



Stevensville Special Town Council Meeting
Agenda for
WEDNESDAY, JULY 22, 2020
7:00 PM
Held virtually via Zoom

***** PLEASE SEE THE CITIZEN GUIDE FOR PARTICIPATION IN VIRTUAL PUBLIC MEETINGS POSTED ON THE POSTING BOARD AND ON THE TOWN'S WEBSITE FOR INFORMATION REGARDING PUBLIC COMMENT & HOW TO OBSERVE MEETINGS*****

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

A webform for real-time public comment submission is available here: [PUBLIC COMMENT](#)

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)
Citizens can comment by emailing council@townofstevensville.com, or by mail. Comments emailed are forwarded to all Town Council Members prior to and during the meeting.
A half hour prior to the start of a virtual public meeting, we'll place a drop box outside the front door at 206 Buck Street where citizens can drop off written comments. Comments will be read during the relevant agenda item's public comment period.
A webform for real-time public comment submission is available here: [PUBLIC COMMENT](#)
4. Approval of Minutes
5. Approval of Bi-Weekly Claims
 - a. Claims #15994-16098
6. Administrative Reports
7. Guests
8. Correspondence
9. Public Hearings
 - a. Fiscal Year 2020-2021 Preliminary Budget
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A webform for real-time public comment submission is available here: [PUBLIC COMMENT](#)
10. Unfinished Business
 - a. Discussion/Decision: Services Agreement between the Town of Stevensville and First Call Computer Solutions for Managed IT Services
 - b. Discussion/Decision: Code of Conduct violations, Oath of Office violations and Improper Influence all conducted by Robert Michalson
11. New Business
 - a. Discussion/Decision: Determination of vacancy in the office of Ward 1 Council Member pursuant to MCA 7-4-4111(6)

- b. Discussion/Decision: Resolution 477; Adopting a budget and adopting wages and salaries for Fiscal Year 2020-2021
- c. Discussion/Decision: Authorizing the Mayor to enter into a lease agreement for Police Department office space
- d. Discussion/Decision: Director of Community Development Position Description
- e. Discussion/Decision: Consent to the Mayor's appointment of Jenelle Berthoud as Town Clerk

- 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 #15994-16098

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
15994	E	59 BITTER ROOT DISPOSAL		*** Claim from another period (6/20) **** 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
15996	E	8 RAVALLI ELECTRIC CO-OP		*** Claim from another period (5/20) **** 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
16036		33 NORTHWESTERN ENERGY		*** Claim from another period (6/20) **** 11,250.32					
		Jun 20 06/15/20 Spec lighting #3		230.02			2430 430263	340	101000
		Jun 20 06/15/20 206 Buck 90% TH Facility		224.76*			1000 411201	340	101000
		Jun 20 06/15/20 206 Buck 10% Bldg Dept		24.97*			2394 420531	340	101000
		Jun 20 06/15/20 Peterson Add'n lighting		170.46			2420 430263	340	101000
		Jun 20 06/15/20 Dayton Add'n lighting		234.39			2410 430263	340	101000
		Jun 20 06/15/20 Maplewood Cemetery		12.77			1000 430900	340	101000
		Jun 20 06/15/20 Main St seasonal lighting		140.05			1000 430263	340	101000
		Jun 20 06/15/20 Orig Town street lights		226.70			1000 430263	340	101000
		Jun 20 06/15/20 ESH - 5th St. lights		412.93			1000 430263	340	101000
		Jun 20 06/15/20 5th St - Iange Park lights		33.03			1000 430263	340	101000
		Jun 20 06/15/20 Add'l Town lighting		148.74			1000 430263	340	101000
		Jun 20 06/15/20 NW LDS parking lot		0.00			2430 430263	340	101000
		Jun 20 06/15/20 MBF H20 plant		132.34			5210 430540	340	101000
		Jun 20 06/15/20 102 Main St pump #1		64.88			5210 430530	340	101000
		Jun 20 06/15/20 Riverview Cemetery IRR		0.00			1000 430900	340	101000
		Jun 20 06/15/20 Maplewood Cemetery		0.24			1000 430900	340	101000
		Jun 20 06/15/20 Sewer lift station W. Central		9.56*			5310 430640	340	101000
		Jun 20 06/15/20 Sewer trtmnt plant		3,964.14*			5310 430640	340	101000
		Jun 20 06/15/20 Truck garage South		65.14			1000 430100	340	101000
		Jun 20 06/15/20 L&C Yard Light		9.79*			1000 460430	340	101000
		Jun 20 06/15/20 L&C Park Irrigation 5hp IRR		14.27*			1000 460430	340	101000
		Jun 20 06/15/20 L&C Park Parking Lot		5.80*			1000 460430	340	101000
		Jun 20 06/15/20 L&C Park Restrooms/Field light		22.93*			1000 460430	340	101000
		Jun 20 06/15/20 214 Buck St. - H2O 25%		11.82*			5210 430510	340	101000
		Jun 20 06/15/20 214 Buck St. - Sewer 25%		11.82*			5310 430610	340	101000
		Jun 20 06/15/20 214 Buck St. - PD 50%		23.65*			1000 420100	340	101000
		Jun 20 06/15/20 3rd & Park		11.85			1000 430263	340	101000
		Jun 20 06/15/20 421 Airport Rd - SRE 2/3		43.58			5610 430300	340	101000

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	Jun 20 06/15/20	421 Airport Rd - FD 1/3		21.85			1000 420422	340	101000
	Jun 20 06/15/20	Pool		46.37			1000 460450	340	101000
	Jun 20 06/15/20	MBF Well Field		4,761.32			5210 430530	340	101000
	Jun 20 06/15/20	MBF booster station		126.19*			5210 430550	340	101000
	Jun 20 06/15/20	Creamery Park (223 Main)		43.96*			1000 460430	340	101000
		*** Claim from another period (4/20) ****							
16037	90 04/15/20	Medical supplies	74 STEVENSVILLE RURAL FIRE DISTRICT	183.65			2230 420730	220	101000
	90 04/15/20	Fuel		4.38			1000 420460	231	101000
	90 04/15/20	Dr Jone EMT reimbursement		4.27			2230 420730	350	101000
		*** Claim from another period (6/20) ****		175.00					
16039		1121 a2z Supply Corp		951.00			1000 420100	226	101000
		50% of the \$941.00 will be reimbursed through a grant							
	0616257 06/16/20	Point Blank Carrier and Vest		951.00					
		*** Claim from another period (6/20) ****							
16040		1731 Quadient Finance USA, Inc.		152.55			1000 410550	311	101000
	June 2020 06/11/20	Admin-Postage		30.51*			1000 410360	311	101000
	June 2020 06/11/20	Court-Postage		22.88*			1000 420100	311	101000
	June 2020 06/11/20	PD-Postage		3.05*			2394 420531	311	101000
	June 2020 06/11/20	BD-Postage		7.63			5210 430510	311	101000
	June 2020 06/11/20	W-Postage		44.24*			5310 430610	311	101000
		*** Claim from another period (6/20) ****		44.24*					
16041		1732 Caribou Electric Inc.		311.18			2394 420531	350	101000
	3309 06/21/20	Install Outlet in BD Office		311.18					
		*** Claim from another period (6/20) ****							
16042		1702 DE Lage Landen Finance Services,		55.02			2940 410550	320	101000
	68536090 06/20/20	Printer lease		51.02			2940 410550	320	101000
	68536090 06/20/20	Late Fee		4.00					
		*** Claim from another period (6/20) ****							
16043		1734 Jett Miller		550.00			5610 430300	360	101000
		While mowing the Airport a rock hit this Jett Miller's back window							
	22135 06/15/20	Broke Window from mowing		550.00					
		*** Claim from another period (6/20) ****							
16044		1257 MJC & MCCA		35.00			1000 410360	330	101000
		Annual Court Clerk Dues							
	June 20 06/01/20	Court Clerk Dues		35.00*					
		*** Claim from another period (4/20) ****							
16045		1529 Curtis Tools for Heroes		104.82			1000 420460	220	101000
	INV374522 04/25/20	FD-330z Confidence plus Cle		47.71			1000 420460	220	101000
	INV374522 04/25/20	Frieight		12.00			1000 420460	220	101000
	INV378467 04/08/20	FD-Toweletts		30.04			1000 420460	220	101000
	INV378467 04/08/20	Frieight		15.07			1000 420460	220	101000

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16046		1735 Secure Warrant		450.00								
		Annual Subscription FY 20-21										
	97	06/05/20 Annual Subscription	*** Claim from another period (6/20) ****	450.00*			1000		420100	330		101000
16047		1736 NorMont Equipment Co.		1,456.64								
	54521	06/09/20 PW-Sweeper Brooms	*** Claim from another period (6/20) ****	1,456.64			2820		430200	212		101000
16048		1710 Les Schwab		49.98								
	7160038649	06/12/20 Cem- Lawn mower tire		16.00			1000		430900	232		101000
	7160038649	06/12/20 P-Lawn mower tire		15.99			1000		460430	232		101000
	7160038800	06/23/20 Cem-Tube for mower		9.00			1000		430900	232		101000
	7160038800	06/23/20 P-Tube for mower	*** Claim from another period (5/20) ****	8.99			1000		460430	232		101000
16049		108 BITTERROOT STAR		312.34								
	8679	05/13/20 P&R Director help wanted		23.90*			1000		410550	330		101000
	8680	05/13/20 Park Attendant help wanted		22.90*			1000		410550	330		101000
	8700	05/31/20 Legal-Hearing on Laursen Var		21.87*			1000		410550	330		101000
	8703	05/13/20 Legal-Hearing on School Zoning		57.60*			1000		410550	330		101000
	8681	05/20/20 P&R Director help wanted		23.90*			1000		410550	330		101000
	8682	05/20/20 Park Attendant help wanted		22.90*			1000		410550	330		101000
	8701	05/20/20 Legal-Hearing on Laursen Varia		21.87*			1000		410550	330		101000
	8705	05/20/20 Legal-Hearing on School Zoning		57.60*			1000		410550	330		101000
	8685	05/27/20 Park Attendant help wanted		22.90*			1000		410550	330		101000
	8730	05/27/20 Legal-Hearing on Phillips Stree		18.45*			1000		410550	330		101000
	8731	06/03/20 Legal-Hearing on Phillips Stree	*** Claim from another period (6/20) ****	18.45*			1000		410550	330		101000
16050		1691 Montana Law Enforcement		1,500.00								
	Guida	April 8 to June 24, 202 Basic Tuition Professional Program										
	20150	06/18/20 PD-Lodging		264.00			2810		420100	376		101000
	20150	06/18/20 PD-Meals	*** Claim from another period (4/20) ****	1,236.00			2810		420100	377		101000
16051		1351 Garage Door Guys		1,700.00								
	4943	04/30/20 FD-Liftmaster Hoist Opener		1,300.00			1000		420421	230		101000
	4943	04/30/20 FD-Gereneral seriver all doors	*** Claim from another period (5/20) ****	400.00			1000		420421	369		101000
16052		299 L.N. CURTIS & SONS		2,325.00								
	INV389743	05/18/20 FD-Turnout Coat		147.00			1000		420460	226		101000
	INV391558	05/26/20 FD-G-Xtreme 3.0 Jacket		1,239.00			1000		420460	226		101000
	INV391558	05/26/20 FD-GPS Globe Pant		939.00			1000		420460	226		101000

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16053	July 2021	1436 Maureen M. O'Connor 07/01/20 Monthly Compensation	1,500.00 1,500.00*				1000		410360	350		101000
16054	June 2020	85 CENTURYLINK 06/22/20 WWTP Internet #0185	158.14 68.99*				5310		430640	340		101000
	June 2020	06/22/20 H2O Plant Phone #7132	42.48				5210		430540	340		101000
	June 2020	06/22/20 MBF Reservoir #9934	46.67				5210		430530	340		101000
16055	15095843	06/18/20 PW-4x4x10' Treated wood 1061 WESTERN BUILDING CENTER	54.84 54.84				1000		430200	400		101000
16056	934410	06/15/20 Pool-Bolts 1737 MACON SUPPLY, INC	38.00 367.00				1000		460450	230		101000
	933000	06/09/20 Pool-Concrete, Adhesive, Dispe	329.00				1000		460450	230		101000
16057	20602811	06/17/20 RFP IT Services -Ravalli Rep	54.80*				1000		410550	330		101000
	20602796	06/24/20 RFP IT Services-Missoulian	175.40*				1000		410550	330		101000
16058	1200268033	05/12/20 Stevi School Site Review 728 HDR ENGINEERING,INC.	3,569.99 3,569.99				2250		410210	350		101000
16059	1200274818	05/12/20 Stevi School Site Review 728 HDR ENGINEERING,INC.	2,485.80 2,485.80				2250		410210	350		101000
16060	2594	06/03/20 Review of Town Finances 18-19 1701 Cote and Associates, CPAS, PPL	500.00 500.00				1000		410211	356		101000
16061	26046	06/03/20 60/40 RK/Sand - Slab 158 Donaldson Bros.	1,453.83 1,453.83				1000		460430	400		101000
16062	547117	06/15/20 Town Hall Window Washing 1739 Shine Window Washing	125.00 125.00				1000		411201	339		101000
16063	3114516	06/30/20 Temp Personnel to cover windo 1740 A2Z Personnel - Hamilton	840.40 840.40				1000		410550	339		101000
16064	93	06/30/20 Lease North Back from SRF 74 STEVENSVILLE RURAL FIRE DISTRICT	2,500.00 2,500.00*				1000		420410	530		101000

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16065		5 USPS	150.00								
		Annual Subscription for PO Box #30									
15%	FY20-21	07/01/20 Annual PO Box #30 Rental - TH	22.50*			1000		410550	311		101000
30%	FY20-21	07/01/20 Annual PO Box #30 Rental - H2	45.00*			5210		430510	311		101000
30%	FY20-21	07/01/20 Annual PO Box #30 Rental - Se	45.00*			5310		430610	311		101000
5%	FY20-21	07/01/20 Annual PO Box #30 Rental - Co	7.50*			1000		410360	311		101000
5%	FY20-21	07/01/20 Annual PO Box #30 Rental - PD	7.50*			1000		420100	311		101000
5%	FY20-21	07/01/20 Annual PO Box #30 Rental - Ai	7.50*			5610		430300	311		101000
5%	FY20-21	07/01/20 Annual PO Box #30 Rental - FD	7.50*			1000		420410	311		101000
5%	FY20-21	07/01/20 Annual PO Box #30 Rental - BD	7.50*			1000		420100	311		101000
16066		230 Verizon Wireless	561.22								
		June 20 06/18/20 Cell Phone - Mayor	169.89								
		June 20 06/18/20 Cell Phone - PD	146.01*								
		June 20 06/18/20 Cell Phone - BD	108.72*								
		June 20 06/18/20 Cell Phone - H20	58.94*								
		June 20 06/18/20 Cell Phone - Sewer	58.95*								
		June 20 06/18/20 Cell Phone - Airport	18.71								
		*** Claim from another period (6/20) ****									
16067		77 THATCHER COMPANY OF MONTANA	2,405.16								
		351181 06/16/20 55G Drum T-Chlor 12.5 x3	646.80								
		351181 06/16/20 Container Deposit	160.00								
		351181 06/16/20 590 Drum TI-3021 x 1	559.44								
		351181 06/16/20 Freight Charges and Surcharge	134.86								
		351247 06/17/20 Container Refund	-320.00								
		351247 06/17/20 Freight Charges and Surcharge	134.86								
		351248 06/23/20 55G Drum T-Chlor 12.5 x4	794.20								
		351248 06/23/20 Container Deposit	160.00								
		351248 06/23/20 Freight Charges and Surcharge	135.00								
		*** Claim from another period (6/20) ****									
16068		74 STEVENSVILLE RURAL FIRE DISTRICT	59.98								
		92 06/17/20 Food for Meeting	59.98			1000		420410	229		101000

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16069	92 06/17/20	74 STEVENSVILLE RURAL FIRE DISTRICT	*** Claim from another period (5/20) **** 49.79				1000		420410	226		101000
	92 06/17/20	FD-Name tags	39.35				1000		420410	229		101000
	92 06/17/20	FD-Food for raining	10.44									
16070	1496 06/03/20	1650 D.I.A.R Do It All Repair	*** Claim from another period (6/20) **** 246.90				1000		420100	232		101000
		Charge Thermostat Repl	246.90									
		*** Claim from another period (5/20) ****										
16071	3188 05/29/20	348 Snow Mountain Electric	58.54				2230		420730	230		101000
		FD-radio repair	58.54									
		*** Claim from another period (5/20) ****										
16072	May 2020	17 MONTANA SAWS LLC	57.50				1000		460430	360		101000
	May 2020	05/19/20 P-2 cycle Engine Oil	28.75				1000		430900	360		101000
	May 2020	05/19/20 Cem-2 cycle Engine Oil	28.75									
		*** Claim from another period (6/20) ****										
16073	11986570	107 HACH CO.	429.05				5210		430540	220		101000
	06/08/20	Chlorine Free Reagent Set	359.10				5210		430540	220		101000
	11986570	06/08/20 Freight	69.95									
		*** Claim from another period (6/20) ****										
16074	May 2020a	17 MONTANA SAWS LLC	25.00				1000		460430	231		101000
	06/30/20	P-Engine Oil Weedeater	12.50				1000		460430	231		101000
	May 2020a	06/09/20 Cem-Engine Oil Weedeater	12.50									
		*** Claim from another period (6/20) ****										
16075	4726292	56 HAWKINS, INC.	500.43				1000		460450	220		101000
	06/02/20	Pool-chemicals	448.65				1000		460450	220		101000
	4728181	06/04/20 Pool-6996A-H Cyanuric Tablets	51.78									
		*** Claim from another period (6/20) ****										
16077	M476407	690 Core & Main LP	403.50				5210		430550	220		101000
	06/10/20	TST-4 4 Tee TAP Saddle	107.72				5210		430550	230		101000
	M476407	06/10/20 306-0480 RM 4x3/4cc SAD	164.60				5210		430550	220		101000
	M476407	06/10/20 1.5 Meter	131.18									
		*** Claim from another period (6/20) ****										
16078	11712566	1475 Spectrum Chemical Mfg.	626.44				5310		430640	220		101000
	06/19/20	WWTP Chemicals	314.44				5310		430640	220		101000
	11713050	06/22/20 WWTP Chemicals	312.00									
16079	Nova Software -	1146 Motorola Solutions, Inc.	375.00				1000		411100	352		101000
	Monthly Subscriptions						1000		420100	330		101000
	42800	06/08/20 Nova Subscription	75.00*									
	42800	06/08/20 Nova Subscription	300.00*									

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16081	2944	06/01/20 Town Legal Services	1667 Owens Law Firm, PLLC	3,522.20			1000 411100	350	101000
	2945	06/01/20 Prosecuting Atty Services		1,426.80*			1000 411100	352	101000
			*** Claim from another period (6/20) ****						
16084	E	59 BITTER ROOT DISPOSAL		522.84			1000 410360	340	101000
	3453262	07/01/20 Court solid waste		5.00*			5210 430510	340	101000
	3453262	07/01/20 H2O Dept TH facility		29.99*			5310 430610	340	101000
	3453262	07/01/20 Sewer Dept TH facility		14.99*			1000 420100	340	101000
	3453262	07/01/20 PD solid waste		14.99*			1000 411201	340	101000
	3453262	07/01/20 TH solid waste		5.00*			2394 420531	340	101000
	3453093	07/01/20 BD solid waste		242.19*			1000 430200	340	101000
	3453093	07/01/20 Street solid waste		80.73*			5310 430640	340	101000
	3453093	07/01/20 Sewer plant solid waste		99.96*			1000 460430	340	101000
			*** Claim from another period (6/20) ****						
16085	748	Allegra Print & Imaging		405.46			5210 430510	210	101000
	66135	06/11/20 Water-Billing Cards		202.73			5310 430610	210	101000
	66135	06/11/20 Sewer-Billing Cards		202.73					
			*** Claim from another period (6/20) ****						
16086	16	MONTANA ENVIRONMENTAL LAB LLC		905.60			5210 430510	350	101000
	2005628	06/10/20 Water testing		48.00*			5310 430610	350	101000
	2005043	06/03/20 Sewer testing		166.20*			5310 430610	350	101000
	2005348	06/10/20 Sewer testing		166.20*			5310 430610	350	101000
	2005631	06/18/20 Sewer testing		359.00*			5310 430610	350	101000
	2005920	06/23/20 Sewer testing		166.20*			5310 430610	350	101000
			*** Claim from another period (6/20) ****						
16087	1693	Tim Netzley		30.62			2394 420531	370	101000
			*** Claim from another period (6/20) ****						
16088	23	VALLEY DRUG AND VARIETY		246.49			5210 430510	311	101000
	June 20	06/04/20 Battery Dur 9v Each 2 ea		12.92*			1000 460430	339	101000
	June 20	06/04/20 Lamination of Park Signs		4.40			1000 410550	210	101000
	June 20	06/09/20 TH -2 reams of paper		20.00			1000 410550	210	101000
	June 20	06/17/20 Battery Dur 9v Each 2 ea		25.84			1000 410550	210	101000
	June 20	06/17/20 Battery Dur 9v Each 2 Ea		2.19			1000 410550	210	101000
	June 20	06/22/20 Copies		3.00			1000 410550	320	101000
	June 20	06/22/20 Push pins		1.59			1000 410550	210	101000
	June 20	06/23/20 Card		3.69			1000 410550	210	101000
	June 20	06/24/20 Labes		42.49			5210 430510	210	101000
	June 20	06/24/20 Data Stick		12.99			1000 410200	210	101000
	June 20	06/25/20 batteries		13.60			1000 410211	210	101000
	June 20	06/25/20 Date Stick		12.99			1000 410200	210	101000
	June 20	06/26/20 Data Stick		12.99			1000 410200	210	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	June 20	06/30/20 Fedex Shipping		77.80*			1000 410550	311	101000
			*** Claim from another period (5/20) ****						
16089	561747	05/05/20 WW-Batteries	29 STEVENSVILLE NAPA AUTO PARTS	37.08			5310 430640	230	101000
	562684	05/10/20 FD-wiperblades		15.44			1000 420460	232	101000
	563199	05/13/20 PW-Nozzle		8.66			5310 430640	230	101000
			*** Claim from another period (6/20) ****						
16090	568138	06/10/20 PW- Oil filler and oil	29 STEVENSVILLE NAPA AUTO PARTS	15.60			1000 430100	231	101000
	568138	06/10/20 Parks- Oil filler and oil		2.59			1000 460430	231	101000
	568138	06/10/20 Cem- Oil filler and oil		2.60			1000 430900	231	101000
	568138	06/10/20 W- Oil filler and oil		15.60			5210 430510	231	101000
	568138	06/10/20 WW- Oil filler and oil		15.60			5310 430610	231	101000
	569754	06/19/20 S-Mig Gun Tip & Flux		47.48			1000 430200	231	101000
	570768	06/30/20 PD-Windshield washer & towels		6.61			1000 420100	232	101000
	063020	06/30/20 Late Fee		1.00			1000 410550	556	101000
			*** Claim from another period (6/20) ****						
16091	June 2020	06/30/20 PW-Fuel	1659 CHS Mountain West CO-OP	163.78			1000 430100	231	101000
	June 2020	06/30/20 P-Fuel		44.39			1000 460430	231	101000
	June 2020	06/30/20 Cem-Fuel		7.39			1000 430900	231	101000
	June 2020	06/30/20 W-Fuel		7.39			5210 430510	231	101000
	June 2020	06/30/20 WW-Fuel		44.39			5310 430610	231	101000
	133352	06/25/30 PD-Fuel		44.39			1000 420100	231	101000
			*** Claim from another period (6/20) ****						
16092	June 20	06/30/20 Airport Utilities - Lights El	8 RAVALLI ELECTRIC CO-OP	94.19			5610 430300	340	101000
	June 20	06/30/20 Airport Utilities - Water Pum		62.75			5610 430300	340	101000
			*** Claim from another period (5/20) ****						
16093	May 20	04/22/20 Swithboard Live	E 1166 VISA	3,041.23			1000 410550	339	101000
	May 20	04/24/20 Admin-Homebase		35.00			1000 410550	330	101000
	May 20	04/24/20 C-Homebase		43.20*			1000 410360	330	101000
	May 20	04/24/20 PD-Homebase		10.08*			1000 420100	330	101000
	May 20	04/24/20 FD-Homebase		86.40*			1000 420410	330	101000
	May 20	04/24/20 PW-Homebase		10.08			1000 430200	330	101000
	May 20	04/24/20 W-Homebase		14.40			5210 430510	330	101000
	May 20	04/24/20 WW-Homebase		43.20			5310 430610	330	101000
	May 20	04/24/20 BD-Homebase		43.20			2394 420531	330	101000
	May 20	04/24/20 BD-Postage		37.44			1000 420100	311	101000
	May 20	04/27/20 Admin-Godaddy		6.95*			1000 410550	330	101000
	May 20	04/29/20 PD-Galls		149.19*			1000 420100	226	101000
	May 20	04/30/20 PD-Chase Horizzions		-217.47			1000 420100	212	101000
	May 20	04/30/20 P-Belson Outdoors		135.94			1000 460430	212	101000
	May 20	05/01/20 PD-Galls		1,775.73			1000 420100	226	101000
				27.94					

