| | May 20 05/13/20 | Sewer lift station W. Central | | 43.40 | | | 1000 430900 | 340 | 101000 |
| | May 20 05/13/20 | Sewer trtmnt plant | | 10.96 | | | 5310 430640 | 340 | 101000 |
| | May 20 05/13/20 | Truck garage South | | 4,269.43 | | | 5310 430640 | 340 | 101000 |
| | May 20 05/13/20 | L&C Yard Light | | 124.58 | | | 1000 430100 | 340 | 101000 |
| | May 20 05/13/20 | L&C Park Irrigation 5hp IRR | | 9.79* | | | 1000 460430 | 340 | 101000 |
| | May 20 05/13/20 | L&C Park Parking Lot | | 44.25* | | | 1000 460430 | 340 | 101000 |
| | May 20 05/13/20 | L&C Park Restrooms/Field light | | 5.80* | | | 1000 460430 | 340 | 101000 |
| | May 20 05/13/20 | 214 Buck St. - H2O 25% | | 25.23* | | | 1000 460430 | 340 | 101000 |
| | May 20 05/13/20 | 214 Buck St. - Sewer 25% | | 11.40* | | | 5210 430510 | 340 | 101000 |
| | May 20 05/13/20 | 214 Buck St. - PD 50% | | 11.40* | | | 5310 430610 | 340 | 101000 |
| | May 20 05/13/20 | 3rd & Park | | 22.81 | | | 1000 420100 | 340 | 101000 |
| | May 20 05/13/20 | 421 Airport Rd - SRE 2/3 | | 11.85 | | | 1000 430263 | 340 | 101000 |
| | May 20 05/13/20 | 421 Airport Rd - FD 1/3 | | 58.25 | | | 5610 430300 | 340 | 101000 |
| | May 20 05/13/20 | Pool | | 29.14* | | | 1000 420422 | 340 | 101000 |
| | May 20 05/13/20 | MBF Well Field | | 39.12* | | | 1000 460450 | 340 | 101000 |
| | May 20 05/13/20 | MBF booster station | | 3,585.86 | | | 5210 430530 | 340 | 101000 |
| | May 20 05/13/20 | Creamey Park (223 Main) | | 106.08 | | | 5210 430550 | 340 | 101000 |
| | May 20 05/13/20 | 85 CENTURYLINK | | 43.96* | | | 1000 460430 | 340 | 101000 |
| 16023 | May 20 05/22/20 | WMTP Internet #0185 | | *** Claim from another period (5/20) **** | | | | | |
| | May 20 05/22/20 | H2O Plant Phone #7132 | | 124.39 | | | 5310 430640 | 340 | 101000 |
| | May 20 05/22/20 | MBF Reservoir #9934 | | 68.99 | | | 5210 430540 | 340 | 101000 |
| | May 20 05/22/20 | MBF Reservoir #9934 | | 24.77 | | | 5210 430530 | 340 | 101000 |
| | May 20 05/22/20 | MBF Reservoir #9934 | | 30.63 | | | 5210 430530 | 340 | 101000 |

* ... Over spent expenditure

| Claim | Check | Invoice #/Inv Date/Description | Vendor #/Name/ | Document \$/Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|-------|---------|--|--|---------------------|---------|------|---------------|-------------|--------------|
| 16024 | 351067 | 05/19/20 77 THATCHER COMPANY OF MONTANA | *** Claim from another period (5/20) **** | 1,085.49 | | | 5210 430540 | 220 | 101000 |
| | 351067 | 05/19/20 55G Drum T-Chlor 12.5 x3 | | 794.20* | | | 5210 430540 | 220 | 101000 |
| | 351067 | 05/19/20 Container Deposit | | 160.00* | | | 5210 430540 | 220 | 101000 |
| | 351067 | 05/19/20 Freight Charges and Surcharge | | 131.29* | | | | | |
| | | | *** Claim from another period (5/20) **** | | | | | | |
| 16025 | May 20 | 05/04/20 23 VALLEY DRUG AND VARIETY | *** Claim from another period (5/20) **** | 72.13 | | | 5210 430510 | 311 | 101000 |
| | May 20 | 05/13/20 W-Shipping Water Samples | | 20.24* | | | 5210 430510 | 220 | 101000 |
| | May 20 | 05/13/20 Batteries | | 11.56* | | | 5310 430610 | 220 | 101000 |
| | May 20 | 05/13/20 Batteries | | 11.56 | | | 1000 410550 | 220 | 101000 |
| | May 20 | 05/13/20 Batteries | | 6.94 | | | 1000 410360 | 210 | 101000 |
| | May 20 | 05/13/20 Batteries | | 6.94* | | | 2394 420531 | 210 | 101000 |
| | May 20 | 05/13/20 Batteries | | 4.62* | | | 1000 420410 | 210 | 101000 |
| | May 20 | 05/11/20 Posterboard/Lamenating | | 4.62* | | | 2250 411000 | 320 | 101000 |
| | | | *** Claim from another period (5/20) **** | 5.65* | | | | | |
| 16026 | May 20 | 05/31/20 53 SUPER 1 FOODS | *** Claim from another period (5/20) **** | 20.82 | | | 5310 430640 | 220 | 101000 |
| | May 20 | 05/31/20 S-Water for testing | | 20.82 | | | | | |
| 16027 | 3173 | 04/30/20 348 Snow Mountain Electric | *** Claim from another period (4/20) **** | 172.37 | | | 2230 420730 | 230 | 101000 |
| | | | | 172.37* | | | | | |
| 16028 | C440653 | 05/06/20 34 STEVENSVILLE HARDWARE AND RENTAL | | 412.45 | | | 1000 460430 | 220 | 101000 |
| | C440788 | 05/07/20 C-Keys | | 5.67* | | | 5310 430640 | 220 | 101000 |
| | C440934 | 05/08/20 WW- 8" Cable ties | | 5.79 | | | 5210 430510 | 230 | 101000 |
| | A463384 | 05/09/20 W- 3/4 Swivel Cantainer | | 5.29* | | | 5210 430510 | 230 | 101000 |
| | C441195 | 05/11/20 W- 7" round valve Box | | 6.29* | | | 1000 460430 | 230 | 101000 |
| | A463808 | 05/11/20 P-3" Reflective Numbers | | 1.58* | | | 1000 460430 | 230 | 101000 |
| | A464055 | 05/11/20 P-10lbs Mix Landscaper Seed | | 25.99* | | | 5210 430510 | 230 | 101000 |
| | A464091 | 05/13/20 Shop-1/4" male plug | | 1.79 | | | 5210 430540 | 230 | 101000 |
| | A464870 | 05/19/20 P-3/4MTP No-Kink Hose | | 18.49* | | | 1000 460430 | 230 | 101000 |
| | A464893 | 05/19/20 PD-Plumbing Supplies | | 40.43* | | | 5210 430510 | 230 | 101000 |
| | C442557 | 05/19/20 Annex-cardon hose & connector | | 44.78* | | | 5210 430510 | 230 | 101000 |
| | C442753 | 05/23/20 W- well key | | 3.78* | | | 5210 430530 | 230 | 101000 |
| | A466078 | 05/25/20 P- 5/8x6 Malexfem Leader hose | | 23.74* | | | 1000 460430 | 230 | 101000 |
| | A466104 | 05/27/20 WW-Repair Daycare Rembus | | 126.09* | | | 5310 430550 | 230 | 101000 |
| | A466189 | 05/27/20 WW-Repair Daycare Rembus | | 32.35* | | | 5310 430550 | 230 | 101000 |
| | A466189 | 05/28/20 W-Buck Fasteners | | 29.81 | | | 5210 430540 | 230 | 101000 |
| | A466189 | 05/28/20 WW-Buck Fasteners | | 29.80* | | | 5310 430610 | 230 | 101000 |
| | C442076 | 05/28/20 W-Gloves | | 5.99* | | | 5210 430510 | 220 | 101000 |
| | B449033 | 05/28/20 S-Banner Main St Maintenance | | 4.79* | | | 1000 430200 | 230 | 101000 |

of Claims 31 Total: 37,939.03
 Total Electronic Claims 588.43 Total Non-Electronic Claims 37350.60

| Fund/Account | Amount |
|--|-------------|
| 1000 GENERAL | |
| 101000 Cash - Operating | \$14,658.05 |
| 2230 AMBULANCE | |
| 101000 Cash - Operating | \$172.37 |
| 2250 PLANNING | |
| 101000 Cash - Operating | \$5.65 |
| 2394 BUILDING CODE ENFORCEMENT | |
| 101000 Cash - Operating | \$274.18 |
| 2410 DAYTON LIGHTING #1 DISTRICT 55 | |
| 101000 Cash - Operating | \$234.39 |
| 2420 PETERSON ADDN LIGHTING #2 DISTRICT 80 | |
| 101000 Cash - Operating | \$170.46 |
| 2430 GEO SMITH LIGHTING #3 DISTRICT 76 | |
| 101000 Cash - Operating | \$230.02 |
| 2820 GAS APPOINTMENT TAX | |
| 101000 Cash - Operating | \$344.10 |
| 102000 Cash - Restricted | \$2,190.15 |
| 2940 ECONOMIC DEVELOPMENT | |
| 101000 Cash - Operating | \$85.01 |
| 5210 WATER | |
| 101000 Cash - Operating | \$12,693.76 |
| 5310 SEWER | |
| 101000 Cash - Operating | \$6,492.67 |
| 5610 AIRPORT | |
| 101000 Cash - Operating | \$388.22 |

