



**Stevensville Town Council Meeting  
AMENDED Agenda for  
THURSDAY, JULY 09, 2020  
7:00 PM**

**LOCATION: North Valley Public Library, 208 Main Street**  
CAPACITY IS LIMITED DUE TO SOCIAL DISTANCING REQUIREMENTS  
The Town of Stevensville live streams Town Council and board meetings on our website at  
[www.townofstevensville.com/meetings](http://www.townofstevensville.com/meetings).

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
  - [a.](#) June 11, 2020 Council Meeting
  - [b.](#) June 16, 2020 Budget Workshop
  - [c.](#) June 17, 2020 Public Hearing
  - [d.](#) June 18, 2020 Budget Workshop
  - [e.](#) June 23, 2020 Budget Workshop
5. Approval of Bi-Weekly Claims
  - [a.](#) [Claims](#) #15994-16098
6. Administrative Reports
  - [a.](#) Airport
  - [b.](#) Building Department
  - [c.](#) Finance
  - [d.](#) Fire Department
  - [e.](#) Parks & Recreation
  - [f.](#) Police Department
  - [g.](#) Public Works
7. Guests
8. Correspondence
  - [a.](#) Letter from Alli Bristow RE: Safer Streets
  - [b.](#) Letter from Jim Crews RE: Clerk Conduct
  - [c.](#) Resignation Letter from Monica Hoffman, Town Clerk
9. Public Hearings
  - [a.](#) Fiscal Year 2020-2021 Preliminary Budget
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: Resolution 477; Adopting a budget and adopting wages and salaries for Fiscal Year 2020-2021
  - [b.](#) Discussion/Decision: Authorizing the Mayor to enter into a lease agreement for Police Department office space

- c. \*\*\*CLOSED SESSION\*\*\* Discussion/Decision: Update on Tribbensee v. Stevensville Lawsuit
- d. Discussion/Decision to Direct Mayor Brandon Dewey to pay \$4501.50 for fireworks in 30 days and also Direct mayor dewey to show written proof of payment
- e. Discussion/Decision: Director of Community Development Position Description

- 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:**

June 11, 2020 Council Meeting

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

1. Call to Order and Roll Call

Roll Call: Mayor Dewey, Councilmembers Devlin, Holcomb, Vick and Michalson. Staff and members of the community were also present.

2. Pledge of Allegiance

3. Councilmember Vick made a motion to suspend council rules and limit Public Comment to 3 minutes, staying on topic, with Ms. Devlin seconding that motion. Mayor Dewey called for the vote, starting with Mr. Michalson "No," Vick "I" Holcomb "No," Devlin "I," Mayor votes "I" and the motion passes 3-2.

4. Public Comments

Steve Gibson, asked if the RFP has been sent out to the newspapers. It was clarified that the RFP for IT services would go out next Monday, for 2 weeks.

Mark Adams, 60 E 2<sup>nd</sup> St. Comments directed toward Ms. Devlin, emails read are public information, as long as you request for public information,

Stacie Barker, 104 Winslett. Concerned that not all correspondence is being read and her 1<sup>st</sup> amendment rights are being taken away because of social distancing guidelines being enforced. Social distancing is a recommendation, not a law. Read definition of "transparency." IT services are still being paid. (stopped for time of 3 min.)

Sue Devlin, 305 6<sup>th</sup> St. Spoke about Council members lying at the Board of Adjustments Meeting on 5/21/2020. We need to hold our elected officials accountable.

Leanna Rodabaugh, continued to read Ms. Barker's letter. Claims continue to keep coming up. When are we going to hold people accountable? The Mayor & Clerk have once again, overrode; Has not seen the attorney represent the town except to rack in a paycheck. Voiced her concerns to Ms. Devlin about Burnt Fork Place.

Leslie Tadvick, 509 Mission. It is now budget time and suggests to freeze all salaries. It would be fiscally irresponsible to hire, make additions or remodel.

Sheri Deitsch, 105 Winslett Ave. Continued to read Ms. Baker's letter. Why hold the Public Hearing on this project if minds are made up. I do see future lawsuits and we cannot afford these. We are the people voting officials into office and put on a time limit or cut off. We need to improve on communication in this town.