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	May 20	05/03/20	P-Costco	13.99			1000 460400	220	101000
	May 20	05/03/20	PD-Costco	99.99			1000 420100	220	101000
	May 20	05/03/20	BD-WalMart	16.97			2394 420531	210	101000
	May 20	05/03/20	W-WalMart	3.82			5210 430510	210	101000
	May 20	05/03/20	WW-WalMart	3.82			5310 430610	210	101000
	May 20	05/06/20	ED-Neon One LLC	90.00			2940 410550	330	101000
	May 20	05/06/20	ED-Neon One LLC	111.75			2940 410550	330	101000
	May 20	05/06/20	Admin-Amazon	68.50			1000 410550	210	101000
	May 20	05/12/20	Admin-Acrobat Pro monthly Subs	13.11*			1000 410550	330	101000
	May 20	05/12/20	M-Acrobat Pro monthly Subs	13.12			1000 410200	330	101000
	May 20	05/12/20	PD-Acrobat Pro monthly Subs	25.24*			1000 420100	330	101000
	May 20	05/15/20	M-Adobe Rush	9.99			1000 410200	339	101000
	May 20	05/12/20	Streets- Road Manager	50.00			1000 430200	330	101000
	May 20	05/13/20	PD-Amazon Printer Ink	59.95			1000 420100	210	101000
	May 20	05/15/20	TH-Costco Supplies	45.07			1000 410550	210	101000
	May 20	05/16/20	PD-5.11 Inc	149.98			1000 420100	226	101000
	May 20	05/15/20	Admin-Zoom	15.55			1000 410550	339	101000
	May 20	05/18/20	Admin-Constant Contact	45.00*			1000 410550	330	101000
	May 20	05/19/20	Admin-postage	4.10*			1000 410550	311	101000
			*** Claim from another period (5/20) ****						
16094	E	852 CENEX FLEETCARD		943.64					
	195654CL	05/31/20	A - Fuel	15.61			5610 430300	231	101000
	195654CL	05/31/20	FD - Fuel	292.52			1000 420460	231	101000
	195654CL	05/31/20	Amulance - Fuel	0.00			2230 420730	231	101000
	195654CL	05/31/20	PD - Fuel	205.40			1000 420100	231	101000
	195654CL	05/31/20	PW Admin - Fuel	76.04			1000 430100	231	101000
	195654CL	05/31/20	Road & Streets - Fuel	29.24			1000 430200	231	101000
	195654CL	05/31/20	Parks - Fuel	31.77			1000 460430	231	101000
	195654CL	05/31/20	Cemetery - Fuel	31.78			1000 430900	231	101000
	195654CL	05/31/20	Water - Fuel	130.64			5210 430510	231	101000
	195654CL	05/31/20	Sewer -Fuel	130.64			5310 430610	231	101000
			*** Claim from another period (6/20) ****						
16095	E	852 CENEX FLEETCARD		1,033.85					
	197148CL	06/30/20	A - Fuel	31.30			5610 430300	231	101000
	197148CL	06/30/20	FD - Fuel	277.45			1000 420460	231	101000
	197148CL	06/30/20	Amulance - Fuel	25.90			2230 420730	231	101000
	197148CL	06/30/20	PD - Fuel	236.29			1000 420100	231	101000
	197148CL	06/30/20	PW Admin - Fuel	45.23			1000 430100	231	101000
	197148CL	06/30/20	Road & Streets - Fuel	21.13			1000 430200	231	101000
	197148CL	06/30/20	Parks - Fuel	21.44			1000 460430	231	101000
	197148CL	06/30/20	Cemetery - Fuel	71.29			1000 430900	231	101000
	197148CL	06/30/20	Water - Fuel	151.91			5210 430510	231	101000
	197148CL	06/30/20	Sewer -Fuel	151.91			5310 430610	231	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
16096			1741 KirbyBuilt Sales									
				262.31								
				69.49			1000	430200	430200	230		101000
				128.85			1000	430200	430200	212		101000
				63.97			1000	430200	430200	212		101000
16097			34 STEVENSVILLE HARDWARE AND RENTAL	443.13								
				17.47			1000	460450	460450	212		101000
				94.61			2394	420531	420531	230		101000
				20.07			2394	420531	420531	230		101000
				9.99			5310	430640	430640	230		101000
				11.28			1000	460430	460430	230		101000
				6.99			1000	430200	430200	230		101000
				40.47			1000	460430	460430	212		101000
				11.16			1000	460430	460430	220		101000
				82.81			1000	460450	460450	230		101000
				12.62			1000	460450	460450	230		101000
				17.58			1000	460450	460450	230		101000
				25.49			1000	460450	460450	210		101000
				19.18			1000	460450	460450	230		101000
				8.97			1000	430200	430200	230		101000
				17.99			1000	460430	460430	230		101000
				24.47			1000	460450	460450	230		101000
				21.98			1000	420100	420100	220		101000

*** Claim from another period (4/20) ****

*** Claim from another period (6/20) ****

of Claims 59 Total: 53,469.14

Total Electronic Claims 6,224.18 Total Non-Electronic Claims 47244.96

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	\$25,958.95
2230 AMBULANCE	
101000 Cash - Operating	\$263.82
2250 PLANNING	
101000 Cash - Operating	\$6,055.79
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	\$662.21
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
2810 POLICE TRAINING & PENSION	
101000 Cash - Operating	\$1,500.00
2820 GAS APPORTIONMENT TAX	
101000 Cash - Operating	\$1,456.64
2940 ECONOMIC DEVELOPMENT	
101000 Cash - Operating	\$256.77
5210 WATER	
101000 Cash - Operating	\$9,327.27
5310 SEWER	
101000 Cash - Operating	\$6,501.35
5610 AIRPORT	
101000 Cash - Operating	\$851.47

Total: \$53,469.14

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:

Fiscal Year 2020-2021 Preliminary Budget



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	Public Hearing
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:	7/9/2020
Agenda Topic:	Public Hearing on the Fiscal Year 2020-2021 Preliminary Budget
Backup Documents Attached?	No
If no, why not?	See Res. 477 Agenda Item
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	7/9/2020
Notes:	

File Attachments for Item:

Discussion/Decision: Services Agreement between the Town of Stevensville and First Call Computer Solutions for Managed IT Services



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:	07/09/2020
Agenda Topic:	Discussion/Decision: Services Agreement between the Town of Stevensville and First Call Computer Solutions for Managed IT Services
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	07/09/2020
Notes:	

Beyond delivering reliable computer solutions to our customers, First Call's goal is to create and maintain a satisfying business relationship for both parties.

First Call and our customers should be allies working together to benefit one another, not opponents trying to overcome the other. A Master Customer Agreement is nothing more than a tool to help the organizations satisfy one another.

This Agreement must be signed by both parties one time prior to Agreements, Orders or Statement of Works being fulfilled.

This **MASTER CUSTOMER AGREEMENT** (the "**Agreement**") is entered into as of April 23, 2020 ("**Effective Date**") between First Call Computer Solutions ("**FCCS**") and Town of Stevensville ("**Customer**").

1. SCOPE OF AGREEMENT. This Agreement serves as a master agreement and applies to Customer's Service and Product purchases or subscriptions from FCCS. No Product or Services will be provided under this Agreement alone, but may require the execution of a "**Services Agreement**", "**Product Order**", or "**Statement of Work**" (collectively the "**Services**"). The parties hereby further agree that the parties may execute multiple Services under this Agreement. In the event of any conflict between the terms of the Services and those of this Agreement, the terms of the Services will prevail.

2. TERM AND TERMINATION. This Agreement will begin on the Effective Date and will continue until each Services expires or is terminated. FCCS may: (a) terminate a specific Order if Customer fails to pay any applicable fees due for that Services within 30 days after receipt of written notice from FCCS of non-payment; and/or (b) terminate this Agreement or any Services if Customer commits any other material breach of this Agreement and fails to cure such breach within thirty (30) days after receipt of written notice from FCCS. If any Services are terminated, Customer will promptly pay FCCS for Services rendered, and expenses incurred through the termination date. FCCS may terminate any license granted for a Deliverable (as defined below) if (i) Customer does not pay FCCS for that Deliverable in accordance with this Agreement, or (ii) if Customer materially breaches any part of Section 4 of this Agreement.

3. PAYMENT AND DELIVERY. Customer will pay FCCS all fees due upon receipt of an invoice specifying the amounts due ("**Fees**"). If payment is not received on or before any invoice due date FCCS reserves the right to charge an administrative fee calculated at a minimum rate of one and one-half percent (1.5%) per month from the date due until paid in full. Customer shall pay all expenses, including actual attorneys' fees, incurred by FCCS or its representatives in enforcing its rights under this Agreement, provided that FCCS is successful on the merits. Unless otherwise stated in Services, Customer agrees to pay or reimburse FCCS for all actual, necessary, and reasonable expenses incurred by FCCS in performance of such Services, which are capable of verification by receipt. FCCS will submit invoices to Customer for such fees and expenses either upon completion of the Services, or at stated intervals, in accordance with the applicable Services.

4. PROPRIETARY RIGHTS AND CONFIDENTIALITY.

4.1. Work Product Ownership. The parties acknowledge and agree that any works, ideas, systems, programming code, or other materials prepared and delivered by FCCS (collectively the "**Work Product**") in the course of providing Services will not be considered "works made for hire" under the copyright laws of the United States and that all rights, title and interests with respect to such materials shall remain with FCCS. Customer shall be entitled to use said Work Product only as a licensee of FCCS, which license shall remain in effect during the term of this Agreement.

4.2. Mutual Confidentiality. This Section sets out the terms for identification of information which is considered confidential and proprietary by a party (the "**Discloser**"), and restrictions against use and disclosure of such Confidential Information after disclosure to the other party (the "**Recipient**").

(a) **Definition.** The term "**Confidential Information**" means all proprietary or confidential information that is disclosed to the Recipient by the Discloser, and includes, among other things (i) any and all information relating to products or services provided by a Discloser, its customer-related and financial information, source and executable code, flow charts, drawings, techniques, specifications, development and marketing plans, strategies, forecasts, and sales and marketing materials; (ii) the Product; and (iii) the terms of this Agreement. Confidential Information does not include information that Recipient can show: (A) was rightfully in

Recipient's possession without any obligation of confidentiality before receipt from the Discloser; (B) is or becomes a matter of public knowledge through no fault of Recipient; (C) is rightfully received by Recipient from a third party without violation of a duty of confidentiality; or (D) is or was independently developed by or for Recipient.

(b) **Disclosure Restrictions.** Recipient may not disclose Confidential Information of Discloser to any third party without the prior written consent of Discloser and shall make reasonable attempts to prevent

any unauthorized disclosure by its employees, agents, contractors and consultants.

5. ALLOCATION OF RISK

5.1. Disclaimer of Damages. EXCEPT FOR VIOLATIONS OF SECTION 4, NEITHER PARTY, NOR ITS AFFILIATES AND LICENSORS, ARE LIABLE TO THE OTHER PARTY, OR ITS AFFILIATES OR LICENSORS, FOR ANY SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE WORK PRODUCT (INCLUDING WITHOUT LIMITATION LOST PROFITS, LOST COMPUTER USAGE, AND DAMAGE OR LOSS OF USE OF DATA), EVEN IF THAT PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND IRRESPECTIVE OF THE NEGLIGENCE OF EITHER PARTY OR WHETHER SUCH DAMAGES RESULT FROM A CLAIM ARISING UNDER TORT OR CONTRACT LAW.

5.2. Limitation of Liability. EXCEPT FOR VIOLATIONS OF SECTION 4, FCCS'S LIABILITY FOR DIRECT DAMAGES ARISING OUT OF OR RELATING TO THIS AGREEMENT IS LIMITED TO THE GREATER OF THE AMOUNT PAID OR PAYABLE BY CUSTOMER FOR THE APPLICABLE WORK PRODUCT OR SERVICE IN THE MONTH PROVIDED

5.3. Injunctive Relief. Both parties acknowledge that their violation of Section 4 may cause the other party immediate and irreparable harm. In the event of such breach, the breaching party agrees that the other party may seek, in addition to any and all other remedies available at law, an injunction, specific performance or other appropriate relief.

6. SERVICES-SPECIFIC TERMS.

6.1. All Necessary Rights. If, as part of FCCS's performance of Services, FCCS is required to use, copy or modify any third party system (hardware, software or other technology) provided or licensed to Customer, then prior to FCCS's performance of such Services, Customer will acquire all rights necessary for FCCS to perform such Services.

6.2. Limited Warranty. FCCS warrants that the Services performed will be of a quality conforming to generally accepted practices that are standard within the IT services industry for a period of thirty (30) days from completion of the Services under the applicable Statement of Work. Customer's exclusive remedy and FCCS's entire liability under this warranty will be for FCCS to re-perform any non-conforming portion of the Services within a reasonable period of time, or if FCCS cannot remedy the breach during such time period then refund the portion of the fee attributable to such nonconforming portion of the Services. This warranty will not apply to the

extent Customer, its contractors or agents have modified any Deliverable, unless otherwise authorized by FCCS in writing. **THIS WARRANTY AND CONDITION IS IN LIEU OF ALL OTHER WARRANTIES AND CONDITIONS. THERE ARE NO OTHER EXPRESS OR IMPLIED WARRANTIES OR CONDITIONS, INCLUDING THE IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**

6.3. Hardware or Software. Customer may, from time to time, purchase/acquire or subscribe Hardware and/or Software ("OEM Product") from FCCS in whole or in part of Services. In such cases, FCCS is acting as a reseller for a third party. All restrictions, and other terms pertaining to the OEM Product are found only in the applicable agreement provided by the original equipment manufacturer (OEM) of the OEM Product (the "OEM Agreement"), and such OEM Agreement is only between Customer and the OEM. Services providing OEM Product shall only be effective upon written acknowledgment and acceptance of such Services by FCCS.

7. NO WARRANTY. EXCEPT FOR WARRANTIES PROVIDED BY THE OEM IN THE OEM AGREEMENT, THE OEM PRODUCT IS PROVIDED "AS IS", WITH ALL FAULTS. FCCS SPECIFICALLY DISCLAIMS ALL WARRANTIES, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT AND QUIET ENJOYMENT.

7.1. Change Management. The scope of the Services provided by FCCS is defined in the agreement for Services. Any change in the scope of the Services must be mutually agreed in writing by both parties. Any changes in the scope of work for the Services may be subject to a change in the associated price for the services.

8. INSURANCE AND RELATIONSHIP

8.1. Insurance. FCCS will provide and maintain during its rendition of the Services, but only for losses arising out of FCCS's work for Customer:

- (a) Worker's Compensation and related insurance as prescribed by the law of the state applicable to the employees performing such Services;
- (b) Employer's liability insurance;
- (c) Comprehensive/commercial general liability insurance;
- (d) Comprehensive motor vehicle liability insurance, including coverage for owned, hired, leased, and rented vehicles.

8.2. Independent Contractor. Nothing in this Agreement will be construed to make either party an employer, employee, agent or partner of the other, and

this Agreement will not be construed to create rights, express or implied, on behalf of or for the use of any party other than FCCS and Customer. All of the Services performed by FCCS will be performed as an independent contractor. FCCS will perform such Services under the general direction of Customer, but FCCS will have sole discretion to determine the manner, method and means of performing such Services subject to the provisions of this Agreement and applicable Statement of Work.

8.3. Non-Solicitation or Hiring. Customer understands that FCCS has gone through considerable time and expense in training, orienting, and equipping its employees with the knowledge and experience to perform their duties. To protect its relationships with its customers, FCCS has restricted its employees from soliciting FCCS customers after said employee is no longer employed by FCCS. Customer also agrees that it shall not retain any former employee of FCCS, without the prior written consent of Company, to perform any Services which are substantially similar to those provided by FCCS. Customer understands that a violation of this provision by Customer may also be deemed a tortious interference with FCCS' employment contract with its employee.

8.4. Mutual Indemnity. Each party will indemnify, defend and hold harmless the other party from all claims, liabilities or expenses for physical damage to real property or tangible personal property and bodily injury, including death, to the extent caused by the negligence or willful misconduct of the indemnifying party's employees or contractors arising out of this Agreement and while at the Customers premises. The foregoing indemnities are contingent upon the party seeking indemnity giving prompt written notice to the indemnifying party of any claim, demand or action, and cooperating with the indemnifying party in the defense or settlement of any such claim, demand or action.

9. MISCELLANEOUS/OTHER PROVISIONS.

9.1. Severability. Should any provision of this Agreement be invalid, or unenforceable, the remainder of the provisions will remain in effect. In the event of a dispute, the prevailing party in any litigation or arbitration will be entitled to recover its attorneys' fees and cost incurred from the other party.

9.2. Notices. Unless otherwise provided, notices to either party will be in writing to the address indicated above, or as later amended, and deemed effective when received.

9.3. Pricing. First Call is not liable for pricing errors. If an order is placed for a product that was incorrectly priced, we will cancel your order and credit you for any charges. In the event that we inadvertently ship an order based on a pricing error, we will issue a revised invoice to

you for the correct price and contact you to obtain your authorization for the additional charge, or assist you with return of the product.

9.4. Verification. Upon FCCS's written request, Customer will provide FCCS with a certification signed by an officer of Customer verifying that Product is being used pursuant to the terms of this Agreement, including without limitation the licensed capacity of the Product. FCCS may, at its expense, audit Customer's use of Product to confirm Customer's compliance with this Agreement. Any such audit will be conducted during regular business hours at Customer's facilities and will not unreasonably interfere with Customer's business activities. If an audit reveals that Customer has underpaid Fees to FCCS, Customer will pay such underpaid Fees. If the underpaid Fees exceed five percent (5%) of the Fees paid, then Customer will also pay FCCS's reasonable costs of conducting the audit.

9.5. Assignment. Customer may not assign this Agreement or any rights granted in this Agreement to any third party, except with the prior written consent of FCCS.

9.6. No Waivers. Failure of a party to require performance by the other party under this Agreement will not affect the right of such party to require performance in the future. A waiver by a party of any breach of any term of this Agreement will not be construed as a waiver of any continuing or succeeding breach.

9.7. Force Majeure. Any delay or failure of any party to perform any obligation under this Agreement caused by governmental restrictions, labor disputes, storms or natural disasters, emergency, or other causes beyond the reasonable control of the party, will not be deemed a breach of this Agreement. This provision does not apply to the payment of monies or any breach of Section 4.

9.8. Entire Agreement. This Agreement, together with each Service, constitutes the entire agreement between Customer and FCCS, and supersedes any prior or contemporaneous negotiations or agreements, whether oral or written, concerning this subject matter. This Agreement, and each Service, may be modified only in a mutually signed writing between Customer and FCCS. In the event of a conflict between this Agreement, any Service, the terms of the Service will control, followed by the terms of the applicable Service and then this Agreement.

9.9. Referencing. Customer agrees that FCCS and its Affiliates may refer to Customer as a customer of FCCS, both internally and in externally published media.



Master Customer Agreement

9.10. Governing Law. ANY CONTROVERSY OR CLAIM ARISING OUT OF OR RELATING TO THE SERVICES, WORK PRODUCT AND/OR THIS AGREEMENT WILL BE VENUED IN THE STATE OF MONTANA FOURTH JUDICIAL DISTRICT, MISSOULA COUNTY. THE PARTIES AGREE THAT SAID COURT SHALL HAVE JURIDICSION OVER ANY SUCH CLAIMS AND IS THE PROPER VENUE FOR ANY DISPUTES ARISING UNDER THIS AGREEMENT.

9.11. Survival. Sections 2, 4, 5, 6 and 7 will survive the termination or expiration of this Agreement. The prevailing party in any litigation proceeding is entitled to recover, from the other party, its reasonable attorneys' fees and necessary costs incurred in such proceeding.

This Agreement is effective only upon execution by FCCS and Customer. Each party hereto warrants and represents that this Agreement constitutes the legal, valid and binding obligation of such party as of the Effective Date.

First Call Computer Solutions		Customer	
Signature:		Signature:	
Printed Name:	Jessica Stenberg	Printed Name:	
Title:	vCIO	Title:	
Date:	4/23/2020	Date:	

File Attachments for Item:

b. Discussion/Decision: Code of Conduct violations, Oath of Office violations and Improper Influence all conducted by Robert Michalson



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:	Jaime Devlin
Second Person Submitting the Agenda Item:	
Submitter Title:	Council Member
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	7/9/2020
Agenda Topic:	Discussion/Decision: Code of Conduct violations, Oath of Office violations and Improper Influence all conducted by Robert Michalson
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	7/9/2020
Notes:	

Brandon E. Dewey

From: Jaime Devlin
Sent: Saturday, June 20, 2020 7:03 PM
To: Brandon E. Dewey
Subject: Fw: Letter
Attachments: Assistance Request.docx; Violations.pdf

Good Evening Mayor,

I know that the agenda has already been sent out. I am hoping to have an amendment made. I have attached a letter that I received today from Dempsey Vick, as well as evidence of this concerns. As you can see, there are Code Of Conduct violations, Oath of Office violations and Improper Influence all conducted by Robert Michalson against Dempsey Vick. This is of great importance and can not wait until our July meeting. As I am aware, these violations must be handled by the Council. Please let me know what you need from me, or if this is an item that can be added at this time.

Thank you,

Jaime

From: Dempsey Vick <dempsey@townofstevensville.com>
Sent: Saturday, June 20, 2020 9:08 AM
To: Jaime Devlin <jaime@townofstevensville.com>
Subject: Letter

Dempsey H. Vick II
Council Member
Town of Stevensville

dempsey@townofstevensville.com



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Councilmembers Devlin and Holcomb,

I am reaching out to you to request help in an issue that I have been having with Councilmember Michaelson since his return to the council in January. Since his return, he has made attempts to sway my vote in council matters while stating "I don't tell you guys how to vote" and has followed that up with rude and uncalled for text messages in an attempt to bully and shame me because of how I voted. I have received numerous messages from him that could be construed as harassment or bullying.

I have made several attempts to show Mr. Michaelson respect, but he does not show the same back to me. When I disagree with him on an agenda item or if I challenge his ideas, he becomes irate and is typically inconsolable.

Again, I am reaching out in an attempt for all of us to find a way to come to a resolution so that we can all work together as one governing body.

Thank You
Dempsey Vick
Councilmember Ward 2

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.

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

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.

Montana Code Annotated 2019

TITLE 45. CRIMES

CHAPTER 7. OFFENSES AGAINST PUBLIC ADMINISTRATION

Part 1. Bribery and Corrupt Influence

Threats And Other Improper Influence In Official And Political Matters

45-7-102. Threats and other improper influence in official and political matters. (1) A person commits an offense under this section if the person purposely or knowingly:

(a) (i) threatens harm to any person, the person's spouse, child, parent, or sibling, or the person's property with the purpose to influence the person's decision, opinion, recommendation, vote, or other exercise of discretion as a public servant, party official, or voter;

(ii) threatens harm to any public servant, to the public servant's spouse, child, parent, or sibling, or to the public servant's property with the purpose to influence the public servant's decision, opinion, recommendation, vote, or other exercise of discretion in a judicial or administrative proceeding;

(iii) threatens harm to any public servant or party official, the person's spouse, child, parent, or sibling, or the person's property with the purpose to influence the person to violate the person's duty or to prevent the public servant or party official from accepting or holding any public office;

(iv) privately addresses to any public servant who has or will have official discretion in a judicial or administrative proceeding any representation, entreaty, argument, or other communication designed to influence the outcome on the basis of considerations other than those authorized by law;

(v) as a juror or officer in charge of a jury receives or permits to be received any communication relating to any matter pending before the jury, except according to the regular course of proceedings; or

(b) injures the person or property of a public servant or injures the servant's spouse, child, parent, or sibling because of the public servant's lawful discharge of the duties of the office or to prevent the public servant from discharging the public servant's official duties.

(2) It is no defense to prosecution under subsections (1)(a)(i) through (1)(a)(iv) and (1)(b) that a person whom the offender sought to influence was not qualified to act in the desired way, whether because the person had not yet assumed office or lacked jurisdiction or for any other reason.

(3) A person convicted under this section shall be fined not to exceed \$50,000 or be imprisoned in the state prison for a term not to exceed 10 years, or both.

History: En. 94-7-103 by Sec. 1, Ch. 513, L. 1973; amd. Sec. 25, Ch. 359, L. 1977; R.C.M. 1947, 94-7-103; amd. Sec. 7, Ch. 198, L. 1981; amd. Sec. 1, Ch. 351, L. 1995.

Jaime Williams

From: Brandon E. Dewey <brandon@townofstevensville.com>
Sent: Wednesday, June 24, 2020 11:36 AM
To: Monica Hoffman; Bob Michalson; Scott B. Owens; Robin Holcomb
Cc: Dempsey Vick; Jaime Williams
Subject: RE: 3-24-16 minutes

Importance: High

All,

These generic requests for information are beginning to hinder our already overwhelmed workflows. We're currently working in overdrive to compile a 9-page discovery request for the Tribbensee case that is due to plaintiff's attorney by the end of the month. Our defense attorneys need considerable time to review the documents that we will provide prior to sending them out.

Mr. Michalson: This is my final request that you send all requests for information and materials to me rather than interacting directly with staff. Any future requests that are not addressed directly to me will not be acknowledged nor fulfilled.

All audios, meeting minutes, and packets for the immediate past (back to 2014) are available online. Please make sure you exhaust the online resources before submitting a request. When you submit a request for information not found on our website, please include some sort of specificity and background with your request, including why the information is needed. Information requests sent to me do not need to include an email chain of multiple staff members or Council, either. Sending the request to me directly is sufficient.

I appreciate your cooperation.