Total: \$37,939.03

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

Council Council

Council Council

Mayor

Date Approved_____

File Attachments for Item:

Airport Manager's Report

TOWN OF STEVENVILLE
AIRPORT ACTIVITY REPORT
June 11, 2020

MONTHLY REPORT:

Construction on the parallel taxiway started on June 1, 2020. The first phase of the project is rehabilitating the parallel taxiway at the approach end of runway 30 to the south apron and completing a midfield taxiway way. The engineering firm is Morrison-Maierle and the construction company is Knife River. Both companies have been excellent to work with.

Maintenance that was completed over the past few months included:

- Replacing windsock at segmented circle
- Irrigation ditch burn
- Replaced flying lane
- New fire extinguisher by self-serve fuel
- County came to weed spray
- New runway light fixture was installed
- Runway lights replaced

The Airport also received a \$30,000 grant from the CARES Airport Grants. The grant must be used on Airport operating expenses.

File Attachments for Item:

b. Building Department Report

MONTHLY REPORT

Building Department

May 2020

| <u>Permits Issued</u> | <u>Fees Collected</u> |
|--|--|
| <u>Building</u> (12 permits) | |
| 1. NSFR | \$5,938.75 |
| 2. New Commercial Building | \$1,810.00 |
| 3. Renovation/Remodel | \$2,163.00 |
| 4. Demo | \$0,050.00 |
| <u>Electrical</u> (1 permit) | |
| 1. NSFR | \$0,000.00 |
| 2. New Commercial Building | \$0,000.00 |
| 3. Renovation/Remodel | \$0,060.00 |
| 4. Demo | \$0,000.00 |
| <u>Mechanical</u> (2 permits) | |
| 1. NSFR | \$0,155.00 |
| 2. New Commercial Building | \$0,000.00 |
| 3. Renovation/Remodel | \$0,050.00 |
| 4. Demo | \$0,000.00 |
| <u>Plumbing</u> (3 permits) | |
| 1. NSFR | \$0,151.00 |
| 2. New Commercial Building | \$0,000.00 |
| 3. Renovation/Remodel | \$0,079.00 |
| 4. Demo | \$0,000.00 |
| Total permits issued: 18 | Total fees collected: \$10,456.75 |
| <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 Tim Netzley, Building Official

File Attachments for Item:

d. Fire Department Report



STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

Activity Report – May 2020

Calls for the Month of May: 50

Calls for Stevensville Town: 15

Calls for Stevensville Rural: 24

Mutual Aid: 0

EMS Response: 31

Fire Calls: 5

Motor Vehicle Crash: 3

Calls for the Year to Date: 266

Calls for Stevensville Town: 113

Calls for Stevensville Rural: 145

Mutual Aid: 8

EMS Response: 183

Fire Calls: 66

Motor Vehicle Crash: 66

File Attachments for Item:

f. Police Department Report

**TOWN OF STEVENSVILLE
POLICE DEPARTMENT ACTIVITY REPORT
June 11th, 2020**

MONTHLY REPORT:

POLICE DEPARTMENT STATISTICS:

March 2020

Calls for Service: **65**

April 2020

Calls for Service: **91**

May 2020

Calls for Service: **58**

March, April and May Calls for Service pertained to:

PFMA's, Disturbances, Traffic Violations, Suspicious Person/Circumstance, Agency Assistances, Disorderly Conduct, 911 Hang up/Open lines, DUI Offenses, Criminal Mischief, Thefts, Animal Noise Complaints, Welfare Checks, Traffic Accidents.

Calls for Service January 1, 2020-May 31, 2020: 376

File Attachments for Item:

g. Public Works Report

**TOWN OF STEVENSVILLE
PUBLIC WORKS ACTIVITY REPORT
June 11th, 2020**

UTILITIES REPORT

- 💧 In April we hired Dustin Tribby; He currently has his wastewater certification and he will work on his water certification.
- 💧 First week of May we did leak locates. Found 50 possible leaks; Repaired a leak at 302 6th St.
- 💧 Installed water meters in water pits.

STREETS & TRANSPORTATION

- 💧 We did “Spring Clean Up” of yard waste.
- 💧 Installed dry wall on Buck St. between 3rd & 4th Street.
- 💧 Rocky Mountain Contractors; Bored 40’ through sewer service at day care at 97 Main St.

CEMETERY’S

- 💧 2 graves & 3 urns
- 💧 Sod laid down on winter graves

PARK MAINTENANCE

- 💧 Took 5 dead trees out on Main St. and planted 5 new trees
- 💧 Concrete work done at Lewis & Clark Park
- 💧 Started work on the pool

File Attachments for Item:

Discussion/Decision: Resolution No. 470, annexing a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B



Stevensville Town Council Meeting

Agenda Item Request

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

| | |
|---|---|
| Agenda Item Type: | Unfinished Business |
| Person Submitting the Agenda Item: | Brandon E. Dewey |
| Second Person Submitting the Agenda Item: | |
| Submitter Title: | Mayor |
| Submitter Phone: | |
| Submitter Email: | |
| Requested Council Meeting Date for Item: | 06/04/2020 |
| Agenda Topic: | Discussion/Decision: Resolution No. 470, annexing a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B |
| Backup Documents Attached? | Yes |
| If no, why not? | |
| Approved/Disapproved? | Approved |
| If Approved, Meeting Date for Consideration: | 06/04/2020 |
| Notes: | |

Agenda Item: Unfinished Business

Discussion/Decision: Resolution No. 470, annexing a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B

Other Council Meetings

February 27, 2020

March 12, 2020

June 4, 2020

Exhibits

A. Resolution No 470

B. Annexation Map

C. Plan for Services

D. Annexation Petition

E. Planning & Zoning Board Recommendation

This agenda item provides Council with the ability to authorize the annexation of property adjacent to the Town's existing incorporated boundary.

Background:

On February 27, 2020 Resolution No. 470 was brought forth to the Town Council with the intent to annex the property described as a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B.

The proposed zoning of the property is C-2. The property owner, Jesse Reeves, states that his plans for the property are to build up to two homes on the property, as well as a possible building to for his home-based contracting business. Mr. Reeves desires municipal water and sewer services on the property and in exchange for annexation will provide an easement for the Town's future well field infrastructure. The Town's Twin Creeks Well Field is adjacent to the 26.06 acre proposed annexation.

On March 12, 2020 the Town Council decided to table Resolution No. 470, with the intent to wait for a contract to come forward with property owner, Mr. Reeves.

On June 5, 2020 the Town Council took action to proceed with annexation without a contract for easement. Upon consideration of the annexation, the Council voted against the resolution and expressed desire to reconsider the item an a subsequent meeting where more information can be provided. The Council agreed to provide their specific questions to the Mayor by Monday, June 8, 2020.

Board/Commission Recommendation: **Applicable** - **Not Applicable**
The Planning & Zoning Board recommends annexation.

Alternative(s): do not approve Resolution No. 470

MOTION

I move to: approve Resolution No. 470, annexing a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B

RESOLUTION NO. 470

A RESOLUTION TO ANNEX

WHEREAS, Jesse Reeves, as owner of the parcel of land described in Exhibit 1, has filed a Petition for Annexation to the Town, pursuant to MCA Title 7, Chapter 2, Part 46; and

WHEREAS, pursuant to §7-2-4601(3)(a)(i), Jesse Reeves represents more than 50% resident electors owning real property in the area to be annexed; and

WHEREAS, the Town of Stevensville Planning and Zoning Board has reviewed the Petition submitted by Jesse Reeves and recommended that the Town Council proceed with annexation; and

WHEREAS, the plan for services has been developed and deemed adequate by the Town Council; and

WHEREAS, the Town Council has determined that it is in the best interest of the Town of Stevensville that the legally described parcel of land described in Exhibit 1 be annexed in accordance with §7-2-4601(3)(b).

NOW THEREFORE BE IT RESOLVED, that the Town Council of the Town of Stevensville annexes the parcel of land legally owned by Jesse Reeves as described in Exhibit 1.