Terri Lackey, 517 S. This is a public building. I did not give you permission to put a sign on the door to wear a mask. You all need to stop social distancing.

5. Approval of Minutes

Approval of Bi-Weekly Claims

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

Councilmember Vick made a motion to approve Claims #15988-16028 in the amount of \$37,939.03. The motion was then seconded by Councilmember Michalson. Mayor Dewey called for public comment, then called for the vote, starting with Councilmember Devlin "I," Holcomb "No," Vick "I," and Michalson "No." Mayor votes "I," and the motion passes 3-2.

6. Administrative Reports

- Airport Manager's Report

Airport Manager's Report is in the packet. A letter of resignation has been received as of yesterday. Construction on the parallel taxiway started on 6/1/2020. The airport received a \$30,000 CARES Airport Grant, which must be used for airport operating expenses.

- Building Department Report

Building Dept Report in the packet, which includes \$10,456.75 total fees collected and 18 total permits issued.

- Finance Report

Robert Underwood presented the Finance Report. This included an update on the special audit.

- Fire Department Report

Chief Motley presented the Fire Department Report, with 50 calls for the month of May, with 266 total calls for the year.

- Parks & Recreation Report

Bobby Sonsteng introduced himself as the new Parks & Recreation Director. He has updated the website, becoming familiar with the organization rather fast and preparing for the pool to open. Many programs are in the works.

- Police Department Report

Chief Marble gave the Police Report. Calls for service in March: 65, April: 91, May: 58.

- Public Works Report

George Thomas presented the Public Works Activity Report. Dustin Tribby is the newest hire. Leak locates were done the first week of May, with 50 leaks found. Spring Clean up was done. Replaced 5 trees on Main St.

7. Guests
8. Correspondence
9. Public Hearings
10. Unfinished Business

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

On March 12, Council decided to table Res. No. 470 with the intent to wait for a contract to come forward with Mr. Reeves. Since then, on June 5, Council took action to proceed with annexation without a contract for easement.

There were two questions in which were emailed from Ms. Devlin, pertaining to protecting the water, wetlands and pond protection. Mr. Kellogg wrote a response to both questions and Mayor Dewey read those responses. The owners, are in favor of annexation, with zone C-2, and would like to build a home and connect to municipal services. Ms. Michalson stated the reason he never submitted questions was because he stands the same as last week, would like to see a contract. Discussion continued.

Councilmember Vick made a Motion to approve Resolution No. 470, annexing with an Interim R-1. The motion was seconded by Ms. Devlin.

Mayor Dewey called for Public Comment.

Steve Gibson, read off statute 7-13-43-14, annexation statute. This happens in many other communities. The state does not mandate what other communities do, up to the Council. It is not in the state law, it states "may."

Marilyn Wolf, 300 Aspen. Discouraged annexing without a contract.

George Thomas, In the past, no property has been annexed without having the infrastructure in place.

Jeff Standard, worked on the Reeves project for a while. Contract for services has been done many times throughout Montana.

Mr. Vick would like to retract his original motion, Ms. Devlin concurred.

Councilmember Vick made a Motion to approve Resolution No. 470, annexing a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B, while we continue researching. The motion was seconded by Ms. Holcomb. Mayor Dewey called for Public Comment, then called for the vote, with the motion passes unanimously, 4-0.

11. New Business
  - a. Discussion/Decision: Fire Department Volunteer Roster

Councilmember Vick made a Motion to approve the Fire Department Volunteer Roster. The motion was seconded by Ms. Holcomb.

Mr. Vick would like to add to his motion to provide back-pay to Asst. Fire Chief Lee Henderson dating back to April 1, as he has not received an honorarium.

Mr. Michalson asked about the honorarium pay included in the budget.  
Fire Chief Motley spoke about the current roster.

Dewey called for Public Comment, then called for the vote, the motion passed unanimously, 4-0.

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

Mayor Dewey spoke to the creation of this new position, aiming to improve the overall public health and wellness of Stevensville's citizens and visitors. The administration has shifted from the Seasonal Pool Manager position to a Permanent Parks & Recreations Director position. We are budgeting to maintain the positions at a wage of \$17/HR.

Mr. Michalson would be in support of a part-time position. Ms. Devlin is in support of the position for the youth benefits.

Mayor Dewey called for Public Comment.