Thank you,



BRANDON E. DEWEY
MAYOR
TOWN OF STEVENSVILLE
406.777.5271 x108
BRANDON@TOWNOFSTEVENSVILLE.COM



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Wages percentages

Bob Michalson <bob@townofstevensville.com>

Thu 6/18/2020 10:42 AM

To: Robert Underwood <robert@townofstevensville.com>; Scott B. Owens <scott@townofstevensville.com>; Brandon E. Dewey <brandon@townofstevensville.com>; Dempsey Vick <dempsey@townofstevensville.com>; Jaime Devlin <jaime@townofstevensville.com>
Cc: Robin Holcomb <robin@townofstevensville.com>

Robert,

Would you provide me with the percentages of each employees wages that is coming out of what dept.? ie. Mayor- 20% out of water sewer, etc. also still waiting on my last email on last two years revenues out of Public Safety

regards

BOB MICHALSON
COUNCIL PRESIDENT- WARD 2
TOWN OF STEVENSVILLE

BOB@TOWNOFSTEVENSVILLE.COM



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Public Safety

Bob Michalson <bob@townofstevensville.com>

Wed 6/17/2020 9:39 AM

To: Robert Underwood <robert@townofstevensville.com>; Brandon E. Dewey <brandon@townofstevensville.com>; Jaime Devlin <jaime@townofstevensville.com>; Laura Miller <laura@townofstevensville.com>

Cc: Robin Holcomb <robin@townofstevensville.com>; Dempsey Vick <dempsey@townofstevensville.com>; Scott B. Owens <scott@townofstevensville.com>

Robert,

Could you give me the revenue's of the last two years that the Town has brought in as far as public safety?.(Building permits, licenses, etc.).?

regards

BOB MICHALSON
COUNCILPRESIDENT - WARD 2
TOWN OF STEVENSVILLE

BOB@TOWNOFSTEVENSVILLE.COM



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Attorney April invoice

Bob Michalson <bob@townofstevensville.com>

Fri 5/22/2020 11:54 AM

To: Robert Underwood <robert@townofstevensville.com>; Brandon E. Dewey <brandon@townofstevensville.com>; Robin Holcomb <robin@townofstevensville.com>

Cc: Dempsey Vick <dempsey@townofstevensville.com>; Jaime Devlin <jaime@townofstevensville.com>; Scott B. Owens <scott@townofstevensville.com>

Robert,

Would you mind forwarding our town attorney's April invoice to me please.

regards

BOB MICHALSON
COUNCIL PRESIDENT - WARD 2
TOWN OF STEVENSVILLE

BOB@TOWNOFSTEVENSVILLE.COM



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Actual vs. Expenditures

Bob Michalson <bob@townofstevensville.com>

Wed 4/15/2020 9:19 AM

To: Robert Underwood <robert@townofstevensville.com>

Cc: Robin Holcomb <robin@townofstevensville.com>; Dempsey Vick <dempsey@townofstevensville.com>; Jaime Devlin <jaime@townofstevensville.com>

Robert,

Would you mind sending me a updated list of each dept. Actual vs. Expenditures. It's the same one you were making me copies of in Jan, feb. and march.

Thanks

BOB MICHALSON
COUNCIL PRESIDENT- WARD 2
TOWN OF STEVENSVILLE

BOB@TOWNOFSTEVENSVILLE.COM



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[EXTERNAL] FW: 3-24-16 minutes



Jaime Williams <jaime@a2zpersonnel.net>

Wed 6/24/2020 11:42 AM

To: Jaime Devlin <jaime@townofstevensville.com>

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



Jaime Devlin

President

186 South 3rd St. Hamilton, MT 59840

Cell-396-0831

Office- 363-0723

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From: Monica Hoffman <monica@townofstevensville.com>

Sent: Wednesday, June 24, 2020 11:33 AM

To: Bob Michalson <bob@townofstevensville.com>; Brandon E. Dewey <brandon@townofstevensville.com>;

Scott B. Owens <scott@townofstevensville.com>; Robin Holcomb <robin@townofstevensville.com>

Cc: Dempsey Vick <dempsey@townofstevensville.com>; Jaime Williams <jaime@a2zpersonnel.net>

Subject: RE: 3-24-16 minutes

Mr. Michalson,

I'm sorry to inform you but your expectations on turn around are not something I can accomplish in that time period, as I have other projects needing my attention in line to complete by the end of today. If you can drop off a thumb drive, that would be helpful. I have other projects I'm working on that have other time sensitive timelines. I am forwarding this list of requests to the Mayor for direction.

MONICA HOFFMAN

TOWN CLERK

TOWN OF STEVENSVILLE

406.777.5271 x102

MONICA@TOWNOFSTEVENSVILLE.COM



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From: Bob Michalson <bob@townofstevensville.com>

Sent: Wednesday, June 24, 2020 11:12 AM

To: Monica Hoffman <monica@townofstevensville.com>; Brandon E. Dewey <brandon@townofstevensville.com>; Scott B. Owens <scott@townofstevensville.com>; Robin Holcomb <robin@townofstevensville.com>

Subject: Re: 3-24-16 minutes

Monica,

Sorry for the confusing emails. It's been a bad morning for me. I apologize. If I said the 3-24-19 meeting I meant the 3-24-2016 meeting. Would you provide the following:

1. The audio recording of the 3-24-2016 council meeting?. (Either flash drive or cd or dvd will work.)
 2. Pages two and four of the minutes of the 3-24-2016 council meeting.
 3. A copy of the Task work order agreement between the town of stevensville and HDR from April 4th 2016. (this pertains to the agenda item a under new business on tomorrow nights council meeting).
 4. A physical copy of the agenda.
 5. Disregard my other emails please, I can come by say 4:00 today to pick these up if that works for you.
- regards

bob Michalson
town council president
ward 2
town of stevensville

From: Monica Hoffman <monica@townofstevensville.com>

Sent: Wednesday, June 24, 2020 10:49 AM

To: Bob Michalson <bob@townofstevensville.com>; Brandon E. Dewey <brandon@townofstevensville.com>; Scott B. Owens <scott@townofstevensville.com>

Cc: Robin Holcomb <robin@townofstevensville.com>; Jaime Devlin <jaime@townofstevensville.com>; Dempsey Vick <dempsey@townofstevensville.com>

Subject: RE: 3-24-16 minutes

Mr. Michalson,

I am not sure why we have so many different email threads going on, with different people Cc'd ? As per the last request, for the audio; I do have the audio for the 3/24/2019 meeting, however, the file is too large to attach, even a zipped file is too large to send. I have not gotten to the first or second request for today. I can download it onto a thumb drive and bring it to the meeting tomorrow for you to download onto your computer, if that works for you. When do you expect the turn around time for the first 2 requests?

MONICA HOFFMAN
TOWN CLERK
TOWN OF STEVENSVILLE
406.777.5271 x102
MONICA@TOWNOFSTEVENSVILLE.COM



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Monica,

No problem, I will patiently await your response. I would like a audio recording of the minutes for the 3-24-16 meeting.

regards

bob Michalson
town council

From: Monica Hoffman
Sent: Wednesday, June 24, 2020 10:15 AM
To: Bob Michalson <bob@townofstevensville.com>; Brandon E. Dewey <brandon@townofstevensville.com>; Scott B. Owens <scott@townofstevensville.com>
Cc: Robin Holcomb <robin@townofstevensville.com>; Jaime Devlin (jaime@townofstevensville.com) <jaime@townofstevensville.com>; Dempsey Vick <dempsey@townofstevensville.com>
Subject: RE: 3-24-16 minutes

Mr. Michalson

I am currently working on your request this morning, since you have inquired about that prior information request, with many, many distractions in between. I am extremely behind with information requests, as they are coming in, multiple a day, including the Arbitration case. I was not here during 2016 but will look and see what I can find for the information you are inquiring about. I just wanted to email you, and let you know I have received those 2 requests today and will hopefully find the information you are inquiring about shortly.

MONICA HOFFMAN
TOWN CLERK
TOWN OF STEVENSVILLE
406.777.5271 x102
MONICA@TOWNOFSTEVENSVILLE.COM



THIS E-MAIL AND ITS ATTACHMENTS MAY BE CONFIDENTIAL AND ARE INTENDED SOLELY FOR THE USE OF THE INDIVIDUAL TO WHOM IT IS ADDRESSED. ANY VIEWS OR OPINIONS EXPRESSED ARE SOLELY THOSE OF THE AUTHOR AND DO NOT NECESSARILY REPRESENT THOSE OF THE TOWN OF STEVENSVILLE. IF YOU ARE NOT THE INTENDED RECIPIENT OF THIS E-MAIL AND ITS ATTACHMENTS, YOU MUST TAKE NO ACTION BASED UPON THEM, NOR MUST YOU COPY OR SHOW THEM TO ANYONE. PLEASE CONTACT THE SENDER IF YOU BELIEVE YOU HAVE RECEIVED THIS E-MAIL IN ERROR. MESSAGES AND ATTACHMENTS SENT TO OR FROM THIS E-MAIL ACCOUNT PERTAINING TO TOWN OF STEVENSVILLE BUSINESS MAY BE CONSIDERED PUBLIC RECORD OR PRIVATE RECORDS DEPENDING ON THE MESSAGE CONTENT UNDER MONTANA'S RIGHT TO KNOW LAWS.

From: Bob Michalson <bob@townofstevensville.com>
Sent: Wednesday, June 24, 2020 10:04 AM
To: Brandon E. Dewey <brandon@townofstevensville.com>; Scott B. Owens <scott@townofstevensville.com>; Monica Hoffman <monica@townofstevensville.com>
Cc: Robin Holcomb <robin@townofstevensville.com>
Subject: 3-24-16 minutes

Monica,

According to the minutes of the 3-24-16 town council meeting, the council approved the solicitation of bids for the park street to third street project. I remember this one well. I cannot find supporting documentation of minutes supporting the signing of an agreement with HDR pertaining to tomorrow night's council meeting? Can you supply me this documentation and when this was brought before the town council for approval?? Where are pages two and four of the minutes? Better yet, I would like an audio copy of the minutes of the 3-24-16 meeting. I will come by this afternoon to pick it up and a physical copy of the agenda for tomorrow night.

regards

BOB MICHALSON

COUNCIL PRESIDENT - WARD 2

TOWN OF STEVENSVILLE

BOB@TOWNOFSTEVENSVILLE.COM



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Monica,

Sorry for the confusing emails. It's been a bad morning for me. I apologize. If I said the 3-24-19 meeting I meant the 3-24-2016 meeting. Would you provide the following:

1. The audio recording of the 3-24-2016 council meeting?. (Either flash drive or cd or dvd will work.)
2. Pages two and four of the minutes of the 3-24-2016 council meeting.
3. A copy of the Task work order agreement between the town of stevensville and HDR from April 4th 2016. (this pertains to the agenda item a under new business on tomorrow nights council meeting).
4. A physical copy of the agenda.
5. Disregard my other emails please, I can come by say 4:00 today to pick these up if that works for you.

regards

bob Michalson
town council president
ward 2
town of stevensville

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Subject: RE: 3-24-16 minutes

Mr. Michalson,

I am not sure why we have so many different email threads going on, with different people Cc'd ? As per the last request, for the audio; I do have the audio for the 3/24/2019 meeting, however, the file is too large to attach, even a zipped file is too large to send. I have not gotten to the first or second request for today. I can download it onto a thumb drive and bring it to the meeting tomorrow for you to download onto your computer, if that works for you. When do you expect the turn around time for the first 2 requests?

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Monica,

No problem, I will patiently await your response. I would like a audio recording of the minutes for the 3-24-16 meeting.

regards

bob Michalson
town council

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TOWN OF STEVENSVILLE

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From: Bob Michalson <bob@townofstevensville.com>

Sent: Tuesday, May 26, 2020 10:49 AM

To: Brandon E. Dewey <brandon@townofstevensville.com>; Monica Hoffman <monica@townofstevensville.com>; Robin Holcomb <robin@townofstevensville.com>; Scott B. Owens <scott@townofstevensville.com>

Cc: Dempsey Vick <dempsey@townofstevensville.com>; Jaime Devlin <jaime@townofstevensville.com>

Subject: 5-4-20 Council meeting

Brandon,

I don't think a 5:00 o'clock meeting start time for next weeks special meeting is feasible. Some council members would have to make previous arrangements with there employers to be there. Is the town going to pay fellow Holcomb's wages?. Most of the public also works until 5:00. I would suggest a 6:30 start up time and put less on the agenda.

regards

BOB MICHALSON
COUNCIL PRESIDENT - WARD 2
TOWN OF STEVENSVILLE

BOB@TOWNOFSTEVENSVILLE.COM




Re: 5-4-20 Council meeting

Bob Michalson <bob@townofstevensville.com>

Tue 5/26/2020 1:28 PM

To: Brandon E. Dewey <brandon@townofstevensville.com>; Monica Hoffman <monica@townofstevensville.com>; Robin Holcomb <robin@townofstevensville.com>; Scott B. Owens <scott@townofstevensville.com>
Cc: Dempsey Vick <dempsey@townofstevensville.com>; Jaime Devlin <jaime@townofstevensville.com>

THE PUBLIC HAS A RIGHT TO KNOW.

 The councils objections to virtual meetings was because the public was overwhelming in favor of not having meetings without the right to participate in person. 3 months worth of agenda's doesn't need to be done in one meeting. Your lack of respect once again in your emails shows your true colors. It's no wonder some council members don't want to reply to you. Don't bother responding back with your tirades.

bob Michalson
town council president
ward 2
town of stevensville

From: Brandon E. Dewey <brandon@townofstevensville.com>

Sent: Tuesday, May 26, 2020 10:59 AM

To: Bob Michalson <bob@townofstevensville.com>; Monica Hoffman <monica@townofstevensville.com>; Robin Holcomb <robin@townofstevensville.com>; Scott B. Owens <scott@townofstevensville.com>

Cc: Dempsey Vick <dempsey@townofstevensville.com>; Jaime Devlin <jaime@townofstevensville.com>

Subject: RE: 5-4-20 Council meeting

Mr. Michalson,

There is 3 months' worth of business on the agenda to complete because of your objection to virtual meetings. All councilmembers were given ample notice about the meeting in order for you to make arrangements to attend, and no objections have been raised until now. Because there was no response to the initial proposal to hold the meeting at 5:00, we moved forward with publishing public notices stating 5:00 in the paper.

The 5:00 meeting will proceed as scheduled.

Thank you,



BRANDON E. DEWEY

MAYOR

TOWN OF STEVENSVILLE

406.777.5271 x108

BRANDON@TOWNOFSTEVENSVILLE.COM

11:56 AM

Jamie, What you and Dempsey did to robin and I is unacceptable. You owe each of us a public apology tonite.

I have no idea what you are talking about. I have not done anything to either one of you. I dont owe anyone anything and demanding for such is unacceptable. I will not be bullied by you Bob

Look at the agenda you signed against me. Do you have any proof for your accusations?

Yes I have proof. We will address this at tonight's meeting.

It's your name on the agenda. Do you even know what the mess your in?

I am making the choice to not have this discussion with you. And you making demands of an apology or assuming that I am in a mess only validates your poor behavior. As I stated, we will discuss this at tonight's meeting.

Sent

1 >



Bob Michalson

Our Attorney does not know Montana Municipal Law.

4m Like



Join

To post and comment, join **Citizens of Stevensville.**





STEVENSVILLE

Montana

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...



Bob Michalson

4:37 PM

To Brandon E. Dewey, Robin Holcomb, +2

...

You DO not have the authority to sign contracts without council approval. I don't care what Scott Owens said.

bob

...

↩️ Reply to All



8:06 ↗



< 92



Bob >

We are going to need more chairs also

Just so you know, Jaimie is going to have a few things to say tonight, however I believe she is on board with withdrawing

I wouldn't want it any other way.

Fri, Mar 13, 8:38 PM

Saw your email on coronavirus Only the mayor can call a emergency meeting.

I never called for one, I was just saying I was open to it

Or that was meant to say I was open to it in case I said called

Delivered

Today 7:20 PM

Congratulations Dempsey, you just broke state law!

You better get your priorities straight



iMessage



8:33



< 92

BM

Bob >

Or that was meant to say I was open to it in case I said called

Delivered

Today 7:20 PM

Congratulations Dempsey, you just broke state law!

You better get your priorities straight

You have become a rubber stamp to dewey. So sad. But hey, your the one who has to look the town in the eye, I can sleep well tonight, can you?



10:41



< 93



Bob >

You better get your priorities straight

You have become a rubber stamp to dewey. So sad. But hey, your the one who has to look the town in the eye, I can sleep well tonight, can you?

Today 10:35 PM

And are you going to call Dewey on the \$2,100 for first call computer on the claims? Are you going to go against your own word when I put the fireworks \$4500 claim on him? The town is watching. They are pretty disgusted in your recent moves.





Bob >

energy right now 😊. But I agree that we should bring it up for discussion at the next meeting

Delivered

Yesterday 3:14 PM

Call me when you get a chance

Yesterday 4:43 PM

I hope Dewey didn't talk you into removing your name off the agenda? Once it's been submitted you can't remove it per council rules. Also I have talked to Kelly Lynch from MMIA and since Dewey didn't get prior approval from the council the contract is considered null and void. Please don't let Dewey persuade you, I would hope your better than that.

Yesterday 9:14 PM

You do know you signed a agenda item that is invalid. 1. You cannot put a resolution to the effect of punishing a elected official. 2. Your accusing me of altering an agenda item. There is a difference between an item and supporting documents. 3. Council members cannot



11:54



< 86



Bob >

item that is invalid. 1. You cannot put a resolution to the effect of punishing a elected official. 2. Your accusing me of altering an agenda item. There is a difference between an item and supporting documents. 3. Council members cannot suspend or fine other council members without pay. Only censure.

Today 11:17 PM

What advantage would I gain even if I left a document out? Leaving a document out would only help the mayor. Your accusing of forgery. That's a serious allegation Dempsey. Just so you know I have several witnesses (Steve Gibson, Stacie Barker) for one who reviewed the agenda just before submitted it.

me

By the way, your agenda item suspending me is wrong. Council members cannot suspend and remove other council members without pay. This agenda is incorrect.



iMessage



15:35



BM

Bob

Yeah, but the public could still come and go, and there were some that received services

I see a small time frame where the public can conduct business. But not all day, correct?

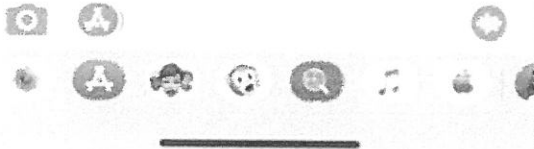
Not sure, I'll look at it again

Delivered

Tuesday, 10/10

A council person's #1 job is the budget. Missing budget workshops is not setting a good example for representing your ward or town. Not even giving your fellow council members know your absent is worse. I have to say I'm dissapointed in you. There is no excuse for your actions.

Just casually coming back to vote on a budget you had no part of tells me your priorities as a ward 2 council member is construed. Over twenty people voiced there opinions at a public hearing also wed. Your absence speaks volumes for your so called leadership.



10:41



< 93



Bob >

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Message



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123



space

return





Bob >

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me

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iMessage





New Activity



Bob Michalson



2 hrs · 🌐

It's become apparent that the town council is failing in its duties to uphold the laws and budget. The mayor has cost the town so much \$\$ it's unbelievable. He has cost the town on the bids at the SRE building (Turkey Creek Fencing). The Snow removal, (\$29,000). The Fireworks (\$4500), The First call contract (\$79,000). And now the council just gave him the town's checkbook. Are you all comfortable with that?. I am not. It is the COUNCIL who is responsible for every penny of the taxpayers money. Not Dewey, Not Robert. Its Dempsey Vick, **Robin Turjan Holcomb** and Jamie Devlin and myself who must be held accountable. The public put their trust in us and we are failing them terribly. Its black and white. I don't know how to move forward on gaining the hard working folks trust back. To think last nite's actions are o.k is so sad. It really is. That is my rant of the day. Take care and be safe everyone.

👍 3

1 Comment · Seen by +16

👍 Like

➦ Share



< [Redacted] Matt Barker [Redacted]

⋮

Nice to see the Robin Holcomb, Jamie Devlin and **Dempsey Vick** are all looking out for the town of Stevensville. What a disgrace for town government. This mayor just got spent \$75000 with out council approval. Now you giving authority to him witch he should not have by what the law says. As a town we need to pass a petition around to have you all removed. Your not following the laws and not representing the town of Stevensville.

👍 Like

💬 Comment

➦ Share

[Redacted]


[Redacted] Tonya Eckert [Redacted]
Petition to get rid of the mayor 1st! Our #1 problem

39m Like Reply

[Redacted] Matt Barker [Redacted]
Tonya Eckert and the rest of them [Redacted]
[Redacted] was the only one [Redacted] are they
[Redacted] going to think of the town. Have we
[Redacted] seen the audit form dipshit being the
[Redacted] financial officer? No how can anyone
[Redacted] trust a narcissist? I'm so disappointed
[Redacted] in our town council.

18m Like Reply

 **Bob Michalson**
It's a sad day in Stevensville
8m Like Reply  1

 Write a reply...

 Write a comment...  

3 >



Bob Michalson

And to top that off, The Mayor had our attorney on speakerphone last nite. Did he get it approved by the Council President?. Did we not just make a decision as a council to not have him at our meetings unless it was pre-approved?. Are we not over budget in this dept? Again Mayor dewey abuses the council time and again and we are all just fine with it. Im sick of it. I asked to look at the mayor payroll last week and got stonewalled. Each and every taxpayer should email there council member and let them know this is wrong. Until YOU the people speak up, nothing changes.

1h Like

To post and comment, join **Citizens of Stevensville.**

Join



2:31 [signal icons] [battery 73%]

← [profile picture] Citizens For A... 🔍 ...

👍 Like 💬 Comment



Bob Michalson

It's to keep curious mindless people like you guessing? It's my decision no one else's. Maybe you should worry about your own damn business instead of wasting your valuable time on mine which you know nothing about.



Renee Christensen

Bob Michalson What a kind and thoughtful response, Sir. Thank you.



Write a comment... 📷 😊

[Redacted] Saved Image

< **Replies**

laugning stock of the whole state! You Bob help lead our community to this as the president of...
[See More](#)

4h Like Reply



Bob Michalson
Bill Kelly This is a culture that has been here long before I came aboard. Move to to town and run and change it. Instead of standing on the sidelines bitching like a little child that you are. And put the bottle down you look stupid on your posts.

3h Like Reply

Write a reply...

< Replies

9h Like Reply



Bill Kelly

Bob Michalson it's called checks and balances. The names of add hoc persons are located on the town Web page.

2h Like Reply



Bob Michalson

Bill Kelly You don't even know what a towns budget looks like. And people outside of city limits have no business teling people who pay city taxes what to do. Go cry to Chilcot.

15m Like Reply



Write a reply...



More



Edit



< Replies

in an email to Councilor Robin Holcomb. In the Bitterroot Star, March 27 2018. This is something you said right?

2h Like Reply



Bob Michalson


Bill Kelly it is, but I live in town, you don't. What gives you the right to tell people in city limits how to run its affairs? I don't tell you how to run your property I made Dewey's life miserable many times because of his lack of oversight

1h Like Denlv [thumbs up] [thumbs down] 2

Write a reply...

2 >



 **Bob Michalson** Dewey said a officer?? Maybe...



[Redacted name]

I hope all the Council members drown in guilt other than Council Member Michalson. I have no faith in the 3 that sit in those chairs. Its very sad that we vote against a claim for a contract and then this. Let baby Dewey take control on town. Also I have to say is Wow.

1h · Like

[Redacted name]

Wow! Robin demanded an audit be done because she wanted to be sure he didn't do something sneaky last time he signed his own checks! What did that cost us? And now?

26m Like

[Redacted name]

[Redacted name]



Bob Michalson
I am aghast. I honestly cannot believe 3 council members would blatantly break the law for the betterment of the town. What good is a town council that breaks its own laws?. Where is the trust when the council goes against the best wishes of its own citezens?.

20m Like

To post and comment, join **Citizens of Stevensville.**

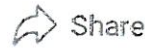
Join



me. Take the time if you can to watch it.



Like



Share



Bob Michalson



21 hrs · 🌐

Being a member of Stevensville's town council comes with many responsibilities. We set the resolutions and laws that govern the town. It is our job to set and implement the annual budget. When the system breaks down as it has and the laws are not followed, then it is the COUNCIL'S job to enforce the rules. If this or any council sees a wrong and allows it to happen then we are also breaking the law. Last Thursday was a prime example. The mayor failed to do his duty with a 3yr. \$79,000 contract that was not approved. The council did its job and voted the contract down. Now it is the Mayor who is responsible for the \$2,100 bill not the hard working tax payers of Stevensville. It is moments like these that make me proud to serve each and everyone of you.



6

Seen by [profile icons] +26



Like






Share


[Redacted text block containing names and political information]










Replies

 
 who has self quarantined?
 2h Like  1

 **Bob Michalson**
 Dewey said a officer??. Maybe Marble?
 1h Like

 
 Bob Michalson well was the town hall
 cleaned or did the mayor just expose
 everyone to covid 19 virus.
 6m Like

  **Bob Michalson**
 He tried to keep  our wife
 and  Jim crews out, but I told him he
 couldn't deny the public. The only Virus
 in town hall is the BEDV-1.
 5m Like

 
 Bob Michalson well anyone that speaks
 out against him he doesn't want in the
 room. We all know how he works. He
 just like the paper just one side never
 both sides of the story.
 Just now Like



2 >



group and the negativity and damage it is bringing to your very o... See More

1h Like Reply



Bob Michalson

Dewey does not follow the rules or directions given to him. That's why he's being recalled. He spends and spends and has no regard to council rules.