PASSED AND ADOPTED by the Town of Stevensville, Montana this 4th day of June, 2020.

Approved:

Attest:

Brandon E. Dewey, Mayor

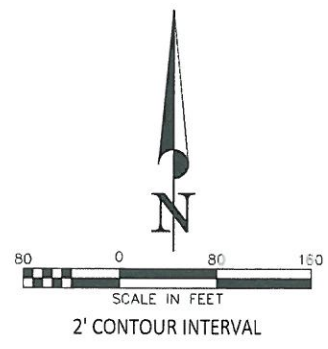
Monica Hoffman, Town Clerk

F:\1018\3018 Misc. Invoicing\reeves\reeves - Survey Drawing.dwg, 1/25/2018



EXISTING FIRE HYDRANT

MANHOLE 27
RIM EL. = 3432.89'
INV. IN (E) = 3427.89' (FOR FUTURE)
INV. OUT (W) = 3427.89'



| | |
|------------|--------------|
| PROJECT # | 2019 - MISC. |
| DATE | 12/15/2019 |
| BY | JR |
| CHECKED BY | JB |
| REVISION | |
| NO. | |
| DATE | |
| BY | |
| CHECKED BY | |
| NO. | |
| DATE | |

JESSE REEVES

TRACT 1-B CS#691110 R

SEC. 35, T9N, R20W
STEVENSVILLE, MT

Professional Consultants Inc.
1000 W. 10th Street, Suite 100
Stevensville, MT 59717
Phone: (406) 325-1111
Fax: (406) 325-1112
www.pciconsultants.com

DEC. 2019

SITE LAYOUT

EXHIBIT A

Town of Stevensville Annexation Service Plan For Annexation CS 691110-R (Tract 1-B)

I. TERRITORY

This service plan is applicable to 26.06 acres of land located in the NE ¼ NE ¼ of Section 35, Township 9 North, Range 20 West, P.M.M., Tract 1-B, Certificate of Survey No. 691110-R, in Ravalli County, Montana. The territory is located in the general vicinity south and west of the intersection of Middle Burnt Fork Road and Logan Lane. A map of the area is attached hereto and incorporated herein by reference. The territory consists primarily of vacant land.

II. GENERAL PROVISIONS

a. Effective Term. This service plan shall be in effect for a ten-year period commencing on the effective date of the annexation.

b. Amendment or Renewal. This service plan may be amended from time to time as provided by Law. Renewal of the service plan shall be at the sole option of the Stevensville Town Council.

c. Intent. It is the intent of the Town of Stevensville that this service plan shall provide for the delivery of full municipal services to the annexed area in accordance with State law. The failure of this plan to describe any particular service shall not be deemed to be an attempt to omit the provision of such services from the annexed area. The delivery of municipal services may be accomplished through any means permitted by law.

d. Level of Services to be Provided. It is the intent of the Town of Stevensville to provide the level of services required by State law. The Town Council finds and determines that the level of services, infrastructure and infrastructure maintenance provided within the area prior to annexation is not greater than is provided in the Town. The Town Council finds and determines that the services, infrastructure and infrastructure maintenance proposed by this plan are comparable to that provided to other parts of the Town with topography, land use, and population density reasonably similar to the annexed area. The Town Council finds and determines that implementation of this plan in the manner proposed will not reduce the level of fire, police, and emergency medical services available within the Town.

III. SERVICES TO BE PROVIDED AT ANNEXATION

These services will be provided within the annexed area immediately upon the effective date of the annexation. In the case of a gated subdivision, it will be the responsibility of the Property Owners Association (POA) to provide emergency service and Town staff access, particularly in cases where the access mechanism changes on or after annexation.

a. Police Protection. Police services include criminal investigations, routine patrol, traffic enforcement, and dispatched response to both emergency and non-emergency service calls.

As a result of this annexation, no new patrol officers or patrol units are necessary to serve the area. It is anticipated that police services within the annexed area will be provided utilizing existing levels of personnel and equipment.

Currently, the nearest police station is Police Headquarters, which is located at 206 Buck Street.

b. Fire Protection. The Stevensville Fire Department will provide emergency fire suppression and routine fire prevention services within the annexed area.

The Stevensville Fire Department does not provide primary EMS services. Marcus Daly Ambulance Service currently provides EMS services throughout the County. Firefighters may be dispatched to the scene of accidents or other medical emergencies to assist Ambulance Service EMS personnel or to provide “first responder” services pending the arrival of EMS personnel.

The Fire Department currently operates two fire stations that are located on Buck Street and Stevensville Airport Road. The annexed area will initially be incorporated in the zones served by Fire Station No. 1 on Buck Street. The station(s) assigned to the annexed area may be altered from time to time in response to service demands, shifts or growth in population, future annexations or other relevant considerations.

Stevensville Rural Fire District currently provides fire protection services to the area. After the area is annexed to Stevensville, the Town will require SRFD to remove the area from the territory of SRFD.

c. Solid Waste Collection. Privately owned solid waste management service providers currently provide collection services within the annexation territory area and shall continue to provide such services.

d. Maintenance of Water and Wastewater Facilities. The annexation territory is presently within the service area of the Town of Stevensville.

The Town does not maintain privately owned water wells or septic or aerobic wastewater systems. Property owners who currently have water wells, septic or aerobic wastewater systems may keep them as long as they are maintained in proper working order. When Town wastewater disposal facilities are available to serve existing development, the Town may require connection to the Town system instead of permitting the installation of new septic or aerobic disposal systems. Mandatory connection to the Town wastewater system will not be required where existing systems remain in good working order and do not present a threat to public health or safety.

e. Maintenance of Roads, Streets and Street Lighting. The Town is not responsible for the maintenance of private streets or roads in the annexed area.

The Town will assume the responsibility for maintenance of public streets and roads directly adjacent to or within the annexation territory. Any such streets or roads formerly maintained by Ravalli County that become subject to Town maintenance will be maintained in a condition which is at least equal to the County maintenance standard, however, the Town will not be required to reconstruct or upgrade such streets to a higher standard.

It is the responsibility of the developer to construct or provide those streets or roads necessary to serve the demands of new development in the areas to be annexed. The Town may accept the dedication of public streets constructed in accordance with applicable development regulations of the Town and will thereafter be responsible for their maintenance.

f. Maintenance of Parks, Playgrounds and Swimming Pools. There are no public parks, playgrounds, or swimming pools within the area to be annexed. Private recreational facilities, open spaces and swimming pools are unaffected by the annexation.

g. Maintenance of any other Public Building, Facility or Service. Annexation does not transfer ownership of most public buildings, facilities or services, all of which should continue to be maintained or provided by the public entity that currently owns or provides them. Privately owned facilities, including privately owned and operated storm water detention facilities, are not affected by the annexation.

An appropriate Town Department will be assigned to assume responsibility for the maintenance or provision of any facilities or services which become the responsibility of the Town and are not covered by this service plan.

IV. CAPITAL IMPROVEMENTS

Construction of these capital improvements will be substantially completed within 2½ years.

a. Police Protection. No additional capital improvements are needed at this time to provide police services.

b. Fire Protection. No capital improvements are needed at this time to provide fire protection services.

c. Solid Waste Collection. No capital improvements are needed at this time to provide solid waste collection services.

d. Water and Wastewater Facilities. No capital improvements are needed at this time to provide water and wastewater services.

e. Roads, Streets and Streetlights. No new roads, streets or streetlights are needed at this time. It will be the responsibility of the developer of the property to provide the roads and streets necessary to serve new development within the annexed area.

f. Parks, Playgrounds and Swimming Pools. No capital improvements are needed at this time to provide recreational services.

g. Other Public Buildings, Facilities or Services. No capital improvements are needed at this time to provide other public services.

V. WATER AND WASTEWATER SERVICE EXTENSION POLICIES

The Town provides fee-based water and wastewater services to the portions of the Town which are not within an area served by another water or wastewater utility. Water and wastewater services are generally only provided to lots that have been properly subdivided or platted. The City may decline to provide service to any property that is not platted.

For lots that have water or wastewater lines in an abutting street or easement, the owner may receive water or wastewater service by applying for a tap and paying any required fees.

The provision of water and wastewater facilities for new development within the Town is primarily governed by the Town's building code and subdivision ordinances that are found in Chapters 6, 10 and 26 of the Town Code of Ordinances. New development must be served by owner/developer provided public water and wastewater facilities that meet the Town's standard requirements. Upon construction and dedication by the owner/developer the CS 691110-R (Tract 1-B) Service Plan

Town agrees to provide services via the facilities and thereafter to maintain them in accordance with municipal code and state law.