Steve Gibson, concerned about hiring and assuming we are going to receive the CARES Grant.

Sheri Dietsch, 105 Winslett. Concerned about the forethought of the position and the costs of needing more staff for children programming.

Stacie Barker, 104 Winslett. Requested information on Ordinance 144.

On the motion creating a permanent Parks & Recreation Director position and authorizing compensation of \$17/hr. Mayor Dewey called for the vote, Michalson "No," Vick "I," Holcomb "No," Devlin "I," Mayor "I," Motion passes 3-2.

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

Councilmember Vick made a motion to Creating seasonal Park Attendant positions and authorizing compensation. The motion was seconded by Ms. Devlin and Mayor Dewey called for the vote, Holcomb "No," Vick "I," Michalson "No," Devlin "I," Mayor "I," Motion passes 3-2.

## 12. Executive Report

Mayor Dewey gave his Executive Report.

13. Town Council Comments
14. Board Reports
15. Adjournment

**Meeting adjourned at approximately 9:20 p.m.**

**APPROVE:**

**ATTEST:**

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

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

**File Attachments for Item:**

b. June 16, 2020 Budget Workshop



**Stevensville Budget Workshop  
Minutes for  
TUESDAY, JUNE 16, 2020  
7:00 PM**

1. Call to Order and Roll Call

Roll Call: Councilmembers Michalson, Ms. Devlin & Ms. Holcomb. Mr. Vick is absent this evening. Staff and members of the community were also present.

2. Unfinished Business

Council had some questions about the handouts from the last meeting. Mayor Dewey provided information and feedback from those questions.

3. New Business

a. Discussion on the following budget items:

i. Public Works Department – Water, Wastewater, Streets, Cemetery’s

Public Works Director, George Thomas spoke on behalf of his department.

ii. Parks & Recreation Department

Parks & Recreation Director, Bobby Sonsteng reviewed the future activities for parks.

iii. Building Department

Mayor Dewey explained that Laura, the Utility Billing Clerk is the one currently working with the Building Dept., issuing permits. Mayor Dewey would like to implement a Neighborhood Services Position; This position would include the Building Inspector’s permit issuing and city planning and zoning. He would really like the Planning & Zoning Administrator’s position off his lap, for conflict interests and the time needed to review plans.

iv. Airport

Filling the Airport Manager’s position is a priority. Mayor Dewey informed Council that managing the airport is much more than an honorarium position, it is extremely time consuming. The liability of the airport is high and needs to be taken seriously.

4. Public Comments

Mr. Dewey called for Public Comment, and none at this time.

5. Adjournment

**Meeting adjourned at approximately 9:15 p.m.**

**APPROVE:**

**ATTEST:**

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Brandon E. Dewey, Mayor

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

**File Attachments for Item:**

c. June 17,2020 Public Hearing



**Stevensville Public Hearing  
Minutes for  
WEDNESDAY, JUNE 17, 2020  
6:30 PM**

1. Call to Order and Roll Call

Roll Call: Councilmembers Michalson, Ms. Devlin & Ms. Holcomb. Mr. Vick is absent this evening. Staff and members of the community were also present.

2. Pledge of Allegiance

3. Public Hearings

The public is invited this evening to welcome comments regarding the town's community housing need (public facilities, economic development, and housing need), including the needs of low-income persons, to be served by the proposed development of a low-income multifamily housing project known as Burnt Fork Place Apartments.

Jim Morton and Bob Robinson from Human Resource Council presented the housing architectural design and building plans. Ground water tests have been performed and the building foundations will be built up, to avoid water issues. The sight water will be contained on site, in a large shallow area, with DEQ regulations. This particular affordable housing development will serve seniors, disabled and victims of domestic violence. The income requirements were discussed. They plan on breaking ground mid-July and plan to finish June 2021.

Jim Tadvick, 509 Mission St, concerned that our current system has the capacity for this project and the future projects.

Bent Laursen, 102 Winslett Ave, this project will be bordering their property. Their crawl space is filled with water every spring.

Dave Thorson, 106 Winslett Ave, spoke about the ground water problems. The storage units are most likely the cause, as he was wondering if the engineers are considering affecting the water.