1h Like Reply



Renee Christensen

Funny, my point of view on the employees letter is that their problem is with the Council Members (more specifically TWO OF THEM) NOT the Mayor. What will you all do if the Mayor is recalled and the entire town staff quits?

3h Like Reply

View 5 more replies...



Recall of Brandon Dewey Renee Christe...



Bob Michalson

You have your opinions I have mine. Unless you know the inner workings of gov. and how he abuses the system. You can only go on what he tells you. Trust me, he's one of the best pathological liars out there.

1h Like Reply



Ashley Mae Bob Michalson I'll be keepin...



Write a comment...



< Replies

[Redacted]
[Redacted] has spoken and so
[Redacted]

16h Like Reply 1

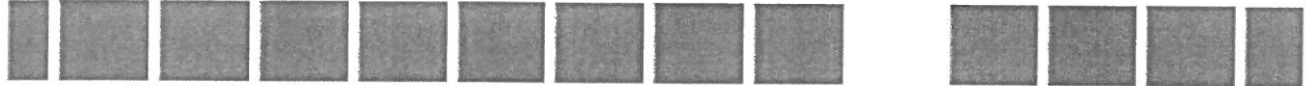
[Redacted]
[Redacted] that's funny
[Redacted]

3h Like Reply 1


Bob Michalson
Chris Sheridan Your pretty
cocky on social media
Chris. Why not call or
meet me to discuss this.
Oh I forgot, you don't live in
town or pay taxes now do
you.

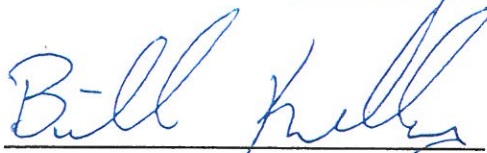
28m Like Reply

Write a reply... 😊



I, Bill Kelly, hereby affirm under penalty of perjury, that the content in the Facebook ~~Messenger~~ message below is true and correct. Stevensville Town Councilmember Robert Michalson, also known as Bob Michalson wrote this message to me. The content of this message is a violation of the Town of Stevensville's Code of Content: Section A.1. "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." This message is also a breach of his Oath of Office.

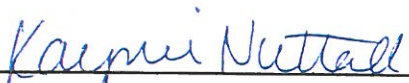
 **Bob Michalson**
Bill Kelly This is a culture that has been here long before I came aboard. Move to to town and run and change it. Instead of standing on the sidelines bitching like a little child that you are. And put the bottle down you look stupid on your posts.


Bill Kelly, Resident Ravalli County, Montana

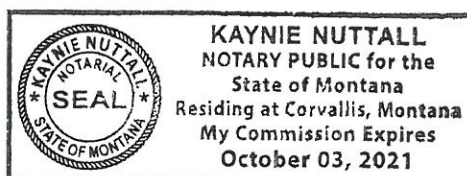
30 - June - 2020
Date

On this 30 day of June, 2020, before me, a Notary Public for the State of Montana, personally appeared, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year first hereinabove written.


NOTARY PUBLIC FOR THE STATE OF MONTANA
Residing at: Corvallis
My commission expires: 10/3/21

(NOTARIAL SEAL)



Affidavit

I, Dempsey Vick, citizen of the Town of Stevensville, and Stevensville Town Councilmember, hereby affirm under penalty of perjury, that the following statements and screenshot messages included are true and correct.

Stevensville citizen and Town Councilmember Robert Michalson, also known as Bob Michalson Town of Stevensville Council President. He uses his official title and positions to improperly influence how I feel about Town of Stevensville, Town Council business and how I chose to vote on agenda items. If I disagree or chose to vote differently than Mr. Michalson, he becomes upset with me and progressively uses varying degrees of bullying tactics and threats in order to get me to vote his way and influence the outcome of the vote. He also engages his friends and family to put additional pressure on me for the same reasons. Specific high profile instances include a resolution which was brought forward by myself and Council member Jaime Devlin regarding disciplinary consideration for Mr. Michalson and the highly contested Information Technology First Call contract and miscellaneous budget items earlier in 2020. When I recently missed a budget meeting due to a friend visiting from out of state, he used intimidation and insults to try and shame me. Most recently, I asked fellow Council members Jaime Devlin and Robin Holcomb for help to address Mr. Michalson's bullying behavior. ~~The June 25, 2020 agenda was revised to include an item to discuss and possibly discipline Mr. Michalson. Prior to the meeting, Mr. Michalson emailed me stating the item should be off the agenda because there wasn't supporting evidence, even though the written evidence was included in the Council packet.~~ Mr. Michalson continues to make statements to me about this item and others for the sole purpose of intimidating me as a Council member. DU

These actions described above and content of the screenshot message examples provided below violates:

Montana Code Annotated Section 45-7-102 Threats and Other Improper Influence in Official and Political Matters - 45-7-102. Threats and other improper influence in official and political matters. (1) A person commits an offense under this section if the person purposely or knowingly: 4. (iv) privately addresses to any public servant who has or will have official discretion in a judicial or administrative proceeding any representation, entreaty, argument, or other communication designed to influence the outcome on the basis of considerations other than those authorized by law;

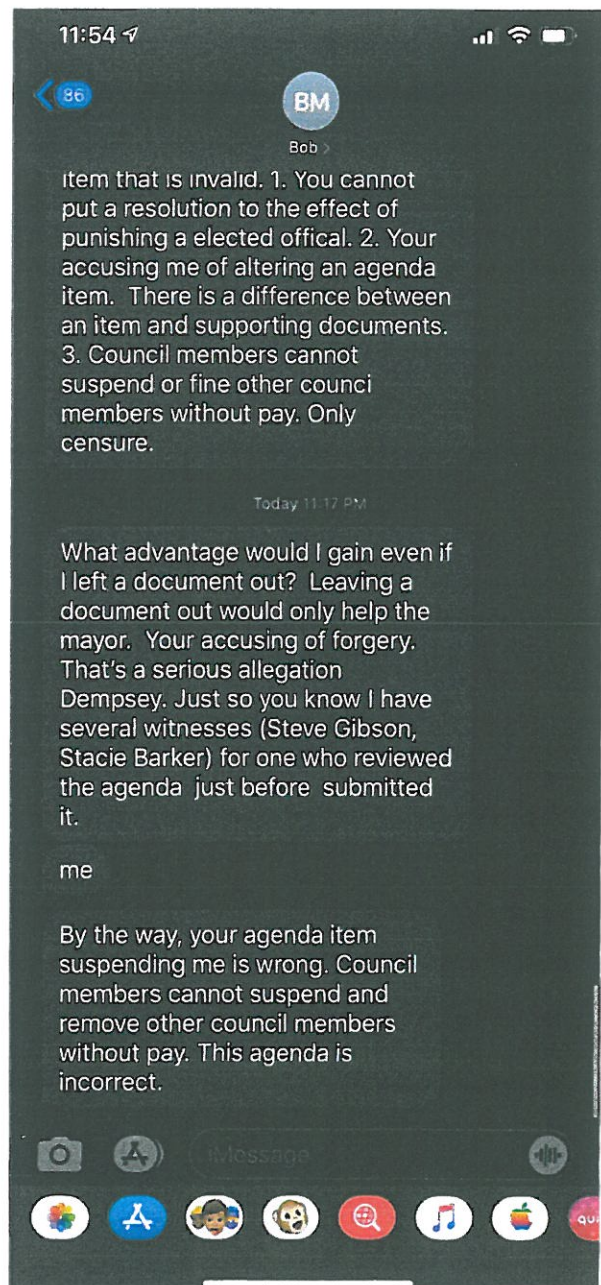
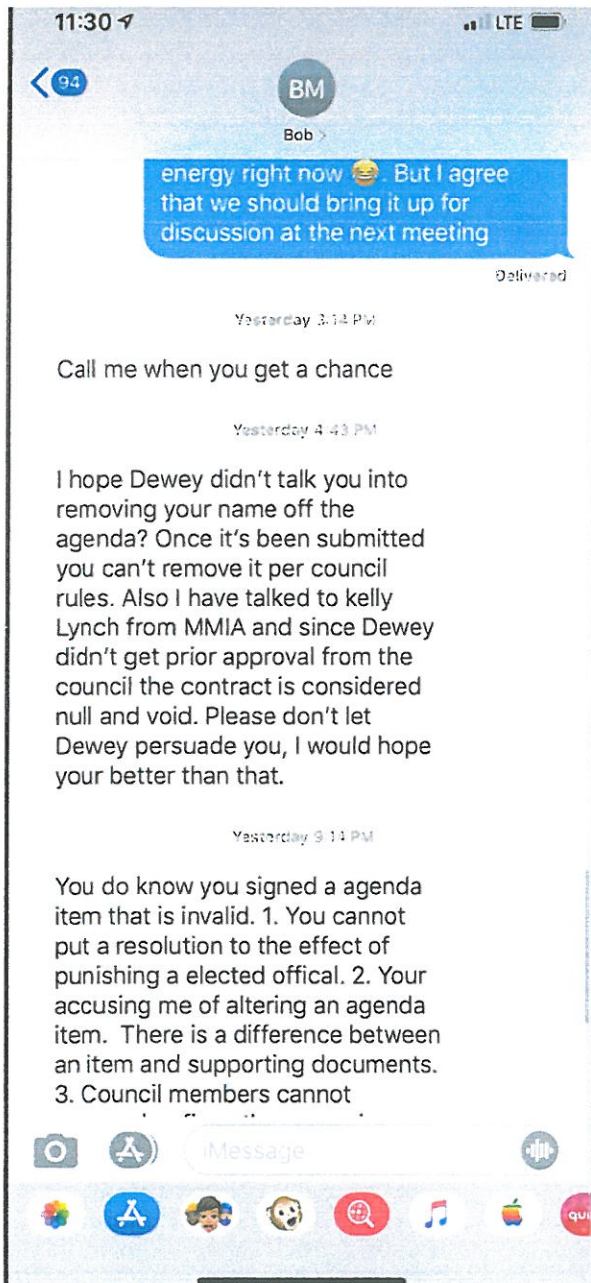
Oath of Office

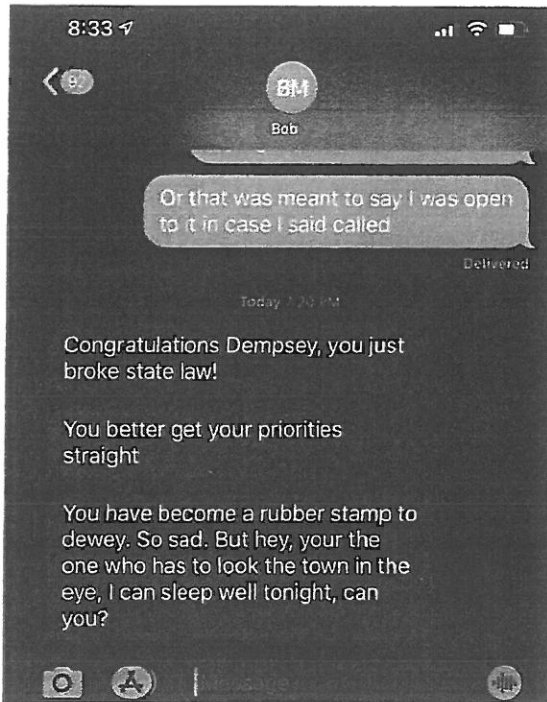
Town of Stevensville's Code of Content

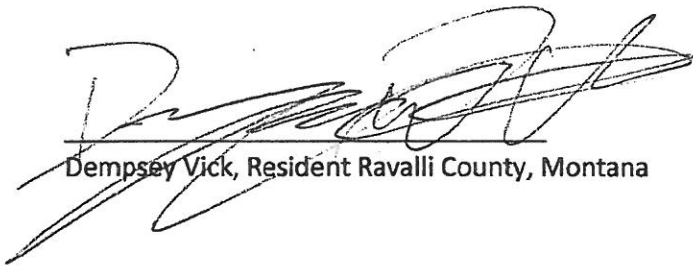
Section A.1. *"Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, Boards, Committees, Commissions, staff or the public."*

A.6.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."

A.6.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."






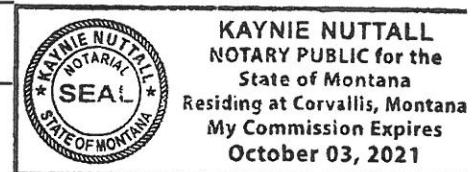

Dempsey Vick, Resident Ravalli County, Montana

6/30/2020
Date

On this 30 day of June, 2020, before me, a Notary Public for the State of Montana, personally appeared, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year first hereinabove written.


NOTARY PUBLIC FOR THE STATE OF MONTANA
Residing at: Corvallis
My commission expires: 10/3/21 Notorial Seal



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Affidavit

I, Renee Christensen, hereby affirm under penalty of perjury, that the content in the Facebook Messenger message below is true and correct. Stevensville Town Councilmember Robert Michalson, also known as Bob Michalson wrote this message to me. The content of this message is a violation of the Town of Stevensville’s Code of Content: Section A.1. “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.” This message is also a breach of his Oath of Office.

Like Comment

Bob Michalson
It's to keep curious mindless people like you guessing? It's my decision no one else's. Maybe you should worry about your own damn business instead of wasting your valuable time on mine which you know nothing about.

Renee Christensen
Bob Michalson What a kind and thoughtful response, Sir. Thank you.

Renee M Christensen

7/1/20

Renee Christensen, Resident Ravalli County, Montana

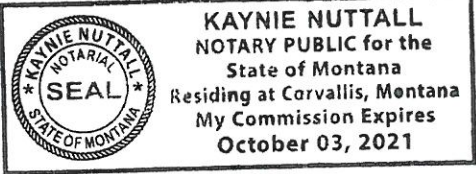
Date

On this 1 day of July, 2020, before me, a Notary Public for the State of Montana, personally appeared, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year first hereinabove written.

Kaynie Nuttall
NOTARY PUBLIC FOR THE STATE OF MONTANA
Residing at: Corvallis
My commission expires: 10/3/21

(NOTARIAL SEAL)



File Attachments for Item:

Discussion/Decision: Determination of vacancy in the office of Ward 1 Council Member pursuant to MCA 7-4-4111(6)



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:	Jaime Devlin
Second Person Submitting the Agenda Item:	Dempsey Vick
Submitter Title:	Council Member
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	7/22/2020
Agenda Topic:	Discussion/Decision: Determination of vacancy in the office of Ward 1 Council Member pursuant to MCA 7-4-4111(6)
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	7/22/2020
Notes:	

Montana Code Annotated 2019

TITLE 7. LOCAL GOVERNMENT

CHAPTER 4. OFFICERS AND EMPLOYEES

Part 41. Municipal Officers in General

Determination Of Vacancy In Municipal Office

7-4-4111. Determination of vacancy in municipal office. An office becomes vacant on the happening of any of the following events before the expiration of the term of the incumbent:

- (1) the death of the incumbent;
- (2) a determination pursuant to Title 53, chapter 21, part 1, that the incumbent is mentally ill;
- (3) the incumbent's resignation;
- (4) the incumbent's removal from office;
- (5) the incumbent's absence from the city or town continuously for 10 days without the consent of the council;
- (6) the incumbent's open neglect or refusal to discharge duties;
- (7) the incumbent's ceasing to be a resident of the city or town or, in the case of a city council member, ceasing to be a resident of the city council member's ward. This subsection does not apply to an appointed municipal officer who resides outside the city or town limits with the approval of the city or town governing body and within a distance of the city or town approved by the governing body.
- (8) the incumbent's ceasing to discharge the duty of office for a period of 3 consecutive months, except when prevented by illness or when absent from the city or town by permission of the governing body;
- (9) the incumbent's conviction of a felony or of any offense involving moral turpitude or a violation of official duties;
- (10) the incumbent's refusal or neglect to file an official bond within the time prescribed;
- (11) the decision of a competent tribunal declaring void the incumbent's election or appointment.

History: En. Sec. 4758, Pol. C. 1895; re-en. Sec. 3234, Rev. C. 1907; re-en. Sec. 5013, R.C.M. 1921; re-en. Sec. 5013, R.C.M. 1935; amd. Sec. 1, Ch. 7, L. 1973; R.C.M. 1947, 11-719(part); amd. Sec. 1, Ch. 233, L. 1981; amd. Sec. 1, Ch. 459, L. 1997.

File Attachments for Item:

b. Discussion/Decision: Resolution 477; Adopting a budget and adopting wages and salaries for Fiscal Year 2020-2021



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:	7/9/2020
Agenda Topic:	Discussion/Decision: Resolution 477; Adopting a budget and adopting wages and salaries for Fiscal Year 2020-2021
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	7/9/2020
Notes:	

RESOLUTION NO. 477

**RESOLUTION FOR ADOPTING A BUDGET
AND ADOPTING WAGES AND SALARIES FOR
THE TOWN OF STEVENSVILLE, MONTANA
FISCAL YEAR 2020-2021**

WHEREAS, pursuant to Section 7-6-4024, MCA, the Town Council of the Town of Stevensville, Montana has held a public hearing on the proposed budget of Stevensville for the fiscal year 2020-2021 as required by law, and

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

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

IT IS HEREBY MOVED, SECONDED AND CARRIED by the Stevensville Town Council that “this resolution be adopted” for fiscal year 2020-2021 and;

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

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

NOW THEREFORE BE IT RESOLVED THAT, the wages and compensation for the elected and appointed Town officers and all Town employees, for Fiscal Year 2020-2021, are hereby established as set forth in the Final Budget attached hereto and by this reference made a part hereof.

BE IT FURTHER RESOLVED THAT, the wages and compensation shall be effective as of July 1, 2020 unless otherwise noted in the attachments hereto.

PASSED AND ADOPTED by the Town Council and approved by the Mayor this 9th day of July, 2020.

Approve:

Attest:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk



Town of
STEVENSVILLE
Montana



**PRELIMINARY BUDGET
FOR FISCAL YEAR 2021
JULY 1, 2020 TO JUNE 30, 2021**

TOWN OF STEVENSVILLE, MONTANA



Executive Summary



June 30, 2020

Stevensville Town Council:

We are pleased to present to you the Proposed Budget for Fiscal Year 2020-2021 (FY21). This budget represents the thoughtful work of dozens of people in developing the spending plan for our organization for the coming fiscal year. Stevensville is a vital, growing and changing community. As the community we serve changes, we must aim to evolve and consider new approaches in how we provide services and operate.

The FY21 budget does not raise the tax levy assessed in Town of Stevensville. Last year, increases in property values have caused a reduction in the number of mills assessed. Many residents will continue to see lowered lighting district assessments as we spend down cash balances in these funds. Water and Sewer rates are likely to change according to a cost-of-service rate study that the Town is performing. The administration will propose those rate changes to the Council in the Fall of 2020.

Continued Growth – Our community’s most recent evidence of continued growth includes the US Census data showing an estimated population increase of 4.4% this year, on top of the 4.3% increase for last year. We see strong building permit activity and increased traffic counts and congestion on Town streets. Much of our budget recommendation is made in response to the prolonged growth that Stevensville continues to experience. In order to maintain service levels and perform the work necessary to accomplish our goals, we must expand our staff in key areas.

2021 Proposed Budget

Revenues

Property Taxes

With the growth of the Town, expected service levels, and the strategic initiatives, it may eventually be necessary to increase the property tax mill levy. This would be necessary to address the needs of the expanding Town while funding ongoing operations with sustainable revenues. In total, our Budget levies 97.64 mills on all taxable property within City limits.

Charges for Services

Rather than increase property taxes, the administration evaluated the services that were being most utilized, and fee supported. We believe it is fair to reason that the average taxpayer in Stevensville should not necessarily foot the bill for services that they largely do not utilize. This primarily relates to parks and recreation, events, and business/commercial activities. This budget increased many of the charges for services in order to avoid a property tax increase in FY20. The Council is being asked to adopt new fee structures and increases to our charges for services. The parks usage and recreation programs, event permitting, and business licensing had fee structure changes, which will increase revenue. The new alarm system permits and false alarm fees, organic waste dump fees, and code non-compliance fees are recommended fee adoptions or changes.

Utility Rates

The Town continues to study rates for our water and sewer systems. For the FY20 budget, the last of the 5-year rate increase series was included. Presentation of the studies should occur during the later part October and finalized rate changes will be presented in resolutions to be adopted in late November or early December.

Expenditures

Staffing

In order to take a strategic approach to staffing, we implemented a re-organization plan to address staffing levels across all departments in the organization. We continue to focus on critical need areas to help us maintain service levels, including general government, parks & recreation, and community development. The Budget adds 1.8 FTE in the changing year.

	Recommended		
	Current FY20	Changes FY21	FY21 Total
General Government	2.10	0.80	2.90
Public Safety	6.20	0.00	6.20
Public Services	5.75	0.00	6.75
Public Welfare	2.30	1.00	3.30
Total	16.35	1.80	19.15
Net FTE % Increase From Pervious Year			17%

The positions are the addition of 1 FTE in the Community Development Department and .80 FTE in the Administration. The Community Development position will assist in increasing the Town’s responsiveness to Planning & Zoning issues as well as building permit processing. These are areas that the Town currently inadequately staffs. The Administration will bring on administrative clerical assistance 4 days/week to aid in increased workload of the main office.

Operating Budgets

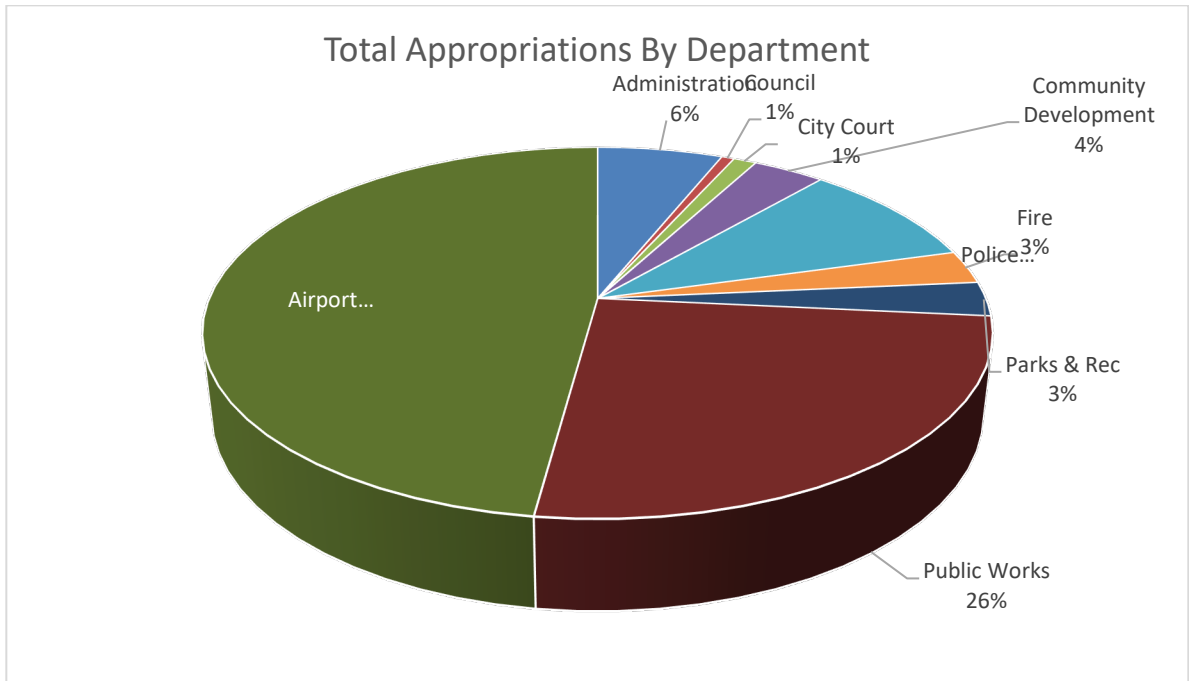
Many factors have caused changes in operational budgets. These changes vary by fund. Growth, inflation, capital projects, and strategic priorities have influenced increases in operating costs. This increase is in many areas and throughout most departments.

Capital

FY21 has over \$2.3 Million in capital expenditures. A large share of these expenditures is for the pavement replacement project on the Airport. The Town continues to work towards water capacity projects that aid in the Town’s water storage and well-field capacity. These infrastructure projects will be outlined in a Preliminary Engineering Report included in the FY21 budget. In addition to these major projects, there is planned road maintenance, equipment replacements and building improvements.