Facilities necessary to serve a new development are provided at the sole cost of the owner/developer. Such facilities include not only those which are located within the owner/developer's property, but also any exterior mains which must be extended to connect the property under development to the point of connection with the Town's existing facilities. The Town need not compensate the owner/developer for the ordinary costs of extending exterior mains.

The Town may require that the owner/developer provide oversized water or wastewater facilities. In such cases the Town will pay the reasonable cost of such oversizing. Whether or not a particular line sizing constitutes "oversizing," is determined upon the basis of generally accepted sound engineering design practices.

In newly annexed areas the Town examines the need for line extensions to serve existing development that does not currently receive water or wastewater services. The Town will determine the need for the construction of lines and facilities to serve existing development after giving due consideration to the topography, land use, population density, the adequacy of existing private water wells and septic tanks and anticipated levels of demand. The Town will not undertake line extensions to serve such existing development unless the new lines will be logical, reasonable and prudent extensions of the Town's existing facilities.

From time to time, upon the request of an interested property owner the Town will consider whether or not line extensions previously deemed unnecessary have become necessary as a result of changed conditions.

The Town may recover the capital costs of extending water or wastewater facilities to serve existing development through the use of infrastructure fees, assessments or any other method authorized by law.

Once sewer lines become available in an abutting street or easement the Town may require that existing development connect to the Town's sewer system.

January 20, 2019

Town of Stevensville
206 Buck Street
Stevensville, MT 59870

RE: Annexation and zoning of Tract 1-B, CS #691110-R, Parcel #: 287530, 26.06 Acre Parcel,
Legal Description of Lot: S35, T09N, R20W, Geocode: 13-1764-35-1-01-26-0000

To whom it may concern,
Jesse Reeves has purchased the above referenced parcel located at the corner of Logan Lane and Middle Burnt Fork Road, just east of the Twin Creeks Subdivision. Jesse's intent currently for the property would be to build a single-family home and run his business out of the home. We are requesting to annex into the city, and zone the parcel as C-2. Having the commercial designation will allow for Jesse to run his business as well as live on the property as well. We are requesting access to the lot through the 60' wide public access and utility easement on the west side of the lot.

Please let us know what else you need from us for your review.

Sincerely,
Professional Consultants, Inc.



Jeff Standaert, P.E.
Civil Engineer



Town of Stevensville
ANNEXATION BY PETITION

APPLICATION FEE: \$750.00
(Payable to the Town of Stevensville)
ALL FEES ARE NON-REFUNDABLE

The undersigned, being all the Property Owner(s) or as legally authorized by all the Property Owner(s), of the property herein described, petitions the Town of Stevensville to annex the same under the provisions of Title 7, chapter 2, part 46, MCA.

In support of this Petition, undersigned provides the following information:

- 1. IS THE PROPERTY CONTIGUOUS TO EXISTING CITY LIMITS? Yes No
- 2. HAS THE PROPERTY BEEN PREZONED? Yes No

If so, what is the zoning? _____

- 3. IF NOT CURRENTLY PREZONED, WHAT ZONING IS PROPOSED? C-2

- 4. PRESENT AND PROPOSED USE: (attach additional information if necessary)

Present: Vacant land
Proposed use: Bun Reeves Construction Business + single family residence.

- 5. IF WATER AND SEWER SERVICE DO NOT EXIST, HOW DO YOU PROPOSE TO GET SERVICE TO THE PROPERTY? Run water and sewer lines

- 6. IN WHICH FIRE DISTRICT OR FIRE SERVICE AREA IS THE PROPERTY LOCATED? _____

- 7. IS THE PROPERTY SERVED BY A PRIVATE GARBAGE SERVICE? Yes No

Application Instructions

INTENT: Application to the Town Council for annexation into the Town of Stevensville as described in §7-2-46, MCA.

GENERAL: Please submit the following:

- 1. Completed Application to the Town Clerk. The application fee must be paid at the time of application submittal.
- 2. Application must be COMPLETED and SIGNED by the applicant and property owner. An incomplete application may delay review of your request. Attach additional information if needed.
- 3. Vicinity map of the area with the application form. This map must show the location of the property in relation to surrounding land and zoning in the immediate area; and City streets.

- 4. A description of the boundaries of the area to be annexed. *see existing Plat*
- 5. Storm water drainage plan, unless waived by the Public Works Director.
- 6. Site plan.

REQUIREMENTS FOR SUBMITTING SITE PLAN:

- 1. Five (5) 11" x 17" copies of the site plan are required, plus one (1) copy reduced to either 8½" x 11" or 8½" x 14".
- 2. All lines must be drawn legibly. (Black or blue line prints from an original are acceptable.)
- 3. Drawn to one of the following scales: 1"=10'; 1"=20'; 1"=50'
- 4. Your site plan must have the following information (check each item prior to submitting application):

- complete legal description of property - name of addition/subdivision with block and lot number(s); *see plot*
- lot dimensions and square footage; *see existing Plat*
- location, names, and widths of boundary streets, alleys and existing sidewalks; *NA*
- location and size of existing and proposed utilities such as sewer, water lines, fire hydrants phone, gas, power, etc.;
- locations, dimensions, and square footage of all structures and uses on the property;
- distance of all structures from property lines (front/side/rear yard setbacks); *use scale on drawing*
- dimensions of any signs and their locations in relation to all property lines; and *NA*
- north arrow and scale.
- describe the legal and physical access to the property.

NEW CONSTRUCTION MUST COMPLY WITH THE FOLLOWING:

- 1. Building and fire codes, including required building and occupancy permits, and
- 2. The property owner must submit plans for review by the Town of Stevensville for compliance with City infrastructure, zoning, and other Code requirements, provide proof of compliance with all building and fire codes for all new construction or remodels subsequent to the adoption of this resolution and prior to annexation of the property, and pay all fees for such reviews in the same manner and on the same basis as do owners of properties already in the City.

NOTE: ANNEXATION IS EFFECTIVE ONLY AFTER THE CONDITIONS OF ANNEXATION HAVE BEEN MET AND THE TOWN COUNCIL HAS PASSED THE RESOLUTION OF ANNEXATION. INSTALLATION OF CITY WATER AND SEWER MAINS, FIRE HYDRANTS, STREETS, SIDEWALKS, CURBS AND GUTTERS MAY BE REQUIRED PRIOR TO ANNEXATION.

IT IS THE POLICY OF THE TOWN COUNCIL NOT TO ACT ON A PROPOSAL IF THE APPLICANT/APPLICANT'S REPRESENTATIVE IS NOT PRESENT AT THE COUNCIL MEETING. Town Planning Staff represents the Town; staff cannot answer questions for the applicant.

- 3. Taxes and assessments must be paid and current at the time of filing the Resolution of Annexation.

Dated this 20th day of January, 2020.

COME NOW the undersigned and respectfully petitions the Town Council of the Town of Stevensville requesting city annexation of the following real property into the Town of Stevensville.

The petitioner(s) requesting Town of Stevensville annexation of the property described herein hereby mutually agree with the Town of Stevensville that immediately upon annexation of the land all Town of Stevensville municipal services will be provided to the property described herein on substantially the same basis and in the same manner as such services are provided or made available within the rest of the municipality prior to annexation.

Petitioner(s) hereby agrees and submits the real property described herein to municipal taxation and assessments upon annexation, including but not limited to water and sanitary sewer utility assessments, in the same manner as other private property within the city is taxed and assessed for municipal tax, assessment and utility service purposes.

Petitioner(s) hereby states that there is no need to prepare a Municipal Annexation Service Plan for this annexation pursuant to Section 7-2-4610, MCA since the parties are in agreement as to the provision of municipal services to the property requested to be annexed.

LEGAL DESCRIPTION OF PROPERTY TO BE ANNEXED: CS #691110-R, Tract 1-R
NE 1/4 of the NE 1/4 of S35, T09, R20W.

PROPERTY ADDRESS: _____

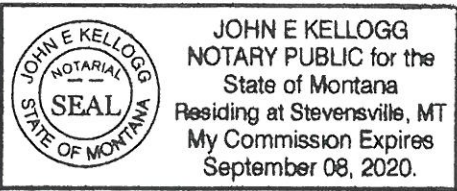
[Signature]
OWNER(S) NAME, TITLE

[Signature], PCI, Engineer
NAME, TITLE

STATE OF MONTANA)
) ss.
County of Ravalli)

On this 20th day of January, 2020, before me the undersigned, a Notary Public for the State of Montana, personally appeared Jesse Reeves, known to me personally (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name/s is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Official Seal on the day, month, and year in this certificate first above written.