Kim French, 510 E 2<sup>nd</sup> #4, familiar with the area, as she grew up there and the basement was always flooded. Interested in who the investors are because anyone who lives on low-income standards, still cannot afford these figures. Anyone she knows who is disabled cannot afford this; How do we assure these are victims of domestic violence and \$34,000 can afford a nice house in a decent neighborhood.

Sheri Dietsch, 105 Winslett Ave, expressed concerns with the water issues, and the water table is high that she does not water her lawn. Ms. Dietsch questions when the water testing was done. The mayor is endorsing this project and does not care about what people think about the project.

Bill Jarvis, 285 Village Parkway, owns the property and business north of the project. Concerned with 16 units causing increased traffic.

Stacie Barker, 104 Winslett Ave, brought many concerns to the council about the project. When she was on Council in 2016, it was brought forth. She has water in her crawl space, and as soon as the storage unit was built, all that water went into the field, and into the backyards.

Leanna Rodabaugh, wondering why Council does not have a decision on this. The people of the town do not want this, and the Mayor is the only one that wants this.

Jane Schutz, 103 Winslett Ave, lives near the project. Every year someone builds, there is more flooding. At the Nicole Court meeting, they said we would have a chance. Everytown has had a chance to say "No," why Stevensville.

Tonya Eckert, 106 Winslett Ave, every year the water gets worse, no matter how much you build and detour the water, its not going anywhere. Spoke about black mold and low-income housing. That area is a swamp area, we don't want it and I think we can say no.

Leslie Tadvick, 509 Mission St, growing up, she rode her bike every in this town and was not allowed to go near the swamp. We don't know who is moving into these houses and who was on the Council that wanted this.

Mark Adams, 610 E 2<sup>nd</sup> St, lived in the same house for 66 years, with very few years not needing to pump the basement. The economics: The owners will pay taxes but those will not cover police, sewer, water...these kinds of people need jobs.

Kim French, 510 E 2<sup>nd</sup> #4, if you build all the water up, it's fine until rain and snowmelt, the houses below all are affected. Would like to know who is doing the perk tests because the natural Bitterroot River is below our feet.

John Kellogg, PCI. This project started in 2003, as Nicole Court. We are required to show DEQ that the water will not disperse any water off of the property.

Bill Perrin, 503 Charlos. When he was on Council, the mayor then and the rest of Council went up to Helena in favor of the project.

Jim Tadvick, 509 Mission, St, requested the public works director speak on behalf of the water system servicing that area.

#### 4. Adjournment

Meeting adjourned at approximately 7:34 p.m.

**APPROVE:**

**ATTEST:**

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Brandon E. Dewey, Mayor

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

**File Attachments for Item:**

d. June 18, 2020 Budget Workshop



**Stevensville Budget Workshop**  
**Minutes for**  
**THURSDAY, JUNE 18, 2020**  
**7:00 PM**

1. Call to Order and Roll Call

Roll Call: Councilmembers Michalson, Ms. Devlin & Ms. Holcomb. Mr. Vick is absent this evening. Staff and members of the community were also present.

2. Unfinished Business

Council had some questions about the handouts from the last meeting. Mayor Dewey provided information and feedback from those questions.

3. New Business

a. Discussion on the following department budget items:

I. Police Department

Discussion on the costs of police uniforms. \$5,300 was spent last year on police uniforms, and with the recent new officers, the Police Dept. is requesting \$7,775. The COPS Grants is most likely not available this year. There will also be changes with the SRO officer funding. Salaries and Wages are projected at \$221,431. \$1,000 is projected with Drug Fines-Forfeitures and while the department will increase in officers, increasing the fines, the department is not designed to generate revenue.

II. City Attorney & Legal Services

Mayor Dewey explained there are two different expenditures for Legal Service, we have legal services for the town and we have prosecution services. Discussion on telephonically utilizing the attorney for council meeting to lower the yearly attorney fees. \$17,000 for legal service, while the prosecution services are uncontrollable. The two different costs are split up, so that Council can understand the separated costs, totaling \$35,000/YR.

III. City Court

Judge O'Connor spoke about the court fees and state-required training. They are Prosecution services totaling \$17,000.

IV. Fire Department

Chief Motley spoke about the Fire Department expenditures.