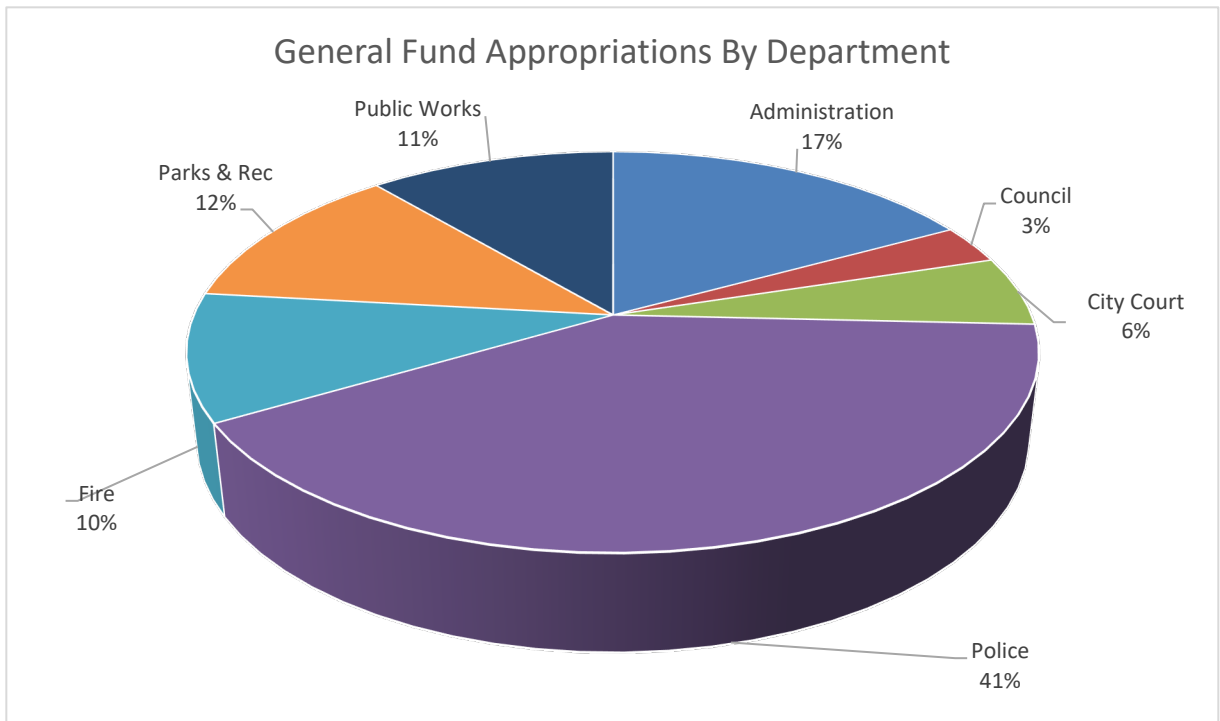
Total Budget

The chart below illustrates the total appropriations proposed in the FY21 budget by activity. Most expenditures this year are attributed to the Airport and Public Works efforts.



The General Fund

The General Fund is used to account for all financial resources of the Town that are not required to be segregated into a separate fund. The General Fund is the most complex fund; it receives the most numerous sources of revenue and supports the highest number of departments. The table below shows the General Fund breakdown of the budget by department:



Reserves

The FY21 budget has an increase in total fund balances mainly due to a reduction in costs, and a surplus carry over. The General Fund reserve will maintain about 35% of expenditures. In Special Revenue and Enterprise funds, efforts have been made to maintain a reasonable fund balance based on the operating conditions and circumstances of the fund.

Conclusion

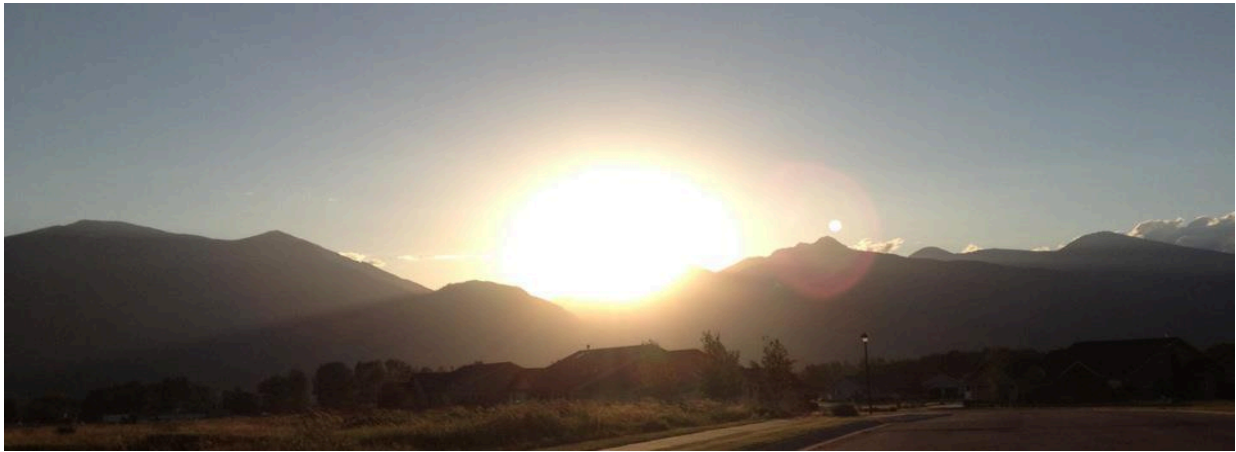
In closing, we are thankful to the Council, community members and staff who participated in the many processes that resulted in this budget. Staff spent many hours discussing the strategies which helped guide our priorities for FY21, and we believe that the FY21 Proposed Budget will allow us to continue to operate and advance the Town of Stevensville.

Working together, we have consistently found innovative ways to deliver services and invest in our community in fiscally responsible ways. We are a resilient, enterprising, and creative community. The FY21 Proposed Budget is an achievable plan to provide efficient and effective services and to achieve the Council's vision and priorities for the Town of Stevensville.

Respectfully,

Brandon E. Dewey, Mayor

Robert Underwood, Finance Officer



Budget Summary

Budget Summary

Municipal budgets serve several important functions. In addition to laying out a spending plan for the town, and allocating resources to meet the diverse needs of the community, Stevensville’s budget:

- Is a principal policy and management tool for the town’s administration, reflecting and defining the annual work program; and
- Provides a framework for the town to accomplish its vision and strategic plan; and
- Reflects core town values of integrity, leadership, service, and teamwork.

This Budget Summary provides information about the town, along with information about the budget process, revenues, expenditures, and town programs and services. It is intended to provide an accessible, transparent way of learning about the town budget, while accurately showing how the town invests its resources.

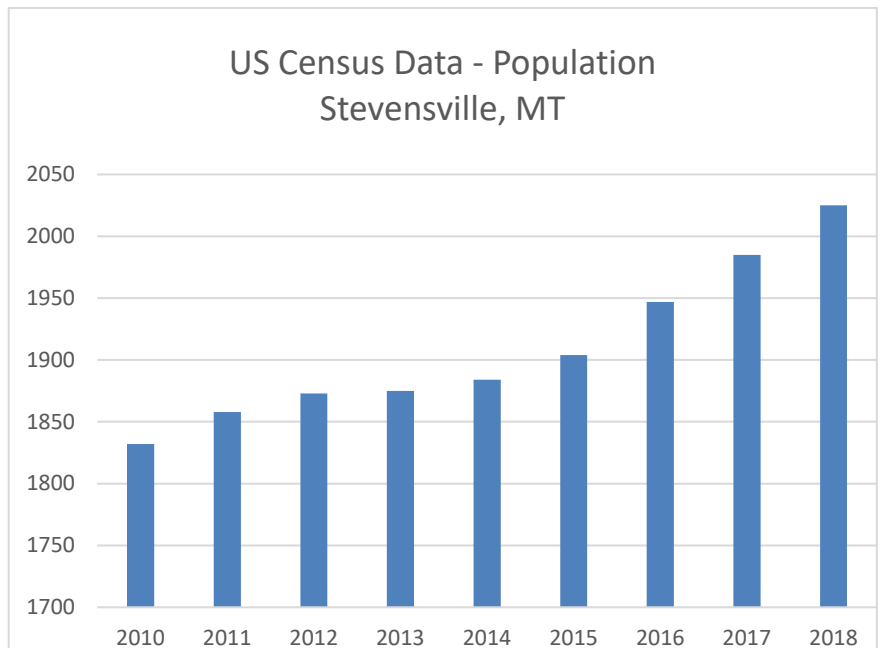
Background

The Town of Stevensville is located in the north-central area of the Bitterroot Valley and lies within Ravalli County, Montana. Ravalli County encompasses over 2,000 square miles, bordering Idaho to its south and Missoula County to the north. The Town encompasses an area approximately 2 square miles with its next-closest municipality being the City of Hamilton, approximately 21 miles from our outermost boundary. Stevensville is located 29 miles south of Missoula. Named to honor territorial governor Isaac Stevens, the Town was established in 1841 and incorporated in 1899 after Montana was admitted into the United States in 1889.



Stevensville is home to Stevensville Public Schools – the fighting Yellowjackets. The local newspaper is the Bitterroot Star, and the Town is served by the Stevensville Municipal Airport and Missoula International Airport.

The Town has seen large amounts of growth in the last five years going from a population of under 1,800 to over 2,000. The US Census Bureau estimated Stevensville’s population to be 2,025 in 2018. The median age is 35.6 and 17.6% of the population is over age 65. Currently, the median household income is \$34,282 and approximately 16.5% of the population are below the poverty level.



Budget Process

The Town plans for the long-term needs of our community through a number of efforts and studies. These documents are usually developed by consultants and staff, with numerous public hearings and advisory board meetings prior to their formal adoption by the Council. Once adopted, we work diligently to implement the recommendations and changes outlined in the plans. The starting point is the Growth Policy and then the other master plans that have been developed for each area of concern or study. Along with these documents, the capital improvement plan is used to budget for capital projects.

Funding Structure

To better understand this budget document a basic understanding of the structure, often-used terms, and fund types is helpful. The Town's operating expenditures are organized into the following hierarchical categories: Activities, Departments, Divisions, and Budget Units.

Activity: Activity represents the highest level of summarization used in the Town's financial structure. This level is primarily used for entity-wide financial reporting and for summarization in this budget document.

Department: Department is the second level of summarization used in the Town's financial structure. The function classification represents a grouping of related operations and programs aimed at accomplishing a broad goal or providing a major service.

Division: Department can be further split into divisions which are usually associated with functioning work groups that have more limited sets of work responsibilities. Their primary purpose is organizational and budgetary accountability.

Budget Unit: Divisions may be further subdivided into budget units. A budget unit is used to account for a specific service performed within a division in the pursuit of individual goals and objectives. A budget unit is aimed at accomplishing a specific service or regulatory program for which a government is responsible.

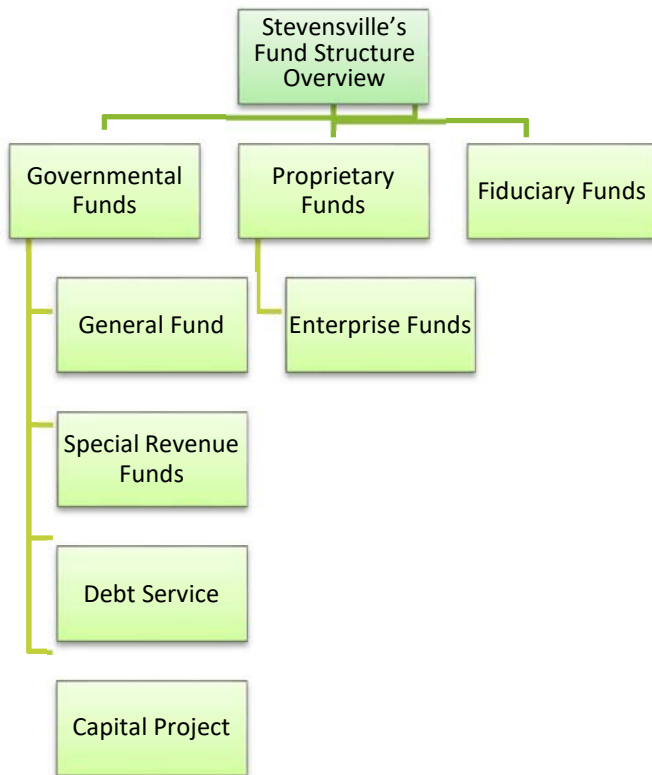
For example, to account for the expenses of operating the Wastewater Treatment Plant the Town uses the following financial structure:

Activity:	Public Works
Department:	Wastewater
Division:	Treatment
Budget Unit:	Operations

Funds:

The activities are funded through various means that are accounted for within specific funds. The Town has a comprehensive fund plan for financial accounting in accordance with the provisions of the recommendations of the National Council on Governmental Accounting as outlined in their publication Governmental Accounting, Auditing, and Financial Reporting (GAAFR), which is the standard accounting guide for local governments.

Governmental funds are a group of funds that account for activities associated with the Town's basic operations. This group of funds uses a modified accrual basis of accounting and focuses on operating revenues and expenditures.



General Fund: The General Fund is used to account for all financial resources of the Town, except for those required to be accounted for in another fund. The General Fund supports such basic services as the Legislative Branch, Judicial Branch, General Administration, Police, Fire, Finance, Recreation, and Public Works services. The Town's General Fund is financed heavily by property taxes, which provide nearly half of the General Fund revenue.

Special Revenue Funds: Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than expendable trusts, or for major capital projects) that are legally restricted to expenditure for specific purposes.

Debt Service Funds: Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Capital Project Funds: Capital Project Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).

Proprietary Fund Types

Proprietary funds are a group of funds that account for activities that are often seen in the private sector and are operated in a similar manner as in the private sector. This group of funds uses a full accrual basis of accounting and focuses on net income and capital maintenance.

Internal Service Funds: Internal Service Funds are used to account for the financing of goods or services provided by one department to other departments on a cost-reimbursement basis.

Enterprise Funds: Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises--where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Fiduciary Fund Types

Fiduciary funds are trust and agency funds that account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, or other funds. These include expendable trust funds, non- expendable trust funds, pension trust funds, and agency funds.

Trust Funds: Trust Funds are used to account for assets held by a governmental unit in a trustee capacity. These include (a) expendable trust funds, (b) permanent trust funds, and (c) pension trust funds. Trust Funds are supported by donations and interest income.

Budget Policies

State statute provides the “Local Government Budget Act” in MCA 7-6-4001. This section of the law was adopted by the 2001 Legislature to replace the “Municipal Budget Law” and other various sections of code that related to town finances. See detailed Fiscal Policies in Appendix B. The law limits the amount of expenditures to approved appropriations, requires reporting to the State after final budgets and tax levies are adopted, and provides for a detailed preliminary and final budget adoption within the confines of the State determined property tax assessment time-table. The Budget must be “balanced”, and the Town can use fund balance as a resource to balance the budget. Fund balance should not be used as a long-term approach to balance the budget. Planned uses of fund balances should be limited.

It is also appropriate to use fund balance when fund balances have increased beyond the reserve requirements due to higher than anticipated revenues. In this circumstance, the use of fund balances will be used for one-time expenditures, not ongoing operating costs. In all circumstances, it is important to retain sufficient undesignated fund balance for unforeseen circumstances. The Town’s budget encompasses both the operating budget and the capital improvement budget. Each budget unit includes amounts appropriated for both operating expenses and capital items

Basis of Budgeting

The basis of budgeting and accounting refers to when a transaction or related event is recognized in an agency’s budget, or in the operating statement, both of which follow GAAP principles. All governmental funds (including the general, special revenue, debt service and capital projects funds) use modified accrual as both the basis of budgeting and for accounting/financial reporting. Under the modified accrual system, revenues are recognized in the accounting period in which they become “measurable and available.” “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Property tax is reported as a receivable and deferred revenue

when the levy is certified and as a revenue when due for collection in the subsequent year. An allowance for estimated uncollectible taxes is included in the estimated tax needed to balance the budget.

The basis of accounting for proprietary funds is full accrual, where revenues are recognized when earned and expenditures when they are incurred. The basis of budgeting for proprietary funds is full accrual with the exceptions of depreciation and amortization. For capital assets and capital purchases, funds are budgeted from a perspective of the actual cash outlay required (cash basis).

Financial and Reserve Policies

The following financial policies are established to provide direction in the fulfilling of duties and responsibilities in the Town of Stevensville. The following is a summary of the policies that have a direct impact on the budget process, a complete listing of Fiscal Policies to be adopted with the budget are in Appendix B.

Long-range Planning

The Town needs to have the ability to anticipate future challenges in revenue and expense imbalances so that corrective action can be taken before a crisis develops. To provide town officials with pertinent data to make decisions for multi-year policy direction, the Finance Officer prepares revenue and expenditure forecasts. These forecasts will identify changes in revenue and expenditures due to projected new development in the Town, program changes, asset replacement schedules and capital projects coming online.

Capital Planning, and Asset Inventory and Condition Assessment

The Town annually prepares its Capital Improvement Program to plan capital projects and equipment need for a five-year period. The plan is created on the fund basis and reviews all capital needs greater than \$5,000.

Revenue Policies

The Town values a diversified mix of revenue sources to mitigate the risk of volatility. The major source of revenue for the General Fund is property tax, which comprised 53% percent of total General Fund revenue in 2020. Since property values are impacted by the economy and housing market, it is important to make every effort to improve the diversity of the Town's revenue sources. Tax dollars should support essential town services that benefit and are available to everyone in the community (such as parks, police and fire protection). For services that largely or solely benefit individuals, the Town should recover full or partial costs of service delivery through user fees.

Use of One-time and Unpredictable Revenues - One-time revenues should be used only for one-time expenditures and not for ongoing expenditures. By definition, one-time revenues cannot be relied on in future budget years. Appropriate uses of one-time revenues include early debt retirement, capital expenditures that will reduce operating costs or address deferred capital needs, and special projects that will not incur ongoing operating costs.

Expenditure Policies

Expenses should always be for Town operations and strategic goals. Department heads and the Finance Department monitor expenditures. All expenditures must comply with Town laws, rules and regulations and have proper support and authorization.

Debt Capacity, issuance and management

The Town shall evaluate and consider the following factors in analyzing, reviewing and recommending the issuance of obligations before presenting a proposal to the Council and voters as needed:

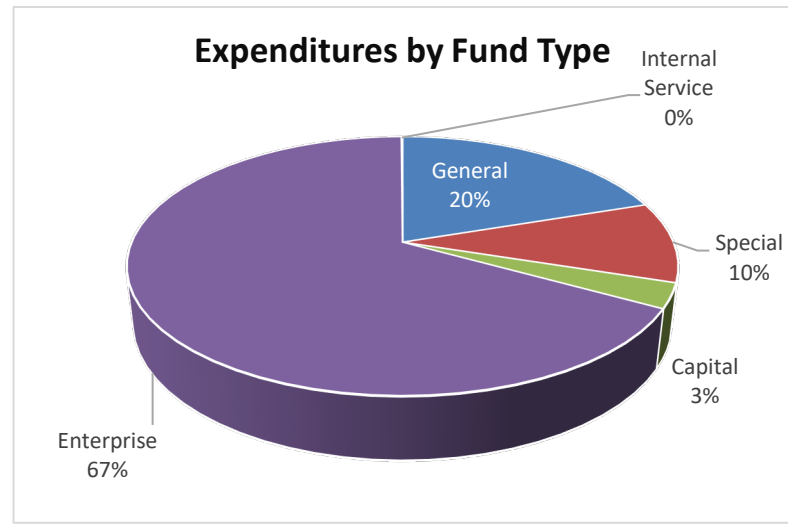
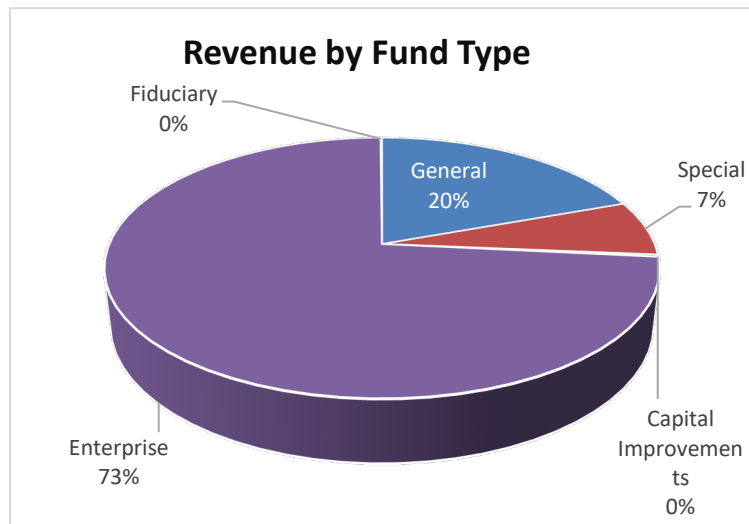
1. Purpose, feasibility and public benefit of the project
2. Impact on debt ratios generally applied by rating agencies
3. Availability of appropriate revenue stream(s)
4. Aggregate debt burden upon the Town's tax base, including other entities' tax supported debt
5. Analysis of financing and funding alternatives, including available reserves from other Town funds

FY 2021 Budget Summary

The Town of Stevensville's Fiscal year 2021 budget shows a \$1.6 million increase in revenue of 71% and increase in expenditures of about \$1.5 million (56%). The major factors impacting revenue are charges for services, and the estimated 6% growth in taxable value, The Fiscal Year 2021 budget has \$2.3 million in capital expenditures. The major capital expenditures affecting FY21 budget are large airport projects and water capacity projects that aid in the in the Town's water storage and capacity. Beyond major projects, there is planned road maintenance, vehicle replacements and building improvements.

FY2021 Financial Summary

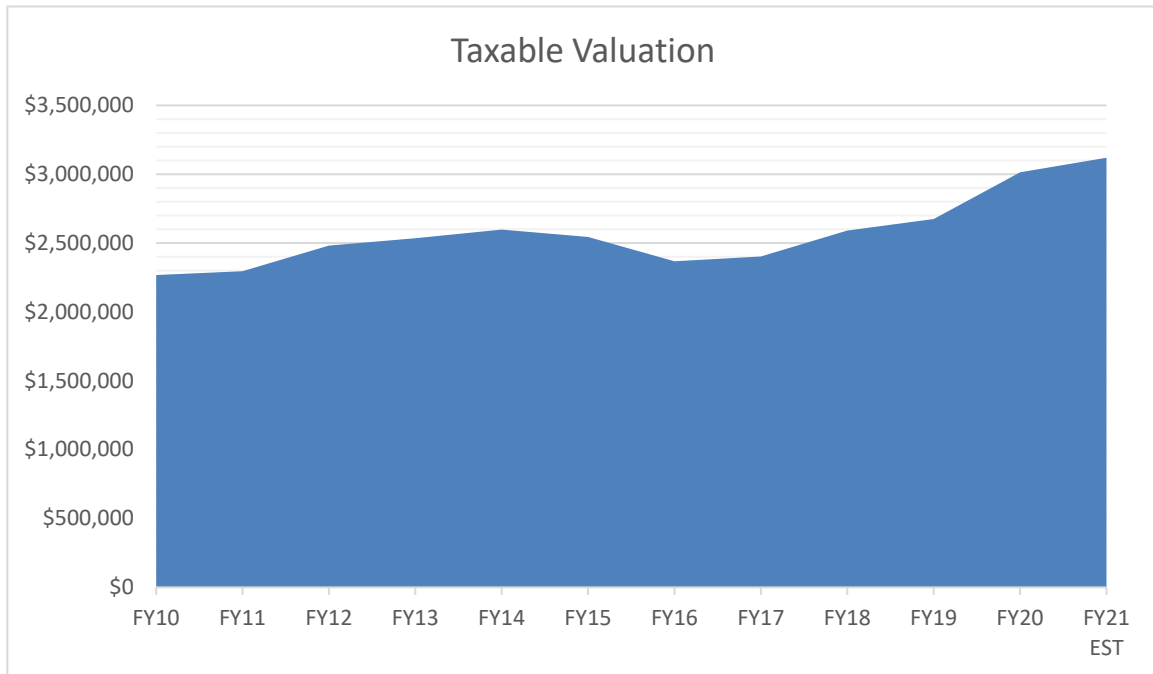
Preliminary Budget						
Fiscal year 2020-2021						
	General Fund	Special Revenue	Capital Projects	Enterprise	Fiduciary	All Funds
Projected Beginning Fund Balance/Working Capital	\$ 370,270	\$ 618,076	\$ 150,763	\$ 2,518,547	\$ 3	\$ 3,657,659
Estimated Revenues	788,641	272,694	10,000	2,940,859	4,000	4,016,194
Less Appropriations	849,674	(467,184)	(131,820)	(2,603,137)	(4,000)	(2,356,467)
Increase/(Decrease) in Fund Balance/Working Capital	\$ (72,166.00)	(43,346)	(25,199)	(232,299)	-	(373,010)
Projected Ending Fund Balance/Working Capital	\$ 2,008,585	\$ 423,586	\$ 28,943	\$ 2,856,269	\$ 3	\$ 5,317,386



FY2021 Estimated Mill Levies and Values

MILL LEVIES & MILL VALUES

FISCAL YEAR		FY16	FY17	FY18	FY19	FY20	FY21 EST
Entity Taxable Valuation	\$	2,368,520	\$ 2,401,982	\$ 2,591,958	\$ 2,674,917	\$ 3,029,067	\$ 3,119,939
PERCENTAGE CHANGE		-6.91%	1.41%	7.91%	3.20%	13.24%	3.00%
GENERAL FUND:							
All-Purpose		100.04	113.77	108.53	106.73	94.32	99.54
SPECIAL REVENUE:							
Capital Improvements		0.00	0.00	0.00	0.00	3.32	3.32
TOTAL SPECIAL REVENUE		0.00	0.00	0.00	0.00	3.32	3.32
TOTAL MILLS LEVIED							
		100.04	113.77	108.53	106.73	97.64	102.86



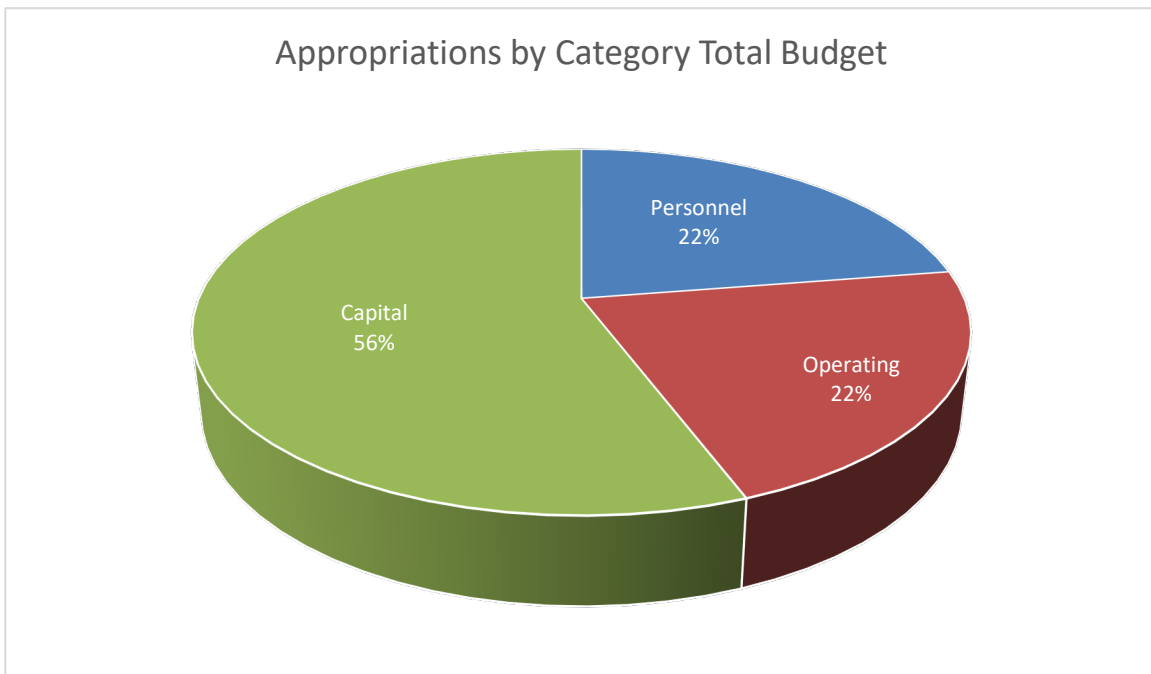
FY2021 Revenues

Overall, revenues are estimated at \$4.02 million, this reflects an increase in revenues over the prior year. For the General Fund, taxes make up 52% of the revenue sources followed by intergovernmental revenue.