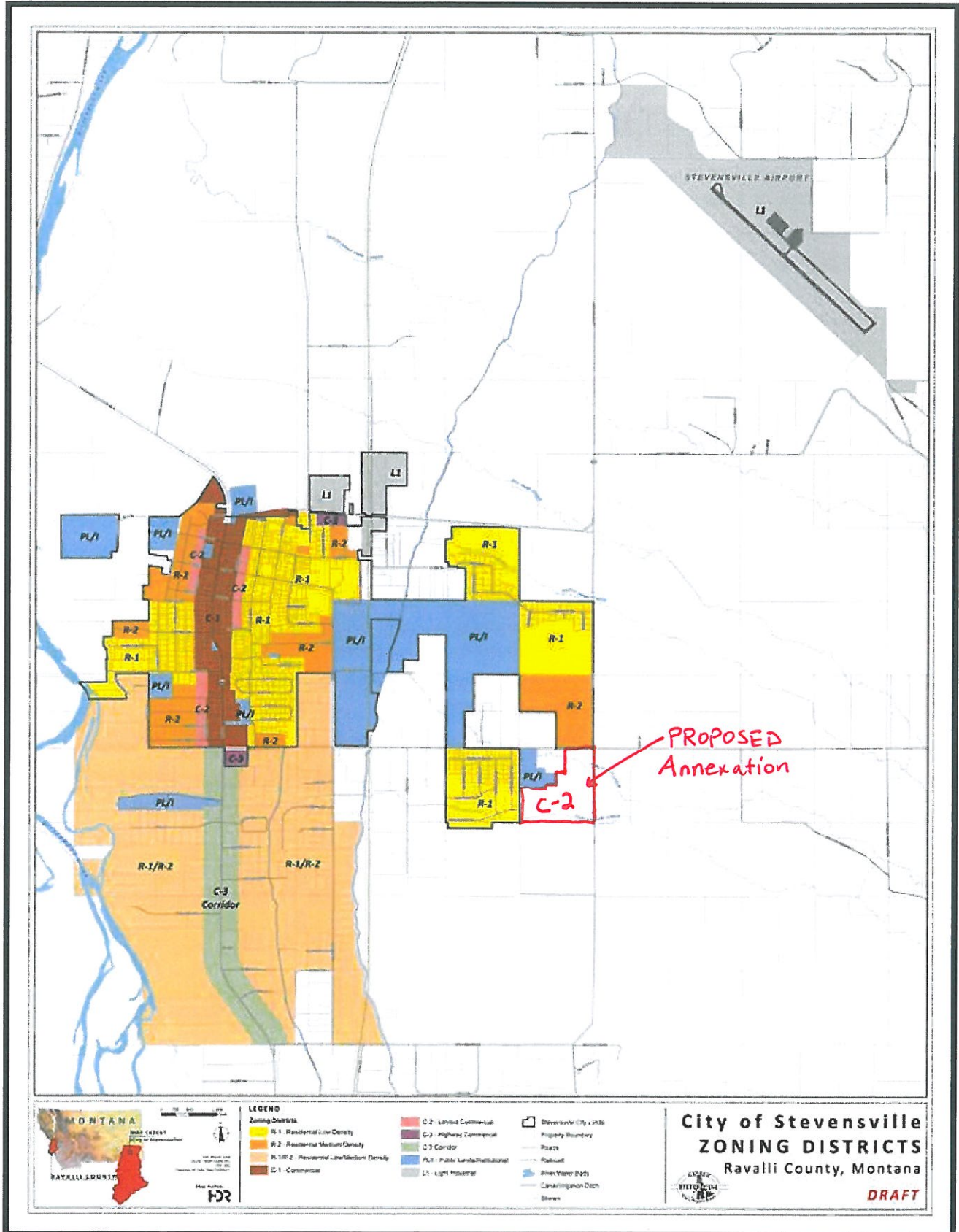


(SEAL)

[Signature]
John E. Kellogg
(Printed name required)

Notary Public for the State of Montana.
Residing at Stevensville, MT
My Commission Expires: Sept. 8, 2020
MM/DD/YY

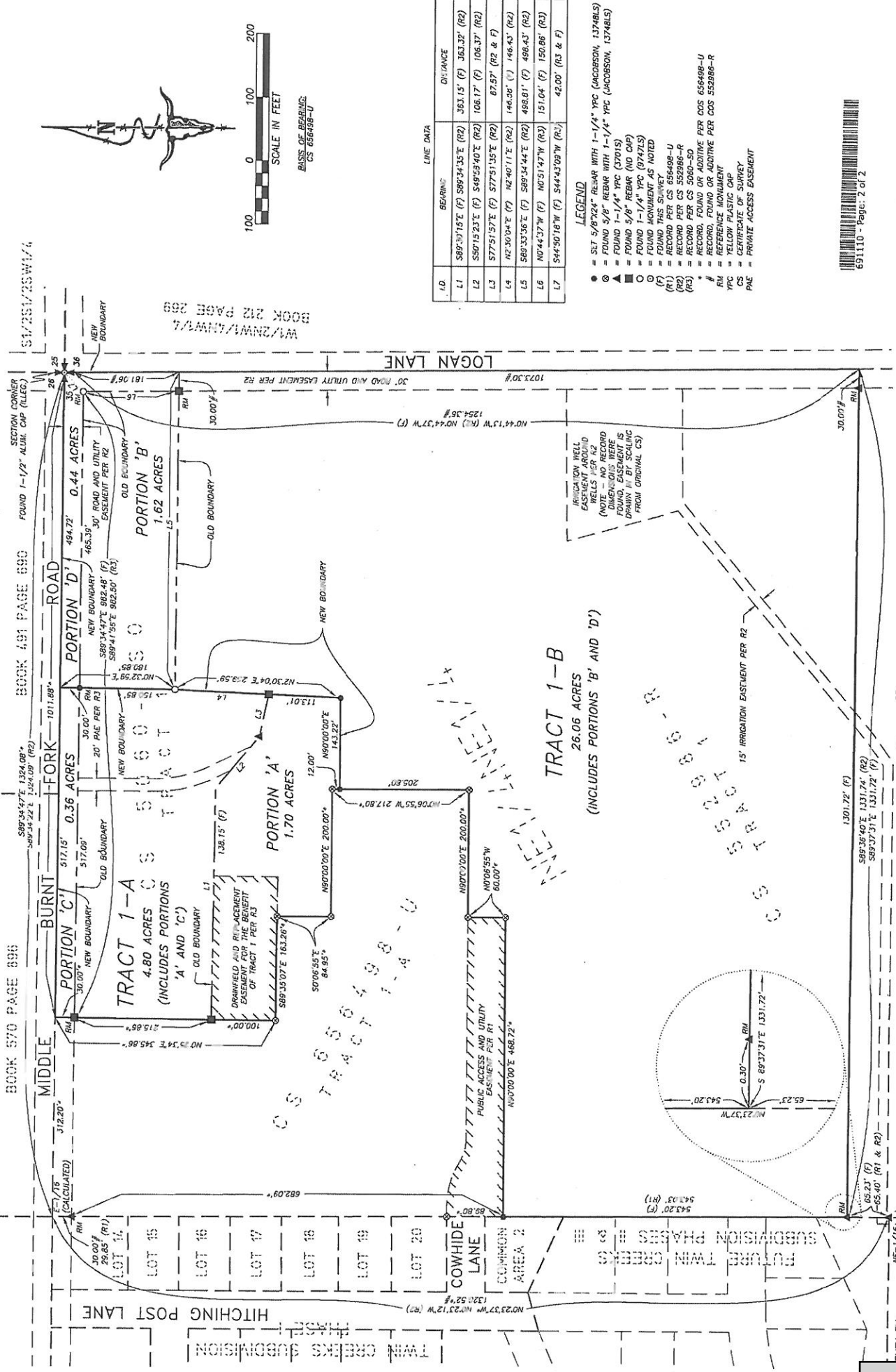
Map 8 - Draft Zoning Map



W-101110-11 page 2

CERTIFICATE OF SURVEY

TO DEPICT THE RELOCATION OF COMMON BOUNDARIES IN THE
 NE1/4NE1/4 SECTION 35, T9N, R20W, P.M.M., RAVALLI COUNTY, MONTANA



| LINE DATA | BEARING | DISTANCE |
|-----------|-----------------|-------------|
| L1 | S89°37'15"E (F) | 589.34' (F) |
| L2 | S50°15'23"E (F) | 549.53' (F) |
| L3 | S77°51'57"E (F) | 577.51' (F) |
| L4 | N2°30'04"E (F) | 12.00' (F) |
| L5 | S89°33'56"E (F) | 589.34' (F) |
| L6 | N0°44'37"W (F) | 107.04' (F) |
| L7 | S44°30'18"W (F) | 544.33' (F) |