FY2021 Appropriations

Expenditures, often called “Appropriations,” are classified under one of six major categories: Personnel & Benefits, Operating Expense, Capital, Debt Service, Transfers, and Other Financing Uses. The graph below shows the relative percentage of the FY20 budget expenditures for all funds.

In general, governmental agencies see their largest percentage of expenditures as personnel. With our growing Town, there is a need for more infrastructure spending. The General Fund personnel expenses are a much higher percentage, at 65%. There are fewer capital items in the General Fund than all the funds as a whole.



FY2021 Changes in Fund Balance/Working Capital

CHANGES IN FUND BALANCE/WORKING CAPITAL				
	Fiscal Year Projected Fund Balance/Working Capital	Estimated Revenues	Appropriations	Budgeted Ending Fund Balance/Working Capital
General Fund				
1000 General Fund	370,270	788,641	849,674	309,237
Special Revenue Funds				
2230 Ambulance	-10,631	11,500	4,400	-3,531
2250 Planning	10,593	20,000	28,200	2,393
2310 TIF – North Stevensville	201,535	30,614	28,200	203,949
2311 TEDD - Airport	6,113	10,600	12,000	4,713
2390 Drug Fines & Forfeitures	2592		1000	1,592
2394 Building Code Enforcement	182,167	110,500	136,750	155,917
2410 Dayton Lighting District	1,761	1,100	2,100	761
2420 Peterson Addition Lighting	993	1,100	1,500	593
2430 George Smith Lighting District	1,737	1,500	2,400	837
2440 Creekside Lighting District	-119	4,500	3,195	1,186
2450 Twin Creeks Lighting District	2,377	5,500	5,844	2,033
2810 Police Training & Pension	8,395	3,750	4,360	7,785
2820 Gas Apportionment Tax	118,601	36,421	145,000	10,022
2821 BaRSAA	13,411	68,669	82,000	80
2889 Heyer Foundation Grant	235		235	
2940 Economic Development	4,000	10,000	10,000	4,000
2987 Jean Thomas Park Beautification Fund	75,000			75,000
Total Special Revenue Funds			467,184	
Debt Service Funds				
5250 Water Bond	466,572	190,000	53,250	603,322
5350 Sewer Bond	344,075	225,000	98,550	470,525
Total Debt Service Funds			151,800	
Capital Funds				
4000 Capital Improvements	95,644	10,000	111,820	-6,176
4001 Sidewalk Improvements	52,578		20,000	32,578
4002 Fire Engine Capital Improvement	2,541			2,541
Total Capital Funds			131,820	
Enterprise Funds				
5210 Water	1,106,416	338,000	363,672	1,080,744
5310 Sewer	490,632	345,000	310,333	525,299
5610 Airport	107,166	73,600	97,735	83,031
5620 Airport Project	308	1,769,259	1,769,597	
Total Enterprise Funds			2,451,337	
Internal Service Funds				
7120 Firefighter's Disability & Pension	3.15	4,000	4,000	3.15
Total Internal Service Funds		4,000	4,000	
Total All Funds			4,055,815	

FY2021 Staffing Changes

We strive to maintain service levels with our growing community. We have a strategic approach to staffing this year and have developed staffing plans to address our staffing needs on a citywide level. Going forward, we hope these plans will become more refined and predictable for the organization and community,

	Current FY20	Changes FY21	FY21 Total
General Government			
Administration & Finance	1.2	.80	2.00
Municipal Court	.75	-	.75
City Attorney	.15	-	.15
	2.10	.80	2.90
Public Safety			
Police	5.00	-	5.00
Fire	.50	-	.50
Building Inspection	.70	-	.70
	6.20	0.0	6.20
Public Services			
Public Works General	1.00	-	1.50
Water	2.38	-	2.63
Wastewater	2.36	-	2.61
	5.75	0.0	6.75
Public Welfare			
Parks and Recreation	2.20	-	2.20
Comm/Economic Development	.10	1.0	1.10
	2.30	1.0	3.30
Total Employees	16.35	1.80	18.15

CITIZENS OF STEVENSVILLE





Fund Summaries

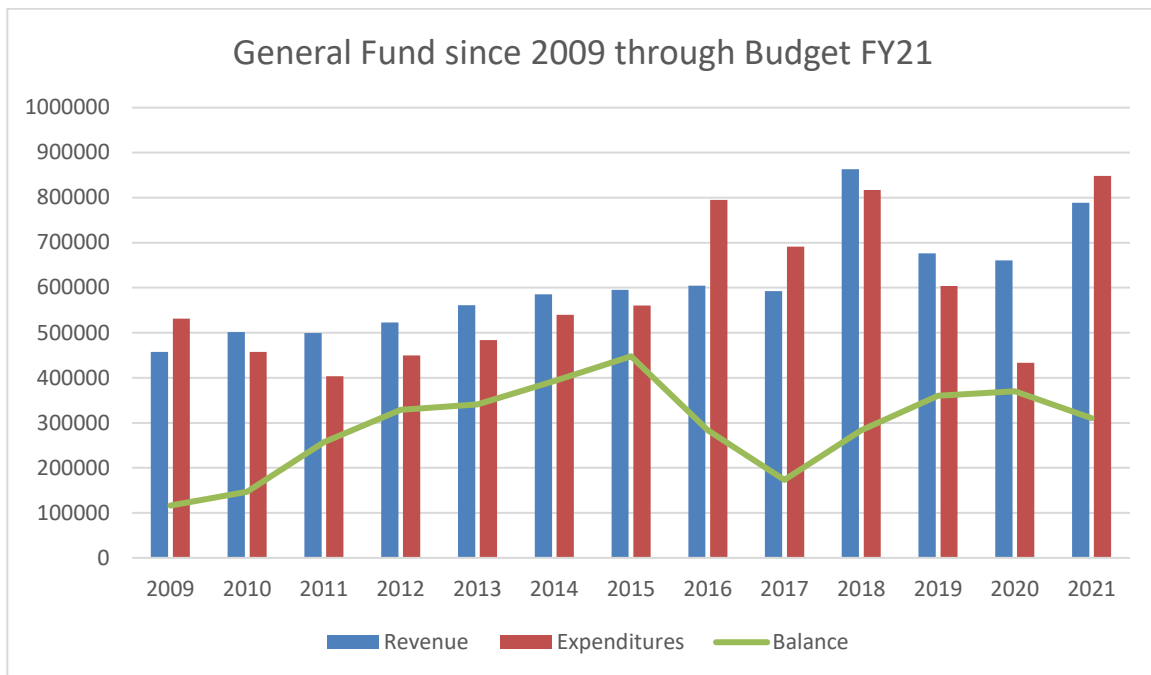
Fund Summaries

The purpose of fund summaries is to capture and detail the financial condition of each Town fund. A fund summary provides information on revenues, expenditures and ending funds available. In addition, it functions as a planning mechanism, as it allows expenditures to be matched to available revenues and/or fund balance. Fund summaries also identify components of funds available and anticipated uses. It is important to note that sources and uses are always balanced because a fund's sources either are expended, become restricted, committed or assigned, or become unrestricted (unreserved or undesignated) funds available.

Town funds can be divided into three categories: governmental funds, proprietary funds and fiduciary funds. By maintaining separate funds, the Town is able to comply with laws that require certain money to be spent for specific purposes.

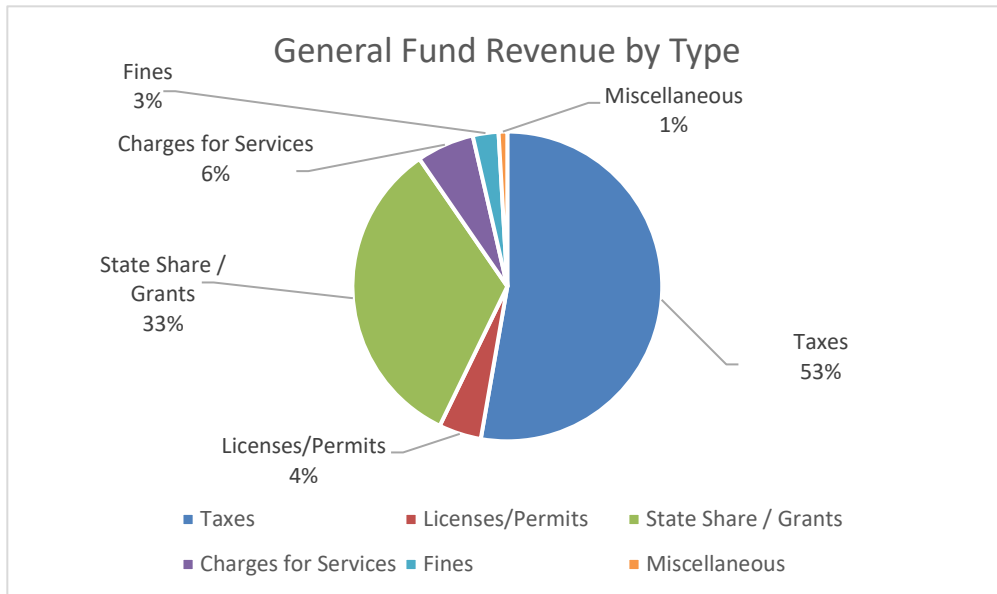
General Fund

The General Fund is used to account for all financial resources of the Town, except for those required to be accounted for in another fund. The General Fund supports such basic services as the General Administration, Police, Fire, Finance, Recreation, and Library services.



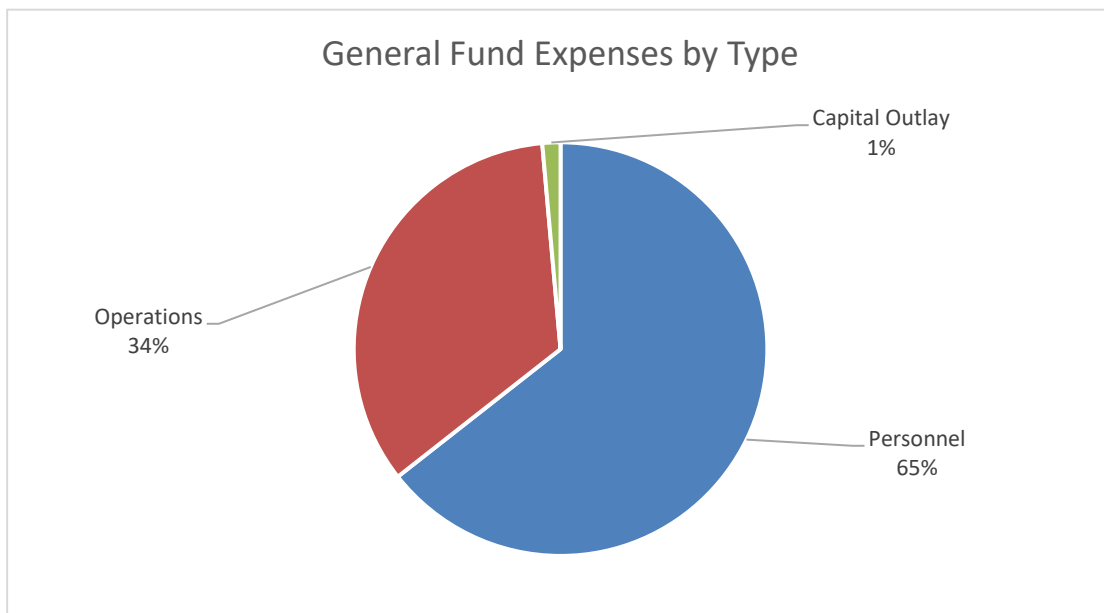
Revenues

The Town's General Fund is financed heavily by property taxes, which provide over half of the General Fund revenue. Other revenue sources include: licenses and permits, intergovernmental revenue, charges for services, fines and forfeitures, interest on investments, operating transfers, and miscellaneous revenues. We are estimating the General Fund to generate \$788,624 in total revenue, with 53% is from property taxes, 32% from the State Entitlement share and 10% for charges for services. The following chart shows the breakdown of estimated revenues.



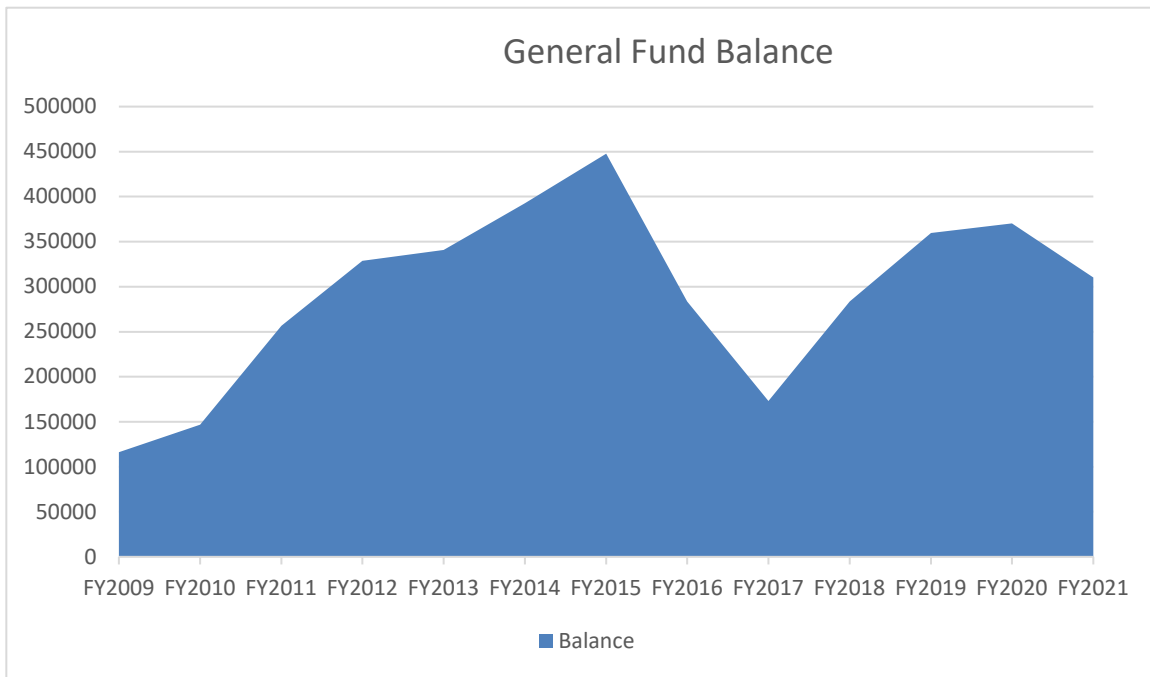
Expenditures

This year's General Fund budget has \$848,662 in expenditures. Personnel expenses are the highest portion at \$546,686 followed by operations of \$289,976. The capital expenditures are \$12,000. The break down by percentage is below:



Fund Balance

The General Fund balance at the beginning of the budget year is higher than expected due to increases in revenues and an expected carry forward of nearly \$100,000. These are on-time monies and should be and have been allocated as such. Remaining one-time funds are being used for other capital and non-capital items. The FY21 proposed budget, we have estimated to have will have a 35-40% reserve at the end of the fiscal year.



For the Year: 2020 - 2021

Account	Previous Year Actual	Previous Year Budget	Final Budget	% Old Budget
-----	-----	-----	-----	-----
1000 GENERAL				
Revenues				
310000 TAXES	52,351	61,530	61,225	100
320000 LICENSES AND PERMITS	21,954	22,720	15,300	67
330000	209,696	214,435	309,092	144
340000 CHARGES FOR SERVICES	27,157	35,224	70,500	200
350000 FINES AND FORFEITURES	8,848	17,750	17,000	96
360000 MISCELLANEOUS REVENUE	133,415	6,000	3,500	58
370000 INVESTMENT AND ROYALTY EARNINGS	3	19	0	0
380000 Other Financing Sources			7,600	0
Total Revenues	453,424	357,678	484,217	
Expenditures				
410000 General Government	178,259	207,417	214,799	104
420000 Public Safety	305,466	337,711	423,193	125
430000 Public Works	86,171	108,268	99,461	92
460000 Culture and Recreation	37,624	46,863	102,221	218
520000 Other Financing Uses			10,000	0
Total Expenditures	607,520	700,259	849,674	

For the Year: 2020 - 2021

Account	Previous Year Actual	Previous Year Budget	Final Budget	% Old Budget
-----	-----	-----	-----	-----
2230 AMBULANCE				
Revenues				
340000 CHARGES FOR SERVICES		2,190	1,500	68
360000 MISCELLANEOUS REVENUE	150		0	0
380000 Other Financing Sources			10,000	0
Total Revenues	150	2,190	11,500	
Expenditures				
420000 Public Safety	5,229	3,566	4,400	123
Total Expenditures	5,229	3,566	4,400	
2250 PLANNING				
Revenues				
340000 CHARGES FOR SERVICES	13,552	4,500	20,000	444
Total Revenues	13,552	4,500	20,000	
Expenditures				
410000 General Government	4,060	4,179	27,780	665
Total Expenditures	4,060	4,179	27,780	

For the Year: 2020 - 2021

Account -----	Previous Year Actual -----	Previous Year Budget -----	Final Budget -----	% Old Budget -----
2310 TAX INCREMENT FINANCE DISTRICT				
Expenditures				
410000 General Government	642		13,730	0
Total Expenditures	642		13,730	
2311 TARGETED ECONOMIC DEVELOPMENT DISTRICT				
Expenditures				
520000 Other Financing Uses	9,884	10,038	12,000	120
Total Expenditures	9,884	10,038	12,000	
2390 DRUG FINES-FORFEITURES ACCOUNT				
Revenues				
370000 INVESTMENT AND ROYALTY EARNINGS	1		0	0
Total Revenues	1		0	
Expenditures				
410000 General Government			1,000	0
Total Expenditures			1,000	

For the Year: 2020 - 2021

Account -----	Previous Year Actual -----	Previous Year Budget -----	Final Budget -----	% Old Budget -----
2394 BUILDING CODE ENFORCEMENT				
Revenues				
320000 LICENSES AND PERMITS	134,434	110,459	110,500	100
Total Revenues	134,434	110,459	110,500	
Expenditures				
420000 Public Safety	44,711	55,983	136,750	244
Total Expenditures	44,711	55,983	136,750	
2410 DAYTON LIGHTING #1 DISTRICT 55				
Revenues				
360000 MISCELLANEOUS REVENUE			1,100	0
Total Revenues			1,100	
Expenditures				
430000 Public Works	3,020	3,583	2,100	59
Total Expenditures	3,020	3,583	2,100	
2420 PETERSON ADDN LIGHTING #2 DISTRICT 80				
Revenues				
360000 MISCELLANEOUS REVENUE	1,051	1,050	1,100	105
Total Revenues	1,051	1,050	1,100	
Expenditures				
430000 Public Works	2,196	2,606	1,500	58
Total Expenditures	2,196	2,606	1,500	

For the Year: 2020 - 2021

Account -----	Previous Year Actual -----	Previous Year Budget -----	Final Budget -----	% Old Budget -----
2430 GEO SMITH LIGHTING #3 DISTRICT 76				
Revenues				
360000 MISCELLANEOUS REVENUE			1,500	0
Total Revenues			1,500	
Expenditures				
430000 Public Works	3,263	3,954	2,400	61
Total Expenditures	3,263	3,954	2,400	
2440 CREEKSIDE LIGHTING #4 DISTRICT 77				
Revenues				
360000 MISCELLANEOUS REVENUE	1,720	2,650	4,500	170
Total Revenues	1,720	2,650	4,500	
Expenditures				
430000 Public Works	3,293	3,195	3,195	100
Total Expenditures	3,293	3,195	3,195	
2450 TWIN CREEKS LIGHTING #5 DISTRICT				
Revenues				
360000 MISCELLANEOUS REVENUE	1,759	2,550	5,500	216
Total Revenues	1,759	2,550	5,500	
Expenditures				
430000 Public Works	4,072	5,844	5,844	100
Total Expenditures	4,072	5,844	5,844	

For the Year: 2020 - 2021

Account -----	Previous Year Actual -----	Previous Year Budget -----	Final Budget -----	% Old Budget -----
2810 POLICE TRAINING & PENSION				
Expenditures				
420000 Public Safety	3,821	9,000	4,360	48
Total Expenditures	3,821	9,000	4,360	
2820 GAS APPORTIONMENT TAX				
Revenues				
330000	36,179	36,178	36,421	101
Total Revenues	36,179	36,178	36,421	
Expenditures				
430000 Public Works	17,357	108,000	145,000	134
Total Expenditures	17,357	108,000	145,000	
2821 BaRSAA (HB 473)				
Revenues				
330000		55,385	68,669	124
Total Revenues		55,385	68,669	
Expenditures				
430000 Public Works		55,385	82,000	148
Total Expenditures		55,385	82,000	

For the Year: 2020 - 2021

Account	Previous Year Actual	Previous Year Budget	Final Budget	% Old Budget
-----	-----	-----	-----	-----
2889 HEYER FOUNDATION GRANT				
Expenditures				
420000 Public Safety	295	530	235	44
Total Expenditures	295	530	235	
2940 ECONOMIC DEVELOPMENT				
Revenues				
330000	25,000	10,000	10,000	100
Total Revenues	25,000	10,000	10,000	
Expenditures				
410000 General Government	35,903	23,277	10,000	100
Total Expenditures	35,903	23,277	10,000	
4000 CAPITAL IMPROVEMENTS				
Revenues				
310000 TAXES	1,842		0	0
360000 MISCELLANEOUS REVENUE	5		0	0
370000 INVESTMENT AND ROYALTY EARNINGS	53		0	0
Total Revenues	1,900		0	
Expenditures				
420000 Public Safety	2,826	51,500	76,320	148
430000 Public Works	20,528	4,700	10,500	223
460000 Culture and Recreation			25,000	0
Total Expenditures	23,354	56,200	111,820	

For the Year: 2020 - 2021

Account -----	Previous Year Actual -----	Previous Year Budget -----	Final Budget -----	% Old Budget -----
4001 SIDEWALK IMPROVEMENT				
Revenues				
370000 INVESTMENT AND ROYALTY EARNINGS	4		0	0
Total Revenues	4		0	
Expenditures				
430000 Public Works		15,000	20,000	133
Total Expenditures		15,000	20,000	
4002 FIRE ENGINE CAPITAL IMPROVEMENT				
Expenditures				
420000 Public Safety	25,000	25,000	0	0
Total Expenditures	25,000	25,000	0	
5210 WATER				
Revenues				
340000 CHARGES FOR SERVICES	271,610	335,581	338,000	101
Total Revenues	271,610	335,581	338,000	
Expenditures				
430000 Public Works	474,055	469,373	360,172	77
520000 Other Financing Uses			3,500	0
Total Expenditures	474,055	469,373	363,672	

For the Year: 2020 - 2021

Account	Previous Year Actual	Previous Year Budget	Final Budget	% Old Budget
5250 WATER BOND PRINCIPAL & INTEREST				
Revenues				
360000 MISCELLANEOUS REVENUE	159,715	188,968	190,000	101
Total Revenues	159,715	188,968	190,000	
Expenditures				
490000 Debt Service Reserve	53,088	91,008	53,250	59
Total Expenditures	53,088	91,008	53,250	
5310 SEWER				
Revenues				
340000 CHARGES FOR SERVICES	303,201	337,904	345,000	102
Total Revenues	303,201	337,904	345,000	
Expenditures				
430000 Public Works	289,262	317,557	306,233	102
520000 Other Financing Uses			4,100	0
Total Expenditures	289,262	317,557	310,333	
5350 SEWER BOND PRINCIPAL & INTEREST				
Revenues				
360000 MISCELLANEOUS REVENUE	190,959	224,844	225,000	100
Total Revenues	190,959	224,844	225,000	
Expenditures				
490000 Debt Service Reserve	98,477	189,528	98,550	52
Total Expenditures	98,477	189,528	98,550	

For the Year: 2020 - 2021

Account -----	Previous Year Actual -----	Previous Year Budget -----	Final Budget -----	% Old Budget -----
5610 AIRPORT				
Revenues				
310000 TAXES	4,690	5,242	5,300	101
330000	-7,063		0	0
340000 CHARGES FOR SERVICES	26,012	22,061	26,300	119
360000 MISCELLANEOUS REVENUE	265	14,000	30,000	214
370000 INVESTMENT AND ROYALTY EARNINGS	24	232	0	0
380000 Other Financing Sources	9,884	10,038	0	0
Total Revenues	33,812	51,573	61,600	
Expenditures				
430000 Public Works	28,198	20,619	97,735	474
490000 Debt Service Reserve	9,885		0	0
Total Expenditures	38,083	20,619	97,735	
5620 AIRPORT PROJECT				
Revenues				
330000	74,525	193,500	1,769,259	914
Total Revenues	74,525	193,500	1,769,259	
Expenditures				
430000 Public Works	69,849	215,000	1,769,597	823
Total Expenditures	69,849	215,000	1,769,597	

For the Year: 2020 - 2021

Account -----	Previous Year Actual -----	Previous Year Budget -----	Final Budget -----	% Old Budget -----
7120 FIREMEN'S DISABILITY				
Revenues				
330000		4,000	4,000	100
Total Revenues		4,000	4,000	
Expenditures				
510000 Miscellaneous		4,000	4,000	100
Total Expenditures		4,000	4,000	



Activity/Department Details

Activity/Department Detail

As stated in the Budget Summary the budget is separated out by activity. Within those activities are the Departments. The Departments have Divisions within them and there are specific funds that they use for operational budgeting. The following table lists the Department and corresponding division and budgeted fund for the current fiscal year.

Activity	Departments	Divisions and Budget Units	Budgeted Funds
General Government	Town Council	Town Council, Special Bodies	General
	Executive Services	Administration, Mayor	General
	Municipal Court	Operations	General
	City Attorney	Administration, Civil Litigation, Criminal Litigation, Criminal Victim-Witness	General
	Administration & Finance	Administration, Accounting, Human Resources	General
	Facilities Maintenance	City Hall, City Hall Annex, Fire Station #1, Fire Station #2, Maintenance Shop, Park Facilities	General
Public Safety	Police	Operations, Crime Control & Investigations, Code Enforcement	General, Drug Forfeiture, Police Training & Pension
	Fire	Administration, Operations, Fire Prevention, EMS	General, Ambulance, Heyer Foundation Grant
	Building Inspection	Operations	Building Inspection
Public Works	Airport	Operations	Airport
	Public Works Administration	Administration, Engineering, Sidewalk Repair Program, Sidewalk & Curb Construction, Cemetery's	General, Water, Sewer, Sidewalk Improvements
	Streets & Transportation	Operations, Maintenance, Construction, Snow & Ice Removal, Lighting, Traffic Signs & Markers	General, Gas Tax, Lighting Districts
	Water	Operations, Supply & Pumping, Purification & Treatment, Distribution,	Water, Water Impact Fees
	Wastewater	Operations, Collection & Transmission, Treatment & Disposal	Wastewater, Wastewater Impact Fees
Public Welfare	Parks & Recreation	Parks, Forestry, Recreation	General, Parks & Open Space Bond, Tree Maintenance, Recreation Special Revenue, Story Mansion Operating
	Community Development Economic Development	Planning & Zoning Economic Development	Planning & Zoning, Economic Development, North Stevensville TIFD, Stevensville Airport TEDD
Other	Non-Departmental	Insurance, Contingencies, Transfers, Principal & Interest	General

For the Year: 2020 - 2021

1000 GENERAL

Account	Previous FTE	Previous Budget	Previous Actual	Authorized FTE	(100) Personal Services	(200-800) Operating & Maintenance	(900) Capital Outlay	Final Budget
410000 General Government								
410100 Legislative Services								
410100 Legislative Services		0	0		12,972	13,500	0	26,472
Subtotal:		0	0		12,972	13,500	0	26,472
410200 Executive Services								
410200 Executive Services		15,844	15,039		5,604	4,065	0	9,669
410211 Council (moved to 410100)		17,335	14,852		0	0	0	0
Subtotal:		33,179	29,891		5,604	4,065	0	9,669
410360 City Court		47,339	38,499		18,755	28,765	0	47,520
410364 Prosecution Services		0	0		0	17,000	0	17,000
Subtotal:		47,339	38,499		18,755	45,765	0	64,520
410530 Audit Services		4,080	0		0	5,000	0	5,000
410550 Administration		83,414	74,042		66,773	15,695	0	82,468
Subtotal:		87,494	74,042		66,773	20,695	0	87,468
410600 Elections								
410600 Elections		2,000	1,429		0	0	0	0
Subtotal:		2,000	1,429		0	0	0	0
411100 Legal Services								
411100 Legal Services		31,000	28,512		0	17,000	0	17,000
Subtotal:		31,000	28,512		0	17,000	0	17,000
411200 Facilities Administration								
411201 Town Hall/Annex Building		7,155	5,881		0	7,170	2,500	9,670
Subtotal:		7,155	5,881		0	7,170	2,500	9,670
Group:		208,167	178,254		104,104	108,195	2,500	214,799

For the Year: 2020 - 2021

1000 GENERAL

Account	Previous FTE	Previous Budget	Previous Actual	Authorized FTE	(100) Personal Services	(200-800) Operating & Maintenance	(900) Capital Outlay	Final Budget
420000 Public Safety								
420100 Law Enforcement Services								
420100 Law Enforcement Services		266,976	249,776		286,378	59,653	0	346,031
Subtotal:		266,976	249,776		286,378	59,653	0	346,031
420400 Fire Protection & Control								
420410 Fire Department - Administration		42,504	19,110		22,188	17,807	0	39,995
420421 Fire Department - Facilities Station		919	107		0	600	4,000	4,600
420422 Fire Department - Facilities Station		630	312		0	630	500	1,130
420440 Fire Department - Fire Prevention		300	288		0	800	0	800
420460 Fire Department - Suppression		26,382	35,645		0	30,637	0	30,637
Subtotal:		70,735	55,462		22,188	50,474	4,500	77,162
Group:		337,711	305,463		308,566	110,127	4,500	423,193
430000 Public Works								
430100 Public Works Administration		81,493	59,408		61,917	17,006	0	78,923
Subtotal:		81,493	59,408		61,917	17,006	0	78,923
430200 Road & Street Services								
430200 Road & Street Services		9,476	11,163		0	2,003	0	2,003
430263 Street Lighting		13,420	12,070		0	13,000	0	13,000
Subtotal:		22,896	23,233		0	15,003	0	15,003
430900 Cemetery Services								
430900 Cemetery Services		6,648	3,529		0	5,535	0	5,535
Subtotal:		6,648	3,529		0	5,535	0	5,535
Group:		111,037	86,170		61,917	37,544	0	99,461
460300 Community Events								
460300 Community Events		5,425	267		0	500	0	500
Subtotal:		5,425	267		0	500	0	500
460400 Park & Recreation Services								
460410 Administration		0	0		48,361	200	0	48,561
460430 Parks		11,602	5,972		14,250	9,875	5,000	29,125
460437 Forestry and Nursery		4,200	3,036		0	4,000	0	4,000
460445 Swimming Pool / Aquatics		0	0		10,500	9,535	0	20,035
460450 Spectator Recreation - Pool		30,856	28,349		0	0	0	0
Subtotal:		46,658	37,357		73,111	23,610	5,000	101,721
Group:		52,083	37,624		73,111	24,110	5,000	102,221

For the Year: 2020 - 2021

1000 GENERAL

Account	Previous FTE	Previous Budget	Previous Actual	Authorized FTE	(100) Personal Services	(200-800) Operating & Maintenance	(900) Capital Outlay	Final Budget
520000 Other Financing Uses								
521000 Interfund Operating Transfers Out								
521000 Interfund Operating Transfers Out		24,000	0		0	10,000	0	10,000
Subtotal:		24,000	0		0	10,000	0	10,000
Group:		24,000	0		0	10,000	0	10,000
Fund:		732,998	607,511		547,698	289,976	12,000	849,674

2230 AMBULANCE

Account	Previous FTE	Previous Budget	Previous Actual	Authorized FTE	(100) Personal Services	(200-800) Operating & Maintenance	(900) Capital Outlay	Final Budget
420000 Public Safety								
420700								
420730 Emergency Medical Services		3,566	5,229		0	4,400	0	4,400
Subtotal:		3,566	5,229		0	4,400	0	4,400
Group:		3,566	5,229		0	4,400	0	4,400
Fund:		3,566	5,229		0	4,400	0	4,400

2250 PLANNING

Account	Previous FTE	Previous Budget	Previous Actual	Authorized FTE	(100) Personal Services	(200-800) Operating & Maintenance	(900) Capital Outlay	Final Budget
410000 General Government								
411010 Administration		0	0		21,100	7,100	0	28,200
Subtotal:		0	6		21,100	7,100	0	28,200
Group:		4,179	4,060		21,100	7,100	0	28,200
Fund:		4,179	4,060		20,680	7,100	0	28,200

For the Year: 2020 - 2021

2310 TAX INCREMENT FINANCE DISTRICT

Account	Previous FTE	Previous Budget	Previous Actual	Authorized FTE	(100) Personal Services	(200-800) Operating & Maintenance	(900) Capital Outlay	Final Budget
410000 General Government								
410200 Executive Services								
410210 Administration								
Subtotal:		22,900	643		13,730	0	0	13,730
		22,900	643		13,730	0	0	13,730
Group:		22,900	643		13,730	0	0	13,730
Fund:		22,900	643		13,730	0	0	13,730

2311 TARGETED ECONOMIC DEVELOPMENT DISTRICT

Account	Previous FTE	Previous Budget	Previous Actual	Authorized FTE	(100) Personal Services	(200-800) Operating & Maintenance	(900) Capital Outlay	Final Budget
520000 Other Financing Uses								
521000 Interfund Operating Transfers Out								
521000 Interfund Operating Transfers Out		10,038	9,884		0	12,000	0	0
Subtotal:		10,038	9,884		0	12,000	0	0
		10,038	9,884		0	12,000	0	0
Group:		10,038	9,884		0	12,000	0	0
Fund:		10,038	9,884		0	12,000	0	0

2390 DRUG FINES-FORFEITURES ACCOUNT

Account	FTE	Budget	Actual	FTE	(100) Services	(200-800) Maintenance	(900)1 Outlay	Final Budget
420000 Public Safety								
420100 Law Enforcement Services								
420100 Law Enforcement Services		500	0		0	1,000	0	1,000
Subtotal:		500	0		0	1,000	0	1,000
		500	0		0	1,000	0	1,000
Group:		500	0		0	1,000	0	1,000
Fund:		500	0		0	1,000	0	1,000

For the Year: 2020 - 2021

2394 BUILDING CODE ENFORCEMENT

Account	Previous FTE	Previous Budget	Previous Actual	Authorized FTE	(100) Personal Services	(200-800) Operating & Maintenance	(900) Capital Outlay	Final Budget
420000 Public Safety								
420500								
420531 Building Inspection		55,983	44,711		82,487	19,263	35,000	136,750
Subtotal:		55,983	44,711		82,487	19,263	35,000	136,750
Group:		55,983	44,711		82,487	19,263	35,000	136,750
Fund:		55,983	44,711		82,487	19,263	35,000	136,750

2410 DAYTON LIGHTING #1 DISTRICT 55

Account	Previous FTE	Previous Budget	Previous Actual	Authorized FTE	(100) Personal Services	(200-800) Operating & Maintenance	(900) Capital Outlay	Final Budget
430000 Public Works								
430200 Road & Street Services								
430263 Street Lighting		3,583	3,020		0	2,100	0	2,100
Subtotal:		3,583	3,020		0	2,100	0	2,100
Group:		3,583	3,020		0	2,100	0	2,100
Fund:		3,583	3,020		0	2,100	0	2,100

For the Year: 2020 - 2021

2420 PETERSON ADDN LIGHTING #2 DISTRICT 80

Account	Previous FTE	Previous Budget	Previous Actual	Authorized FTE	(100) Personal Services	(200-800) Operating & Maintenance	(900) Capital Outlay	Final Budget
430000 Public Works								
430200 Road & Street Services								
430263 Street Lighting		2,606	2,196		0	1,500	0	1,500
Subtotal:		2,606	2,196		0	1,500	0	1,500
Group:		2,606	2,196		0	1,500	0	1,500
Fund:		2,606	2,196		0	1,500	0	1,500

2430 GEO SMITH LIGHTING #3 DISTRICT 76

Account	Previous FTE	Previous Budget	Previous Actual	Authorized FTE	(100) Personal Services	(200-800) Operating & Maintenance	(900) Capital Outlay	Final Budget
430000 Public Works								
430200 Road & Street Services								
430263 Street Lighting		3,954	3,263		0	2,400	0	2,400
Subtotal:		3,954	3,263		0	2,400	0	2,400
430600 Sewer Utilities								
430630 Collection & Transmission - Main		0	0		0	0	0	0
Subtotal:		0	0		0	0	0	0
Group:		3,954	3,263		0	2,400	0	2,400
460000 Culture and Recreation								
460000 Culture and Recreation		0	0		0	0	0	0
460000 Culture and Recreation		0	0		0	0	0	0
Subtotal:		0	0		0	0	0	0
Group:		0	0		0	0	0	0
Fund:		3,954	3,263		0	2,400	0	2,400

For the Year: 2020 - 2021

2440 CREEKSIDE LIGHTING #4 DISTRICT 77

Account	Previous FTE	Previous Budget	Previous Actual	Authorized FTE	(100) Personal Services	(200-800) Operating & Maintenance	(900) Capital Outlay	Final Budget
430000 Public Works								
430200 Road & Street Services								
430263 Street Lighting		3,195	3,293		0	3,195	0	3,195
Subtotal:		3,195	3,293		0	3,195	0	3,195
Group:		3,195	3,293		0	3,195	0	3,195
Fund:		3,195	3,293		0	3,195	0	3,195

2450 TWIN CREEKS LIGHTING #5 DISTRICT

Account	Previous FTE	Previous Budget	Previous Actual	Authorized FTE	(100) Personal Services	(200-800) Operating & Maintenance	(900) Capital Outlay	Final Budget
430000 Public Works								
430200 Road & Street Services								
430263 Street Lighting		5,844	4,072		0	5,844	0	5,844
Subtotal:		5,844	4,072		0	5,844	0	5,844
Group:		5,844	4,072		0	5,844	0	5,844
520000 Other Financing Uses								
521000 Interfund Operating Transfers Out								
521000 Interfund Operating Transfers Out		0	0		0	0	0	0
Subtotal:		0	0		0	0	0	0
Group:		0	0		0	0	0	0
Fund:		5,844	4,072		0	5,844	0	5,844

For the Year: 2020 - 2021

2810 POLICE TRAINING & PENSION

Account	Previous FTE	Previous Budget	Previous Actual	Authorized FTE	(100) Personal Services	(200-800) Operating & Maintenance	(900) Capital Outlay	Final Budget
420000 Public Safety								
420100 Law Enforcement Services								
420100 Law Enforcement Services		9,000	3,822		0	4,360	0	4,360
Subtotal:		9,000	3,822		0	4,360	0	4,360
Group:		9,000	3,822		0	4,360	0	4,360
Fund:		9,000	3,822		0	4,360	0	4,360

2820 GAS APPORTIONMENT TAX

Account	FTE	Budget	Actual	FTE	(100) Services	(200-800) Maintenance	(900)1 Outlay	Final Budget
430000 Public Works								
430200 Road & Street Services								
430200 Road & Street Services		108,000	17,356		0	60,000	85,000	145,000
Subtotal:		108,000	17,356		0	60,000	85,000	145,000
Group:		108,000	17,356		0	60,000	85,000	145,000
Fund:		108,000	17,356		0	60,000	85,000	145,000

2821 BaRSAA (HB 473)

Account	Previous FTE	Previous Budget	Previous Actual	Authorized FTE	(100) Personal Services	(200-800) Operating & Maintenance	(900) Capital Outlay	Final Budget
430000 Public Works								
430200 Road & Street Services								
430200 Road & Street Services		55,385	0		0	0	82,000	82,000
Subtotal:		55,385	0		0	0	82,000	82,000
Group:		55,385	0		0	0	82,000	82,000
Fund:		55,385	0		0	0	82,000	82,000

For the Year: 2020 - 2021

2889 HEYER FOUNDATION GRANT

Account	Previous FTE	Previous Budget	Previous Actual	Authorized FTE	(100) Personal Services	(200-800) Operating & Maintenance	(900) Capital Outlay	Final Budget
420000 Public Safety								
420400 Fire Protection & Control								
420460 Fire Department - Suppression		530	295		0	235	0	235
Subtotal:		530	295		0	235	0	235
Group:		530	295		0	235	0	235
Fund:		530	295		0	235	0	235

2987 JEAN THOMAS PARK BEAUTIFICATIION FUND

Account	Previous FTE	Previous Budget	Previous Actual	Authorized FTE	(100) Personal Services	(200-800) Operating & Maintenance	(900) Capital Outlay	Final Budget
460000 Culture and Recreation								
460400 Park & Recreation Services								
460430 Parks		3,500	0		0	0	0	0
Subtotal:		3,500	0		0	0	0	0
Group:		3,500	0		0	0	0	0
Fund:		3,500	0		0	0	0	0

For the Year: 2020 - 2021

4000 CAPITAL IMPROVEMENTS

Account	Previous FTE	Previous Budget	Previous Actual	Authorized FTE	(100) Personal Services	(200-800) Operating & Maintenance	(900) Capital Outlay	Final Budget
420000 Public Safety								
420100 Law Enforcement Services								
420100 Law Enforcement Services		40,000	0		0	0	45,000	45,000
Subtotal:		40,000	0		0	0	45,000	45,000
420400 Fire Protection & Control								
420400 Fire Protection & Control		0	0		0	0	31,320	31,320
420421 Fire Department - Facilities Station		11,500	2,826		0	0	0	0
420460 Fire Department - Suppression		0	0		0	0	0	0
Subtotal:		11,500	2,826		0	0	31,320	31,320
Group:		51,500	2,826		0	0	76,320	76,320
430000 Public Works								
430100 Public Works Administration								
430100 Public Works Administration		0	0		0	0	10,500	10,500
Subtotal:		0	0		0	0	10,500	10,500
Group:		4,700	20,528		0	0	10,500	10,500
460000 Culture and Recreation								
460400 Park & Recreation Services								
460430 Parks		0	0		0	0	25,000	25,000
Subtotal:		0	0		0	0	25,000	25,000
Fund:		56,200	23,354		0	0	111,820	111,820

For the Year: 2020 - 2021

4001 SIDEWALK IMPROVEMENT

Account	Previous FTE	Previous Budget	Previous Actual	Authorized FTE	(100) Personal Services	(200-800) Operating & Maintenance	(900) Capital Outlay	Final Budget
430000 Public Works								
430200 Road & Street Services								
430262 Sidewalks Improvements		15,000	0		0	0	20,000	20,000
Subtotal:		15,000	0		0	0	20,000	20,000
Group: _____		15,000	0	_____	0	0	20,000	20,000
Fund: _____		15,000	0	_____	0	0	20,000	20,000

5210 WATER

Account	Previous FTE	Previous Budget	Previous Actual	Authorized FTE	(100) Personal Services	(200-800) Operating & Maintenance	(900) Capital Outlay	Final Budget
430500 Water Utilities								
430510 Administration		205,702	206,264		148,314	37,786	0	186,100
430530 Source of Supply & Pumping (Wells)		458,857	191,633		0	88,200	25,000	113,200
430540 Purification and Treatment (Plant)		25,565	25,218		0	25,372	0	25,372
430550 Transmission & Distribution (Lines)		34,116	50,939		0	35,500	0	35,500
Subtotal: _____		724,240	474,054	_____	148,314	186,858	25,000	360,172
Group: _____		724,240	474,054	_____	148,314	186,858	25,000	360,172
521000 Interfund Operating Transfers Out		0	0		0	3,500	0	3,500
Subtotal: _____		0	0		0	3,500	0	3,500
Group: _____		0	0	_____	0	3,500	0	3,500
Fund: _____		724,240	474,054	_____	148,314	190,358	25,000	363,672

For the Year: 2020 - 2021

5250 WATER BOND PRINCIPAL & INTEREST

Account	Previous FTE	Previous Budget	Previous Actual	Authorized FTE	(100) Personal Services	(200-800) Operating & Maintenance	(900) Capital Outlay	Final Budget
490000 Debt Service Reserve								
490200 Revenue Bonds								
490200 Revenue Bonds		91,008	53,088		0	53,250	0	53,250
Subtotal:		91,008	53,088		0	53,250	0	53,250
Group:		91,008	53,088		0	53,250	0	53,250
Fund:		91,008	53,088		0	53,250	0	53,250

5310 SEWER

Account	Previous FTE	Previous Budget	Previous Actual	Authorized FTE	(100) Personal Services	(200-800) Operating & Maintenance	(900) Capital Outlay	Final Budget
430600 Sewer Utilities								
430610 Administration		203,243	204,524		148,321	38,862	0	187,183
430630 Collection & Transmission - Main		17,058	2,062		0	17,050	0	17,050
430640 Treatment and Disposal - Plants		102,123	82,678		0	102,000	0	102,000
Subtotal:		322,424	289,264		148,321	157,912	0	306,233
Group:		322,424	289,264		148,321	157,912	0	306,233
520000 Other Financing Uses								
521000 Interfund Operating Transfers Out								
521000 Interfund Operating Transfers Out		0	0		0	4,100	0	4,100
Subtotal:		0	0		0	4,100	0	4,100
Group:		0	0		0	4,100	0	4,100
Fund:		322,424	289,264		148,321	162,012	0	310,333

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5350 SEWER BOND PRINCIPAL & INTEREST

Account	Previous FTE	Previous Budget	Previous Actual	Authorized FTE	(100) Personal Services	(200-800) Operating & Maintenance	(900) Capital Outlay	Final Budget
490000 Debt Service Reserve								
490200 Revenue Bonds								
490200 Revenue Bonds		189,528	98,477		0	98,550	0	98,550
Subtotal:		189,528	98,477		0	98,550	0	98,550
Group:		189,528	98,477		0	98,550	0	98,550
Fund:		189,528	98,477		0	98,550	0	98,550

5610 AIRPORT

Account	Previous FTE	Previous Budget	Previous Actual	Authorized FTE	(100) Personal Services	(200-800) Operating & Maintenance	(900) Capital Outlay	Final Budget
430300 Airport								
430300 Airport		27,269	28,197		22,087	15,648	60,000	97,735
Subtotal:		27,269	28,197		22,087	15,648	60,000	97,735
Group:		27,269	28,197		22,087	15,648	60,000	97,735
Fund:		27,269	38,081		22,087	15,648	60,000	97,735

5620 AIRPORT PROJECT

Account	Previous FTE	Previous Budget	Previous Actual	Authorized FTE	(100) Personal Services	(200-800) Operating & Maintenance	(900) Capital Outlay	Final Budget
430000 Public Works								
430300 Airport								
430300 Airport		215,000	69,849		0	0	1,769,597	1,769,597
Subtotal:		215,000	69,849		0	0	1,769,597	1,769,597
430600 Sewer Utilities								
430600 Sewer Utilities		0	0		0	0	0	0
Subtotal:		0	0		0	0	0	0
Group:		215,000	69,849		0	0	1,769,597	1,769,597
Fund:		215,000	69,849		0	0	1,769,597	1,769,597

For the Year: 2020 - 2021

7120 FIREMEN'S DISABILITY

Account -----	Previous FTE -----	Previous Budget -----	Previous Actual -----	Authorized FTE -----	(100) Personal Services -----	(200-800) Operating & Maintenance -----	(900) Capital Outlay -----	Final Budget -----
510000 Miscellaneous								
510300 Other Unallocated Costs								
510300 Other Unallocated Costs		4,000		0		4,000		4,000
Subtotal:		4,000		0		4,000		4,000
Group: _____		4,000		0 _____		4,000		4,000
Fund: _____		4,000		0 _____		4,000		4,000
Grand Total:		2,718,707	1,816,425		983,737	947,191	2,200,417	4,131,345



Administration Pay Matrix FY21			
	Entry Level	Mid-Point	Maximum
	Administrative Assistant I	\$ 14.86	\$ 16.35
Administrative Assistant II	\$ 15.02	\$ 16.52	\$ 18.17
Deputy Clerk	\$ 15.85	\$ 17.43	\$ 19.17
Town Clerk	\$ 17.90	\$ 19.69	\$ 21.66
Finance Officer	\$ 21.00	\$ 26.25	\$ 31.50

Annual adjustments:	
1-10 years	1.50%
11-20 years	1.00%
21-30 years	0.75%

Community Development Pay Matrix FY21			
	Entry Level	Mid-Point	Maximum
Building Inspector I	\$ 16.90	\$ 18.59	\$ 20.45
Building Inspector II	\$ 18.52	\$ 20.37	\$ 22.41
Building Inspector III	\$ 18.80	\$ 20.68	\$ 22.75
Building Official	\$ 20.56	\$ 22.62	\$ 24.88
Community Development Director	\$ 21.00	\$ 26.25	\$ 31.50

Annual adjustments:	
1-10 years	1.50%
11-20 years	1.00%
21-30 years	0.75%

Court Pay Matrix FY21			
Court Clerk	Entry Level	Mid-Point	Maximum
		\$ 15.02	\$ 16.52