- LEGEND**
- = SET 5/8" X 24" REBAR WITH 1-1/4" YPC (JACOBSON, 13748L5)
 - ⊙ = FOUND 5/8" REBAR WITH 1-1/4" YPC (JACOBSON, 13748L5)
 - ⊙ = FOUND 1-1/4" YPC (3701S)
 - ▲ = FOUND 5/8" REBAR (NO CAP)
 - = FOUND 1-1/4" YPC (9742LS)
 - = FOUND MONUMENT AS NOTED
 - (F) = FOUND THIS SURVEY
 - (R1) = RECORD PER CS 656498-U
 - (R2) = RECORD PER CS 552866-R
 - (R3) = RECORD PER CS 5060-SO
 - # = RECORD, FOUND OR ADDITIVE PER COS 656498-U
 - RM = RECORD, FOUND OR ADDITIVE PER COS 552866-R
 - YPC = YELLOW PLYSTIC CONE
 - CS = CERTIFICATE OF SURVEY
 - PAE = PRIVATE ACCESS EASEMENT

691110 - Page 2 of 2

| | | | |
|-----|-----|-----|---|
| 1/4 | SEC | T | R |
| 35 | 9N | 20W | |

SHEET 2 OF 2
 CERTIFICATE OF SURVEY NO. _____
 RAVALLI COUNTY, MONTANA

Monica Hoffman

From: John Kellogg <johnk@pcimontana.com>
Sent: Friday, June 5, 2020 10:08 AM
To: Brandon E. Dewey; Monica Hoffman
Subject: FW: P and Z minutes - Reeves Annexation
Attachments: Stevi P&Z Minutes-Draft-2020-01-27.docx

Monica,

The attached "Draft" minutes of the Planning and Zoning Board Meeting from January include discussion and recommended approval of Jesse Reeves' annexation and zoning request. My apologies for not sending this sooner; as you can see from discussion below, the P&Z Board has had the opportunity to review the minutes, but they have not been officially adopted.

Please note that Commissioner Greg Chilcott chaired the public hearing, discussion and vote on Reeves' request, as I obviously had a conflict of interest.

I hope this will help as Council forms questions about this annexation request.

Thanks,
John Kellogg. P&Z Chair

From: Meghan Hanson <meghan@naturaldwellings.com>
Sent: Wednesday, February 19, 2020 10:46 PM
To: John Kellogg <johnk@pcimontana.com>; Bob Michalson <bob@townofstevensville.com>
Cc: Greg Chilcott (gchilcott@rc.mt.gov) <gchilcott@rc.mt.gov>; Dan Ritter (ritter4@mac.com) <ritter4@mac.com>; Monica Hoffman <monica@townofstevensville.com>; Brandon E. Dewey <brandon@townofstevensville.com>
Subject: RE: P and Z minutes

Thanks John!

All, please see attached with revisions. John – I changed to read Twin Creeks...we got the intent!

M

From: John Kellogg <johnk@pcimontana.com>
Sent: Wednesday, February 19, 2020 3:41 PM
To: Meghan Hanson <meghan@naturaldwellings.com>; Bob Michalson <bob@townofstevensville.com>
Cc: Greg Chilcott (gchilcott@rc.mt.gov) <gchilcott@rc.mt.gov>; Dan Ritter (ritter4@mac.com) <ritter4@mac.com>; Monica Hoffman <monica@townofstevensville.com>; Brandon E. Dewey <brandon@townofstevensville.com>
Subject: RE: P and Z minutes

Meghan,

I agree with Bob. Minutes are thorough and well done. Have a couple of clarifications:

1. On page 1 under New Business – Follow-up on Growth Policy, I think your spell check put in "objections" when it should have said "objectives".
2. On page 2, in the middle of the Reeves' annexation discussion it says "Access will be through Creekside" – I should have said through Twin Creeks. But I guess if I said it wrong, that's what the minutes should read.

3. Under Future Items, #2 – you correctly heard “Nicole Court”. FYI- that was a previous, discarded plan and the new development will have a different name.

Thanks, John

From: Meghan Hanson <meghan@naturaldwellings.com>

Sent: Wednesday, February 19, 2020 3:11 PM

To: Bob Michalson <bob@townofstevensville.com>

Cc: John Kellogg <johnk@pcimontana.com>; Greg Chilcott (gchilcott@rc.mt.gov) <gchilcott@rc.mt.gov>; Dan Ritter (ritter4@mac.com) <ritter4@mac.com>

Subject: Re: P and Z minutes

Wow- thanks so much Bob!

Meghan Hanson

Cell - (307) 690-6618

Sent from my iPhone

On Feb 19, 2020, at 11:36 AM, Bob Michalson <bob@townofstevensville.com> wrote:

Meghan,

I want to thank you for doing such a great job on the minutes for the planning and zoning board.

They are impeccable.

regards

BOB MICHALSON
COUNCIL PRESIDENT - WARD 2
TOWN OF STEVENSVILLE

BOB@TOWNOFSTEVENSVILLE.COM

<Outlook-eggjjv1.png>

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Stevensville Planning & Zoning Board Meeting

January 27, 2020

The board meeting was called to order at 6:00 pm in the Town Council Chambers by Chairman John Kellogg. There was a quorum with the following board members present: Greg Chilcott, Bob Michalson, and Meghan Hanson. Meghan took minutes.

The other attendees this evening were Mayor Brandon Dewey and several community members.

This is the first of 2020 meetings and it started with the Pledge of Allegiance. It was noted there were no minutes from the April meeting, they will be provided for review at our next meeting.

UNFINISHED BUSINESS

Growth Policy, objectives and actions to be followed up on...some have been, others – we can look into and discuss. Also, discussion on possible revisions to Town Code, John thinks it was revised about 10yrs ago last. Defer to Mayor and Council as to whether P&Z should look into this year.

John noted that we should maybe discuss School long range plans, street vacation, future planning Nomination and Election of Board Members:

Jesse Reeves: request to be annexed into town and be Zoned. P&Z to make recommendation

Bob motioned to move order of items to be rearranged so Jesse's request could be item #2 and Greg seconded. All in favor.

ITEMS NOT ON AGENDA

John opened the floor to public comment on items not on Agenda. Marilyn Wolfe 300 Aspen trail asked: *are we aware of new 129-unit development to be located in city east of town. Have we seen a pre-app and will we follow the 2016 growth policy?* John is involved through PCI, so he outlined the status. No pre-app, or app has been submitting at this point; only prelim discussion with city admin and committee of Creekside Homeowners. Nothing has been presented for review of this board. John noted that Creekside Homeowners gave city a letter with a list of concerns and it has been looked at by town and was responded to within a meeting with Creekside and PCI, nothing related to this board. John said once the application is presented to the Town, there will be probably 2 public hearings. One with P&Z and another with Town Council. TC will notify adjacent landowners (within 500'), post, and advertise 2 times in local paper. Mayor explained this process further in depth. John asked Marilyn if she had any further questions – none at this time.

NEW BUSINESS

Follow-up on Growth Policy, 11 pages of objectives and actions. John will email this to all the Committee to all review, Bob will follow up with where the Council is at with these items, he will review with the Mayor as well. P&Z members will come to the next meeting with recommendations on follow-up items that haven't been acted on yet.

A. Nomination and Election of Board officers: Greg nominated John; Meg seconded. All in agreement. Bob nominated Greg as Vice-Chair, Meg seconded. All in agreement. Greg nominated Meg, she was concerned about travel schedule, but John assured all it can be done from a distance, Bob seconded. All in agreement.

B. Annexation and Zoning Annex Request: Jesse Reeves requests to annex and zone C2 a piece of property on Burnt Fork road just east of Twin Creeks Subdivision. John will recuse from discussion and

instead make presentation as a representative of PCI. Greg will moderate. All reviewed the documents provided and listened to John's presentation. Discussed location, noted that the town-owned well-field is located adjacent to the property. Jesse would like to build home and run a construction/excavation business from property and would like to tie to city water and sewer. John said most appropriate zone request was C2, lighter commercial. Meg asked if it could instead be done with variance – no because it's not currently zoned. We are to make recommendation to the council as to whether it is appropriate. Greg asked Jesse if he had anything to add. He said not really, they would like to be closer to town and to school and would like to be involved in the schools, will be better spot for them and for visibility for custom home business. Would like to utilize city hook ups. Meghan asked about type of construction. General construction, small company 2-3 homes a year. Anticipate equipment storage, machine shed, old fashion looking barn, love reclaimed materials, showcase to show what they do in a tasteful way. Meg asked why the whole 26 acres will be C2, John said because it's one parcel. Access will be through Twin Creeks subdivision, though they may request access off Logan lane in future.

Meg asked about the Pond shown on the property. Mayor explained that the pond is used to collect water from ditches above and this helps through the wintertime. Recharges the Bitterroot River per the DNRC. Meg asked about how we can protect this from ground water contamination, etc. from making this site C2. Mayor said the application is only 2 weeks old, will review more with more questions asked. Meg noted concern with C2 zoning in future after current well-meaning owner – could there be future issues with this? Why wouldn't we zone this residential now and give variance to project this in future. John said that the C2 Zoning is less intensive than C3 zoning. Greg said that the reality is that currently this is county, so is not zoned and anything could be done on site. By bringing this into the town it brings some level of zoning assurance in the future. Meg said this is a good point. Meg asked what someone in future would need to do if they wanted to make it a subdivision. Mayor noted they could do 10units/acre. Bob asked if the wells were brought up in the past when the town had right of first refusal on this property. They are continuing this conversation with Mr. Reeves. Very slow-moving process, currently focused on getting existing wells permitted. Existing wells are exceeding current and short-term projected need. Meg asked why the town didn't buy property. Mayor said the Town Council decided not to purchase. Jesse noted they are on board with having good water and working with the city. John summarized the intent to look at light commercial that doesn't have intensive uses or compete with downtown. Meg asked what the setbacks within C2, John said similar to residential, any wetland or wildlife overlays? John said no, but there could be an easement placed around the pond by the city. Mayor noted this should include setbacks to creeks and supply water to ponds. Mayor said lot coverage is max 60% with structure. Discussion on how structure and lot coverage is defined, no reference to Impervious Surfaces. Meg said we should better define these, mayor said this is a later agenda item.

Greg asked for Public comment, there was none. Further board discussion? None.

Bob recommended to annex and zone C2 the reviewed property. Meg asked if we can vote with stipulations on implementing setbacks around pond and getting protections in place for the water supply. Greg said no we can't do that. **Meg then seconded the motion.** Mayor noted that there will be opportunity for further public comment. **All approved. John recused himself.**

C: Coordination with Stevensville Schools long range plans

Dr Moore, Superintendent of School met with us to discuss Highschool long range plans, especially future road plans for town including realignment/vacation of Philips Street to go around playground instead of between playground and school. Mayor noted that his will go straight to council. John said there may be future expansion across the ditch and rail to the east and this is something to stay in communication with the schools on. Dr Moore updated us that MMW and the contractor are working on a phasing plan, then will come back and engage with the town.

Greg asked what our roll is or will be once the school gets going. The Mayor said he is correct, we really don't have a roll in the bond and expansion but will have a roll in any long range transportation plans that may affect the Town.

Dan Ritter joined the meeting

Meg asked the Superintendent if the school is pursuing LEED or any other certification programs. He said no due to cost, but they plan to implement several good features of efficiency and daylighting

D: Possible revisions to Ch 10 of the Town Code

John asked all to look through the Zoning portions of the code and identify areas that need to be revisited at this point. John asked the Mayor if we need council directive before we jump into it. The Mayor didn't think we need further directive, but that there is a good starting point for us to start. He said one item that should be looked at is VRBO and vacation rental codes. Areas where the code isn't as easy to interpret could be made clearer.

To summarize, the Mayor will review this topic with the Council & Staff and will bring further guidance back to us.

Future Items

John asked if we had a Staff report regarding activities, we should be aware of coming along.

1. Mayor said we will be seeing some annexation studies and report for the area near the Y.
2. New development- Nicole Court (future name may be different) near Ace Hardware – very controversial. Housing Solutions owned property within Town. Being looked at for 2 decades as an affordable/workforce housing potential- maybe around 16 units. Has funding and wants to move forward. May not be in front of P&Z as it uses the land as zoned, but it will go to Council
3. Feed Mill is up for sale; some interest has been expressed by the Library.
4. The Mayor also noted that the Highway department will be chip-sealing through town this summer.
5. Bob asked about the 3rd St project, Mayor noted they hope to start this project soon. Resurfacing 3rd Main to Park St. and sidewalk repair. And some curb and gutter work on west 3rd, causing cars driving into side of buildings... Will be evaluating funding as to whether this will be phased. Funding depends some on extent of snow removal.

John asked if there were any more comments from the Board. Meg asked if we know schedule for our upcoming meetings. John said no. Mayor noted its usually the first month of the quarter.

Mayor noted we have openings on the P&Z board as we have a public showing tonight. 2 positions open, please contact Mayor if interested.

Meeting was adjourned.

File Attachments for Item:

Discussion/Decision: Fire Department Volunteer Roster



Stevensville Town Council Meeting

Agenda Item Request

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

| | |
|---|---|
| Agenda Item Type: | New Business |
| Person Submitting the Agenda Item: | Jeff Motley |
| Second Person Submitting the Agenda Item: | |
| Submitter Title: | Fire Chief |
| Submitter Phone: | |
| Submitter Email: | |
| Requested Council Meeting Date for Item: | 6/11/2020 |
| Agenda Topic: | Discussion/Decision: Fire Department Volunteer Roster |
| Backup Documents Attached? | No |
| If no, why not? | Roster to be provided at or prior to meeting |
| Approved/Disapproved? | Approved |
| If Approved, Meeting Date for Consideration: | 6/11/2020 |
| Notes: | This item will include updating the personnel listed on the Fire Department roster. |

File Attachments for Item:

b. Discussion/Decision: Creating a permanent Parks & Recreation Director position and authorizing compensation



Stevensville Town Council Meeting

Agenda Item Request

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

| | |
|---|---|
| Agenda Item Type: | New Business |
| Person Submitting the Agenda Item: | Brandon E. Dewey |
| Second Person Submitting the Agenda Item: | |
| Submitter Title: | Mayor |
| Submitter Phone: | |
| Submitter Email: | |
| Requested Council Meeting Date for Item: | 6/11/2020 |
| Agenda Topic: | Discussion/Decision: Creating a permanent Parks & Recreation Director Position and Authorizing Compensation |
| Backup Documents Attached? | Yes |
| If no, why not? | |
| Approved/Disapproved? | Approved |
| If Approved, Meeting Date for Consideration: | 6/11/2020 |
| Notes: | |

Agenda Item: New Business

Discussion/Decision: Creating a permanent Parks & Recreation Director Position and Authorizing Compensation

Other Council Meetings

Exhibits

A. Parks & Recreation Director Position Description

This agenda item provides Council with the ability to authorize the position of Parks & Recreation Director and authorize compensation.

Background:

Citizens and visitors of Stevensville have long enjoyed the many benefits that our parks bring to the Community. Like most Town's in Western Montana, the opportunities for recreation in our area are endless and the chance to catch the beauty of our great valley is enjoyed year-round. The Town of Stevensville's informal parks & recreation department has historically encompassed the facilitation of activities held by other organizations, primarily youth athletics. Additionally, the Town owns and operates a seasonal swimming pool, offering swim lessons for youth and aerobic exercise classes for adults. Open swim and family swims schedules are offered as well.

The health benefits of parks and recreation programs are measurable, well-documented and quantified in numerous [studies](#). Specifically, parks:

- Offer opportunities for physical activity which help to increase fitness and lower levels of obesity.
- Enable people to connect with nature, which is known to confer certain health benefits and enhance well-being.
- Improve mental health as parks can serve as venues for stress reduction.
- Mitigate the effects of climate change, and air and water pollution impacts on public health.
- Facilitate community interaction as parks can serve as formal and informal places where people meet.
- Reduce injuries as parks and trails provide safe spaces for people to play and exercise, away from busy streets.

The creation of this position aims to improve the overall public health and wellness of Stevensville's citizens and visitors.

In response to the many challenges our community faces in both recreation programming, the Town's Administration has developed a formal Park's & Recreation Program that aims to implement year-round programming for youth in the community. The program will also aim to provide recreation opportunities for adults as well while highlighting the functions and facilities that currently exist in our parks system.

Year-round programming could consist of the following:

- After School programming
- Summer Activity Camps – Day camps through the summer season. June-August.
- Aquatics programming enhancements for all ages.
- Additional parks-oriented events and activities throughout all seasons.

To plan, implement and coordinate these efforts a permanent full time Parks & Recreation Director is needed. This full-time year-round position would determine and oversee the programming for camps and activities, as well as take over the management of the seasonal swimming pool.

In response to COVID-19, the administration recognized and determined that in order to ensure the safety of park users and to maintain compliance with public health orders from Governor Steve Bullock, additional staff were needed to implement sanitation procedures. A full-time seasonal Parks & Recreation Director was hired to replace the vacant Pool Manager position and oversee summer staffing & operations. Short term funding is available from CARES and FEMA to reimburse the COVID-19 related personnel costs.

The programming and position for regular operations will be funded through modest fees collected for services and existing revenue generated for parks.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): do not approve a full-time year-round position

MOTION

I move to: create a permanent Parks & Recreation Director Position and Authorize Compensation at \$_____/hour.