Annual adjustments:	
1-10 years	1.50%
11-20 years	1.00%
21-30 years	0.75%

Fire Department Pay Matrix FY21			
	Entry Level	Mid-Point	Maximum
	Administrative Assistant II	\$ 15.02	\$ 16.52

Annual adjustments:	
1-10 years	1.50%
11-20 years	1.00%
21-30 years	0.75%

Parks & Recreation Pay Matrix FY21			
	Entry Level	Mid-Point	Maximum
Aquatics Instructor	\$ 12.00	\$ 13.20	\$ 14.52
Lifeguard	\$ 9.50	\$ 10.45	\$ 11.50
Park Attendant	\$ 10.00	\$ 11.00	\$ 12.10
Recreation Aide	\$ 9.15	\$ 10.07	\$ 11.07
Parks & Recreation Director	\$ 17.00	\$ 21.25	\$ 25.50

Annual adjustments:	
1-10 years	1.50%
11-20 years	1.00%
21-30 years	0.75%

Police Pay Matrix FY21

Police Officers			Corporal			Sergeant			Chief		
Years of Service	7/1/2020	7/1/2019 Monthly	Years of Service	7/1/2020	7/1/2019 Monthly	Years of Service	7/1/2020	7/1/2019 Monthly	Years of Service	7/1/2020	7/1/2019 Monthly
0	\$ 18.36	\$ 3,182.40	0	\$ 21.12	\$ 3,660.80	0	\$ 23.48	\$ 4,069.87	0	\$ 26.79	\$ 4,643.60
1	\$ 18.64	\$ 3,230.14	1	\$ 21.44	\$ 3,715.71	1	\$ 23.83	\$ 4,130.91	1	\$ 27.19	\$ 4,713.25
2	\$ 18.91	\$ 3,278.59	2	\$ 21.76	\$ 3,771.45	2	\$ 24.19	\$ 4,192.88	2	\$ 27.60	\$ 4,783.95
3	\$ 19.20	\$ 3,327.77	3	\$ 22.08	\$ 3,828.02	3	\$ 24.55	\$ 4,255.77	3	\$ 27.88	\$ 4,831.79
4	\$ 19.49	\$ 3,377.68	4	\$ 22.42	\$ 3,885.44	4	\$ 24.92	\$ 4,319.61	4	\$ 28.15	\$ 4,880.11
5	\$ 19.78	\$ 3,428.35	5	\$ 22.75	\$ 3,943.72	5	\$ 25.29	\$ 4,384.40	5	\$ 28.44	\$ 4,928.91
6	\$ 20.08	\$ 3,479.77	6	\$ 22.98	\$ 3,983.16	6	\$ 25.55	\$ 4,428.25	6	\$ 28.72	\$ 4,978.20
7	\$ 20.38	\$ 3,531.97	7	\$ 23.21	\$ 4,022.99	7	\$ 25.80	\$ 4,472.53	7	\$ 29.01	\$ 5,027.98
8	\$ 20.68	\$ 3,584.95	8	\$ 23.44	\$ 4,063.22	8	\$ 26.06	\$ 4,517.25	8	\$ 29.30	\$ 5,078.26
9	\$ 20.99	\$ 3,638.72	9	\$ 23.68	\$ 4,103.85	9	\$ 26.32	\$ 4,562.43	9	\$ 29.59	\$ 5,129.04
10	\$ 21.31	\$ 3,693.30	10	\$ 23.91	\$ 4,144.89	10	\$ 26.58	\$ 4,608.05	10	\$ 29.89	\$ 5,180.33
11	\$ 21.52	\$ 3,730.24	11	\$ 24.15	\$ 4,186.34	11	\$ 27.12	\$ 4,700.67	11	\$ 30.19	\$ 5,232.14
12	\$ 21.74	\$ 3,767.54	12	\$ 24.39	\$ 4,228.20	12	\$ 27.39	\$ 4,747.68	12	\$ 30.49	\$ 5,284.46
13	\$ 21.95	\$ 3,805.22	13	\$ 24.64	\$ 4,270.48	13	\$ 27.66	\$ 4,795.16	13	\$ 30.72	\$ 5,324.09
14	\$ 22.17	\$ 3,843.27	14	\$ 24.88	\$ 4,313.19	14	\$ 27.94	\$ 4,843.11	14	\$ 30.95	\$ 5,364.02
15	\$ 22.39	\$ 3,881.70	15	\$ 25.13	\$ 4,356.32	15	\$ 28.15	\$ 4,879.43	15	\$ 31.18	\$ 5,404.25
16	\$ 22.62	\$ 3,920.52	16	\$ 25.32	\$ 4,388.99	16	\$ 28.36	\$ 4,916.03	16	\$ 31.41	\$ 5,444.79
17	\$ 22.84	\$ 3,959.72	17	\$ 25.51	\$ 4,421.91	17	\$ 28.57	\$ 4,952.90	17	\$ 31.65	\$ 5,485.62
18	\$ 23.07	\$ 3,999.32	18	\$ 25.70	\$ 4,455.08	18	\$ 28.79	\$ 4,990.04	18	\$ 31.89	\$ 5,526.76
19	\$ 23.30	\$ 4,039.31	19	\$ 25.90	\$ 4,488.49	19	\$ 29.00	\$ 5,027.47	19	\$ 32.12	\$ 5,568.21
20	\$ 23.54	\$ 4,079.71	20	\$ 26.09	\$ 4,522.15	20	\$ 29.22	\$ 5,065.17	20	\$ 32.37	\$ 5,609.98
21	\$ 23.71	\$ 4,110.30	21	\$ 26.29	\$ 4,556.07	21	\$ 29.44	\$ 5,103.16	21	\$ 32.61	\$ 5,652.05
22	\$ 23.89	\$ 4,141.13	22	\$ 26.48	\$ 4,590.24	22	\$ 29.66	\$ 5,141.44	22	\$ 32.85	\$ 5,694.44
23	\$ 24.07	\$ 4,172.19	23	\$ 26.68	\$ 4,624.67	23	\$ 29.88	\$ 5,180.00	23		
24	\$ 24.25	\$ 4,203.48	24	\$ 26.88	\$ 4,659.35	24	\$ 30.11	\$ 5,218.85	24		
25	\$ 24.43	\$ 4,235.01	25	\$ 27.08	\$ 4,694.30	25			25		
26	\$ 24.62	\$ 4,266.77	26			26			26		
27	\$ 24.80	\$ 4,298.77	27			27			27		
28	\$ 24.99	\$ 4,331.01	28			28			28		
29	\$ 25.17	\$ 4,363.49	29			29			29		
30	\$ 25.36	\$ 4,396.22	30			30			30		

Civilian Personnel

Police Records Clerk	\$ 15.02	\$ 16.52	\$ 18.17
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Civilian Positions receive the following annual adjustments:

1-10 years	1.50%
11-20 years	1.00%
21-30 years	0.75%

Additional Pay Schedule

FTO's	\$2.00/hr while training
AA Degree	.25% (one-quarter of base wage)
BA/BS Degree	.50% (one-half percent of base wage)

Public Works Pay Matrix FY21

Laborer		Public Works Assistant I		Public Works Assistant II		Public Works Assistant III		Public Works Supervisor		Public Works Director	
Years of PW Specific Experience	7/1/2020	7/1/2019 Monthly	Years of PW Specific Experience	7/1/2020	7/1/2019 Monthly	Years of PW Specific Experience	7/1/2020	7/1/2019 Monthly	Years of PW Specific Experience	7/1/2020	7/1/2019 Monthly
0	\$ 15.00	\$2,600.00	0	\$ 16.60	\$2,877.33	0	\$ 16.75	\$2,903.33	0	\$ 18.50	\$3,206.67
1	\$ 15.23	\$2,639.00	1	\$ 16.85	\$2,788.54	1	\$ 17.00	\$2,946.88	1	\$ 18.78	\$3,254.77
2	\$ 15.45	\$2,678.58	2	\$ 17.10	\$2,964.30	2	\$ 17.26	\$3,091.09	2	\$ 19.06	\$3,303.59
3	\$ 15.68	\$2,718.76	3	\$ 17.36	\$3,008.76	3	\$ 17.52	\$3,095.95	3	\$ 19.35	\$3,353.14
4	\$ 15.92	\$2,759.54	4	\$ 17.62	\$3,051.92	4	\$ 17.78	\$3,081.49	4	\$ 19.64	\$3,403.44
5	\$ 16.16	\$2,800.94	5	\$ 17.88	\$3,099.66	5	\$ 18.04	\$3,127.71	5	\$ 19.93	\$3,454.49
6	\$ 16.40	\$2,842.95	6	\$ 18.15	\$3,146.20	6	\$ 18.32	\$3,174.63	6	\$ 20.23	\$3,506.31
7	\$ 16.65	\$2,885.60	7	\$ 18.42	\$3,194.39	7	\$ 18.59	\$3,222.25	7	\$ 20.53	\$3,558.90
8	\$ 16.90	\$2,928.88	8	\$ 18.70	\$3,241.29	8	\$ 18.87	\$3,270.58	8	\$ 20.84	\$3,612.29
9	\$ 17.15	\$2,972.81	9	\$ 18.98	\$3,289.91	9	\$ 19.15	\$3,319.64	9	\$ 21.15	\$3,666.47
10	\$ 17.41	\$3,017.41	10	\$ 19.26	\$3,339.26	10	\$ 19.44	\$3,369.44	10	\$ 21.47	\$3,721.47
11	\$ 17.58	\$3,047.58	11	\$ 19.46	\$3,372.65	11	\$ 19.63	\$3,403.13	11	\$ 21.68	\$3,758.68
12	\$ 17.76	\$3,078.06	12	\$ 19.65	\$3,406.38	12	\$ 19.83	\$3,437.16	12	\$ 21.90	\$3,796.27
13	\$ 17.94	\$3,108.84	13	\$ 19.85	\$3,440.45	13	\$ 20.03	\$3,471.53	13	\$ 22.12	\$3,834.23
14	\$ 18.11	\$3,139.92	14	\$ 20.05	\$3,474.85	14	\$ 20.23	\$3,506.25	14	\$ 22.34	\$3,872.57
15	\$ 18.30	\$3,171.32	15	\$ 20.25	\$3,509.60	15	\$ 20.43	\$3,541.31	15	\$ 22.57	\$3,911.30
16	\$ 18.48	\$3,203.04	16	\$ 20.45	\$3,544.69	16	\$ 20.63	\$3,576.72	16	\$ 22.79	\$3,950.41
17	\$ 18.66	\$3,235.07	17	\$ 20.65	\$3,580.14	17	\$ 20.84	\$3,612.49	17	\$ 23.02	\$3,989.92
18	\$ 18.85	\$3,267.42	18	\$ 20.86	\$3,615.94	18	\$ 21.05	\$3,648.62	18	\$ 23.25	\$4,029.82
19	\$ 19.04	\$3,300.09	19	\$ 21.07	\$3,652.10	19	\$ 21.26	\$3,685.10	19	\$ 23.48	\$4,070.11
20	\$ 19.23	\$3,333.09	20	\$ 21.28	\$3,686.62	20	\$ 21.47	\$3,721.95	20	\$ 23.72	\$4,110.81
21	\$ 19.37	\$3,358.09	21	\$ 21.44	\$3,716.29	21	\$ 21.63	\$3,749.87	21	\$ 23.89	\$4,141.65
22	\$ 19.52	\$3,383.28	22	\$ 21.62	\$3,751.00	22	\$ 21.80	\$3,777.99	22	\$ 24.07	\$4,172.71
23	\$ 19.67	\$3,408.65	23	\$ 21.78	\$3,781.81	23	\$ 21.96	\$3,806.33	23	\$ 24.25	\$4,204.00
24	\$ 19.81	\$3,434.22	24	\$ 21.94	\$3,809.53	24	\$ 22.12	\$3,834.87	24	\$ 24.44	\$4,235.53
25	\$ 19.96	\$3,459.97	25	\$ 22.09	\$3,829.04	25	\$ 22.29	\$3,863.64	25	\$ 24.62	\$4,267.30
26	\$ 20.11	\$3,485.92	26	\$ 22.25	\$3,857.75	26	\$ 22.46	\$3,892.61	26	\$ 24.80	\$4,299.30
27	\$ 20.26	\$3,512.07	27	\$ 22.41	\$3,711.08	27	\$ 22.63	\$3,921.81	27	\$ 24.99	\$4,331.55
28	\$ 20.41	\$3,538.41	28	\$ 22.57	\$3,915.84	28	\$ 22.80	\$3,951.22	28	\$ 25.18	\$4,364.04
29	\$ 20.57	\$3,564.95	29	\$ 22.73	\$3,766.96	29	\$ 22.97	\$3,980.86	29	\$ 25.37	\$4,396.77
30	\$ 20.72	\$3,591.68	30	\$ 22.90	\$3,795.21	30	\$ 23.14	\$4,010.71	30	\$ 25.56	\$4,429.74

Position	FY21 Hourly	FY21 Annual	FY21 Annual w/ benefits
ADMINISTRATION			
Finance Officer	26.25	55,125.00	72,551.47
Town Clerk	18.63	39,123.00	53,798.72
Deputy Clerk	17.08	35,868.00	49,984.19
COURT			
Court Clerk	15.24	16,002.00	22,727.98
BUILDING DEPARTMENT			
Community Director	22.50	46,777.50	62,769.03
Building Inspector	22.77	17,760.60	21,749.63
Building Inspector	18.62	9,663.78	11,834.26
POLICE DEPARTMENT			
Police Chief	31.48	66,108.00	88,417.14
Police Officer	21.12	44,352.00	61,935.73
Police Officer	18.64	39,144.00	55,596.56
Police Officer	18.64	39,144.00	55,596.56
Police Clerk	17.08	35,868.00	49,984.19
PUBLIC WORKS			
Public Works Supervisor	27.01	56,721.00	77,411.02
Public Works Assistant	22.93	48,153.00	66,918.64
Public Works Assistant	15.85	33,285.00	48,711.29
Public Works Assistant	17.78	37,338.00	53,674.59
Parks Maintenance	12.50	8,125.00	9,949.88
Parks Maintenance	12.50	8,125.00	9,949.88
FIRE DEPARTMENT			
Administrative Assistant	15.24	16,002.00	18,752.74
PARKS DEPARTMENT			
Director	17.00	31,560.00	46,598.86
Aerobics Instructor			
Lifeguard x9	9.50	6,840.00	8,376.26
Park Maintenance x2	10.00	9,680.00	11,854.13
Airport			
Airport Manager	17.00	14,144.00	17,320.74
			947,288.63
Honorariums & Salaries (Monthly)			
	FY21 Monthly	FY21 Annual	FY21 Annual w/ benefits
Fire Chief	250.00	3,000.00	3,243.00
Assistant Fire Chief	250.00	3,000.00	3,243.00
Council Member	250.00	3,000.00	3,243.00
Mayor	2,000.00	24,000.00	28,021.00
Contracted Positions			
City Attorney	80.00*		34,000.00
City Judge		18,000.00	18,000.00

File Attachments for Item:

c. Discussion/Decision: Authorizing the Mayor to enter into a lease agreement for Police Department office space



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:	7/9/2020
Agenda Topic:	Discussion/Decision: Authorizing the Mayor to enter into a lease agreement for Police Department office space
Backup Documents Attached?	No
If no, why not?	Lease agreement will be provided supplemental to packet.
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	7/9/2020
Notes:	In the FY2021 Budget, the Administration proposed that the Town lease the former Montana Highway Patrol space at 102 Main Street. The lease agreement will allow for the initiative to be implemented.

File Attachments for Item:

d. Discussion/Decision: Director of Community Development Position Description



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:	7/9/2020
Agenda Topic:	Discussion/Decision: Director of Community Development Position Description
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	7/9/2020
Notes:	

**TOWN OF STEVENSVILLE
COMMUNITY DEVELOPMENT POSITION DESCRIPTION**

Class Title: Director of Community Development

Department: Community Development

Date:

GENERAL PURPOSE

With a high degree of independence, provides leadership to the Community Development Department for the Town of Stevensville, promoting quality residential, commercial and business development through the efficient and responsive application of building and land use code and the delivery of permitting and licensing services.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Mayor.

SUPERVISION EXERCISES

Exercises direct supervision over professional, technical and clerical staff in the Building and Planning Divisions either directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises community and economic development operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans and projects; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional planning and development advice to supervisors and other officials; makes private and public presentations to supervisors, boards, commissions, civic groups and the general public.

Supervises the development and implementation of growth management, land use, economic development, housing, transportation and/or other plans and codes to meet the Town's needs and any intergovernmental agreements or requirements.

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

Supervises the evaluation of land use proposals for conformity to established plans, codes Adopted by Council:

Revised:

Director of Community Dev. Job Description 1

ordinances and laws; Oversees the evaluation of proposals' development impact as they relate to the adopted plans of the Town and makes recommendations.

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

Oversees the enforcement of a variety of codes, including the officially adopted Building Code, Code, Uniform Plumbing Code, Electrical Code, Energy Code other building related codes and other local codes such as community decay and zoning, etc and the issuance of correction notices and citations.

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

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

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

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

Communicates official plans, programs, policies and procedures to staff and the general public. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations. Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.

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

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

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

Prepares and administers annual operating budget.

Ensures the maintenance of accurate and complete records of department activities and Adopted by Council:

Revised:

Director of Community Dev. Job Description 2

of records relating to licenses, permits, maps, blueprints, overlay, and sketches pertinent to urban planning and development programs and projects.

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

Serves when needed as a member of a task force or committee composed of town, county, state or private groups.

Prepares and writes grant applications.

Oversees the development and maintenance of a database of information for planning and community development purposes.

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

Negotiate contracts with consultants for various special projects within the Department.

Serves as a member of various staff committees as assigned.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.

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

DESIRED MINIMUM QUALIFICATIONS

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of responsible planning, redevelopment, economic and/or community development experience including at least three years of management and supervisory experience.

Training:

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

License or Certificate:

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

Necessary Knowledge, Skills and Abilities:

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

Adopted by Council:

Revised:

Director of Community Dev. Job Description 3

- (B) Communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public.
- (C) Establish positive and effective working relationships with architects, contractors, developers, owners, supervisors, employees, and the general public.
- (D) Prepare and analyze comprehensive and technical reports and data.
- (E) Provide administrative and professional leadership and direction for the Department.
- (F) Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient community development services.
- (G) Plan, organize, direct, and coordinate the work of professional, technical, and clerical personnel; delegate authority and responsibility.
- (H) Select, supervise, train, and evaluate staff.
- (I) Identify and respond to the community, Mayor, all Boards, and Town Council issues, concerns, and needs.
- (J) Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- (K) Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- (L) Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- (M) Research, collect, compile, and analyze information and data.
- (N) Read, interpret, and apply a variety of technical information from reports, maps, plans, specifications, drawings, layouts, blueprints, schematics, and legal descriptions. Prepare and deliver effective oral presentations.
- (O) Prepare and write grants.
- (P) Prepare clear and concise administrative and financial reports.
- (Q) Perform accurate mathematical and statistical computations.
- (R) Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

PHYSICAL DEMANDS

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Adopted by Council:

Revised:

Director of Community Dev. Job Description 4

File Attachments for Item:

e. Discussion/Decision: Consent to the Mayor's appointment of Jenelle Berthoud as Town Clerk



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:	7/20/2020
Agenda Topic:	Discussion/Decision: Consent to the Mayor's appointment of Jenelle Berthoud as Town Clerk
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	7/20/2020
Notes:	

Jenelle S. Berthoud

305 Meadow Rd, Stevensville, MT 59870
406-240-2541, jjcberthoud@gmail.com

Town of Stevensville

206 Buck St

Stevensville, MT 59870

Dear Hiring Committee,

Please accept this letter of interest and my resume for the position of Town Clerk.

My current time with the Town of Stevensville and my years of involvement as a citizen in Stevensville have prepared me for the position of Town Clerk. I am an active member with-in our community and currently have the position of Police Clerk/Evidence Tech for the Stevensville Police Department. I am familiar with Town Hall and have built healthy relationships with past and current employees. My interactions with the public have always been positive and I am eager to build new relationships as the new Town Clerk.

I understand our community and have an interest in moving the Town of Stevensville in a positive direction. I have extensive knowledge of resources available in Ravalli County for our citizens and our professional community. Having worked alongside a broad range of community entities has strengthened my knowledge and has given me a bank of resources to refer to.

Based on my years of experience, community and professional contacts and my dedication to my current career position with the Town of Stevensville, I believe I am the best candidate for this position.

Thank you in advance for your time and consideration I look forward to meeting with your hiring committee and discussing the position of Town Clerk further.

Sincerely,



Jenelle S. Berthoud

Jenelle S. Berthoud

305 Meadow Road, Stevensville, MT 59870

Phone: (406) 240-2541
Email: jjcberthoud@gmail.com

EDUCATION

University of Montana College of Technology, June 1995

A.A.S. Degree in Retail Management

A.A.S. Degree in Fashion Sales and Marketing

Hamilton High School, Graduated June 1991

Completed Preparatory College Classes for a high school diploma

RELATED EXPERIENCE

Stevensville Police Department, Stevensville, Montana

January 2, 2018-Present

Police Clerk/Evidence Technician

- Catalog and audit evidence.
- Inventory organize and audit department and found property.
- Prepare documents, answer phones, and coordinate police department events.
- Implemented Coffee with a Cop events, to be held monthly.
- Stevensville Crime Watch, organizer and supported development of the program.
- Arrange for monthly community events that involve business, organizations and law enforcement.
- Organization of police records, maintaining records and developed file systems for record keeping.
- Annually participated in the police department budget, researching and presenting budget to supervisors, staff and council.

Consumer Direct Care Network, Full Circle Counseling Solutions, Stevensville and Missoula, Montana

April 2010-February 5, 2018

Intake Coordinator, Bitterroot Office and Missoula Office

- Oversee the Intake Process for Ravalli and Missoula Counties
- Market our mental health services, through open house events at schools, daycares and preschools, provider pairings, attending and coordinating community events to promote our services.
- Meet with prospective clients and their families to complete intake paperwork, explain services and collect information regarding clients' needs and concerns
- Input client's demographics in our electronic health record
- Coordinate with clinical staff, youth case managers and care coordinators to establish teams for clients
- Complete scheduling for clients to meet clinical staff and additional team members
- Collect client's current insurance (Medicaid PLUS, HMK Chip and Private Insurances) and verify eligibility with our billers
- Provide clients and families with additional outside agencies when requested
- Coordinate with outside agencies (schools, doctor's offices, day cares, outpatient providers, department of family services, youth crisis diversion teams, youth homes and acute and residential placement facilities) in Ravalli and Missoula Counties to provide continuity of care

Youth Case Manager, Bitterroot Office

- Provide coordination among agencies and providers in the planning and delivery of services
- Monitor necessary medical, social, educational and outside services for the client
- Design, write and implement Care Plans according to clients' needs
- Refer, link and coordinate all services that are being provided to the client
- Provide weekly and monthly check-ins with outside providers, the client and the families

- Respond to families and the client when they are in crisis and provide crisis response services when needed
- Document interventions in electronic health record and monitor treatment outcomes

Care Coordinator, Bitterroot Office

- Monitor productivity standards and provide oversight to cases
- Provide direct service to families of children with serious emotional and behavioral disturbances and autism spectrum disorder in home and community environments
- Document interventions in electronic health record and monitor treatment outcomes

Support Specialist, Bitterroot Office

- Provide direct service to families of children with serious emotional and behavioral disturbances and autism spectrum disorder in home and community environments
- Document interventions in electronic health record and monitor treatment outcomes

Stevensville School District Stevensville, Montana

March 2003-June 2010

Paraprofessional, Special Education Department

- Provide one on one support to children with special needs and title one students
- Introduced picture schedules and daily living skills
- Support student with emotional and regulation needs
- Supervision and instruction of students in grades (K-3)

Steel Horse Garage, Lolo, Montana

November 2006-April 2008

Motorcycle Shop Owner, Clothing Department

- Monitoring retail sales, placing orders weekly to provide customers with new clothing options
- Implemented customer appreciation days and events
- Coordinated with staff members to ensure customer needs are being met
- Merchandising to promote new styles and options

Stay at home mother

May 1998-March 2003

Dahle's Big and Tall

June 1995-May 1998

Assistant Manager Women's & Men's Departments

- Assisting the manager with day to day operations
- Provide customers with direct sales both in the store environment and over the phone
- Placing special orders for customers
- Overseeing sales associates to ensure goals and job duties are being met
- Merchandising to promote new styles and options for men and women

RELATED TRAINING

- CPR certified and Basic First Aid training
- MANDT certified
- Excel Basic
- Outlook

VOLUNTEER WORK

Stevensville Civic Club, January 2019-September 2019

- Coordinated and facilitated applications, set up and execution of food and craft vendors for 2019 Creamery Picnic

Coordinating Volunteer options for Full Circle Counseling Solutions, April 2010-February 5,2018

- Organizing family fun nights for parents and their children to attend, providing a meal and activity (fully provided by donations from the local communities)

Certified Car Seat Safety Technician, April 2016 – April 2018

- Provide car seat safety checks in Ravalli County

Parent Advisory Committee, Stevensville Elementary School, September 2003-October 2008

- Organized family fun nights, open house events and literacy lunches

Parent Classroom Assistant, Stevensville Elementary School, September 2003-June 2016

- Educational assistance to struggling students, provide role-modeling and support

REFERENCES (personal)

[REDACTED]	[REDACTED]	[REDACTED]
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