TOWN OF STEVENSVILLE
PARKS AND RECREATION POSITION DESCRIPTION

Position Title: Director of Parks & Recreation

Department: Parks and Recreation

Date:

GENERAL PURPOSE

The work performed by this position involves the leadership, coordination and oversight of the Stevensville Parks and Recreation Department. The position is responsible to plan, direct, manage, and oversee the programs, activities and operations of the Department including Recreation and Aquatics to coordinate assigned activities with other Town departments and outside agencies; and to provide highly responsible and complex support to the Mayor.

SUPERVISION RECEIVED

Works under the general direction of the Mayor.

SUPERVISION EXERCISED

Supervises Recreation & Aquatics Staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assume management responsibility for all services and activities of the Parks and Recreation Department.

Participate in the negotiation, development, planning, design and implementation of related City Capital Improvement Projects as well as capital improvements to existing facilities.

Continuously monitor and evaluate the efficiency and effectiveness of Department methods, procedures and programs; assess and monitor workload; identify and implement opportunities for improvement; review with Mayor where appropriate.

Facilitate use of all Town athletic resources to community sports organizations; supervise operations of all Town athletic facilities.

Provide staff support to the Town's Park Board.

Inventories and recognizes when supplies or equipment need to be ordered and communicates the needs to the management.

Interfaces with patrons regarding concerns, problems, or any other significant issues.

Adopted by Council:

Revised:

Supervise, promote, implement, and evaluate various recreational programs for children and adults including afterschool programming, summer camp programs, and specialized one-day sports events and programs.

Develop, prepare, and administer Department budget, including preparing cost estimates and justifications for budget recommendations, researching and recommending Capital Improvement Projects, and monitoring and controlling expenditures.

Develop and implement Department policies, procedures, and fee schedules; evaluate equity and adequacy of policy and fee schedules on an on-going basis; make revision recommendations as needed.

Oversee Recreation Department Customer Relations Program.

Work closely with the school district regarding joint-use and capital improvements of facilities.

Maintain close contact with school officials and community groups regarding program offerings and coordination of services.

Promote and publicize recreation programs and activities; prepare and coordinate the development of program and event publicity, including flyers, brochures, news releases, etc.

Review and approve manuals, reports, flyers, press releases, etc., produced by subordinate staff.

Prepare and maintain records and evaluation reports on new and on-going program offerings.

Recruit, select, train, motivate, schedule, supervise, and evaluate full-time, part-time, and volunteer staff; provide staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Provides input and feedback while responding to problems.

Ensures that aquatic programs are occurring as desired.

Performs related duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Five years of increasingly responsible experience in the administration of recreational programming and social and cultural programs and services, including three years of management and supervisory experience. Experience in park facilities planning and design, as well as developing, planning, implementing, and facilitating sports programs is required.

Adopted by Council:

Revised:

Bachelor's degree from an accredited college or university with major course work in recreation, public administration, physical education, or a related field is required. A Master's degree is preferred. A combination of education, skills and experience may substitute the requirements of this section.

Necessary Knowledge, Skills and Abilities:

- (A) Modern principles of park planning and design.
- (B) Modern principles and methods for developing and implementing a wide variety of recreation, social, and leisure activities for children and adults.
- (C) Federal, State, County, and City laws, codes, regulations, and guidelines affecting recreation programs and activities.
- (D) Principles of human resource management, supervision, training, and performance evaluation.
- (E) Recreational, social, and cultural needs of the community.
- (F) Principles of facility supervision, facilitation, and maintenance.
- (G) Good computer skills.

SPECIAL REQUIREMENTS

- (A) Certified Park and Recreation Professional (CPRP) as granted by the National Recreation and Park Association (NRPA) is preferred.
- (B) CPR and First Aid certificates.
- (C) Possession of a valid Montana Driver's License and an acceptable driving record.
- (D) Ability to pass a comprehensive background check.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to work in a standard office environment using computer equipment, with ability to travel to different sites and locations and lift 50 pounds. May at times be exposed to outdoor environment including hot and cold temperatures and noise.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, pool mechanical systems. The employee occasionally is exposed to wet and dry conditions.

Adopted by Council:

Revised:

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the facility.

The employee may be exposed to stressful situations as a result of human behavior.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

File Attachments for Item:

c. Discussion/Decision: Creating seasonal Park Attendant positions and authorizing compensation



Stevensville Town Council Meeting

Agenda Item Request

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

| | |
|---|--|
| Agenda Item Type: | New Business |
| Person Submitting the Agenda Item: | Brandon E. Dewey |
| Second Person Submitting the Agenda Item: | |
| Submitter Title: | Mayor |
| Submitter Phone: | |
| Submitter Email: | |
| Requested Council Meeting Date for Item: | 6/11/2020 |
| Agenda Topic: | Discussion/Decision: Creating seasonal Park Attendant positions and authorizing compensation |
| Backup Documents Attached? | Yes |
| If no, why not? | |
| Approved/Disapproved? | Approved |
| If Approved, Meeting Date for Consideration: | 6/11/2020 |
| Notes: | |

Agenda Item: New Business

Discussion/Decision: Creating seasonal Park Attendant positions and authorizing compensation

Other Council Meetings

Exhibits

A. Parks Attendant Position Description

This agenda item provides Council with the ability to authorize the position of Parks Attendant and authorize compensation.

Background:

In response to COVID-19, the administration recognized and determined that in order to ensure the safety of park users and to maintain compliance with public health orders from Governor Steve Bullock, additional staff were needed to implement sanitation procedures.

Part-time seasonal Parks Attendants are needed to achieve the safety priorities. Short term funding is available from CARES and FEMA to reimburse the COVID-19 related personnel costs. Advertising has been underway for the positions in an effort to fill the positions and ensure public health compliance.

The positions will also be tasked with other maintenance duties at all parks including weeding, trash cleanup, facility upkeep and minor maintenance tasks, and janitorial tasks as needed in the parks system.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): do not approve a park attendant position

MOTION

I move to: create a Park Attendant and authorize compensation at \$_____/hour.

TOWN OF STEVENSVILLE
PARKS AND RECREATION POSITION DESCRIPTION

Position Title: Park Attendant
Department: Parks and Recreation
Date:

GENERAL PURPOSE

The work performed by this position involves providing friendly guest service, safe operations, informing guests of rules, and ensuring cleanliness of park areas. The position is responsible to perform daily preventative and corrective maintenance and custodial functions for park facilities, ensuring a clean and positive experience for all guests and park system users. Employee will perform a variety of duties involving the upkeep, cleaning and supervision of parks, as assigned. This includes duties such as cleaning/stocking bathrooms, pick up trash, emptying trash cans, general cleanup of the park and facilities and general maintenance. Performs other related duties as assigned.

SUPERVISION RECEIVED

Works under the close supervision of the Parks & Recreation Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides excellent customer service to the public (i.e.: patrons, vendors) and co-workers including responding to inquiries and requests and resolving customer complaints as necessary in a prompt, effective and courteous manner.

Performs normal duties in areas in which assigned such as day to day park activities, athletics, maintenance, special events and programs.

Assists staff during various program activities and special events offered by Parks and Recreation.

Attends in-service training and additional staff training, as necessary.

Enforces facility policies, rules and regulations, as necessary.

Assists in emergency protocol as required in training.

Adopted by Council:
Revised:

Park Attendant Job Description 1

Assists in sanitary operation of facilities and restrooms.

Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Assist key staff in facility set-up for organized events, as necessary.

Distribution of facility related promotional materials.

May also perform unskilled and semi-skilled work necessary to the operation of maintenance of parks, lawns, and grounds including manual labor, operation of motorized equipment, equipment maintenance, building and grounds maintenance and construction.

Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of education, experience and training which demonstrates the knowledge and experience to perform the work.

Necessary Knowledge, Skills and Abilities:

- (A) Friendly and helpful attitude
- (B) Attention to detail
- (C) Ability to work independently
- (D) Strong communication skills, customer service orientation
- (E) Ability to move tables, chairs, furniture (for set up of events) and perform manual labor
- (F) Ability to work with people of all backgrounds
- (G) Must be able to lift 40 lbs

SPECIAL REQUIREMENTS

- (A) CPR and First Aid certificates.
- (B) Ability to pass a comprehensive background check.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to work in an outdoor environment including hot and cold temperatures and noise, using pertinent equipment, with ability to travel to different sites and locations and lift 40 pounds.

Adopted by Council:

Revised:

Park Attendant Job Description 2

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The noise level in the work environment is consistent with activity in urban parks.

The employee may be exposed to stressful situations as a result of human behavior.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Adopted by Council:
Revised:

Park Attendant Job Description 3