4. Public Comments

5. Adjournment

**Meeting adjourned at approximately 8:45 p.m.**

**APPROVE:**

**ATTEST:**

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Brandon E. Dewey, Mayor

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Monica Hoffman, Town Clerk

**File Attachments for Item:**

e. June 23, 2020 Budget Workshop

**Stevensville Budget Workshop**  
**Minutes for**  
**TUESDAY, JUNE 23, 2020**  
**7:00 PM**

1. Call to Order and Roll Call

Roll Call: Councilmembers Michalson, Ms. Devlin & Ms. Holcomb. Councilmember Vick participated through Zoom. Staff and members of the community were also present.

2. Unfinished Business

Mayor Dewey asked if Council they had any questions or feedback from the last Budget Workshop. A few councilmembers expressed their thoughts on the Police Department's Pay Matrix, employee raises based on merit verse COLA, the Mayor's and councilmember's honorarium. Mayor Dewey explained that employee retention is a concern, as we are asking employees to participate in exit interview

3. New Business

Mayor Dewey passed out a budget report for multiple years, '16/'17, '17/'18, '18/'19, '19/'20, and the Preliminary Budget '20/'21. This report was broken up by codes and funds. Revenue from the Alarm and Dump permits were not there this year, with the 2019-'20 Master Fee Schedule not being approved till later in the fiscal year. Chief Marble spoke about the unknown revenue from the school for the resource officer's position. Chief Motley spoke about the need to put \$25,000 toward an overhead door expansion. Public Works is desiring a storage building, as the Park and Recreation Dept. will be utilizing the storage building at Lewis & Clark Park.

4. Public Comments

5. Adjournment

**Meeting adjourned at approximately 9:28 p.m.**

**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) ****					
		3441722 06/01/20 Court solid waste		497.85			1000 410360	340	101000
		3441722 06/01/20 H2O Dept TH facility		5.00*			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
		*** Claim from another period ( 5/20) ****							
15996	E	8 RAVALLI ELECTRIC CO-OP		90.58					
		May 20 05/31/20 Airport Utilities - Lights Ele		60.38			5610 430300	340	101000
		May 20 05/31/20 Airport Utilities - Water Pump		30.20			5610 430300	340	101000
		*** Claim from another period ( 6/20) ****							
16036		33 NORTHWESTERN ENERGY		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

\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Document \$/Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	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	74 STEVENSVILLE RURAL FIRE DISTRICT	183.65			2230 420730	220	101000
	90 04/15/20	Medical supplies	4.38			1000 420460	231	101000
	90 04/15/20	Fuel	4.27			2230 420730	350	101000
	90 04/15/20	Dr Jone EMT reimbursement	175.00					
		*** Claim from another period ( 6/20)		****				
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)		****				
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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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line #	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
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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				Line \$					Account
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			1000 410200	340	101000
		June 20 06/18/20 Cell Phone - PD		146.01*			1000 420100	340	101000
		June 20 06/18/20 Cell Phone - BD		108.72*			2394 420531	340	101000
		June 20 06/18/20 Cell Phone - H20		58.94*			5210 430510	340	101000
		June 20 06/18/20 Cell Phone - Sewer		58.95*			5310 430610	340	101000
		June 20 06/18/20 Cell Phone - Airport		18.71			5610 430300	340	101000
16067		77 THATCHER COMPANY OF MONTANA		2,405.16					
		351181 06/16/20 55G Drum T-Chlor 12.5 x3		646.80			5210 430540	220	101000
		351181 06/16/20 Container Deposit		160.00			5210 430540	220	101000
		351181 06/16/20 590 Drum TI-3021 x 1		559.44			5210 430540	220	101000
		351181 06/16/20 Freight Charges and Surcharge		134.86			5210 430540	220	101000
		351247 06/17/20 Container Refund		-320.00			5210 430540	220	101000
		351247 06/17/20 Freight Charges and Surcharge		134.86			5210 430540	220	101000
		351248 06/23/20 55G Drum T-Chlor 12.5 x4		794.20			5210 430540	220	101000
		351248 06/23/20 Container Deposit		160.00			5210 430540	220	101000
		351248 06/23/20 Freight Charges and Surcharge		135.00			5210 430540	220	101000
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				1000		420410	229		101000
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
	1496 06/03/20	PD-2012 Charge Thermostat Repl	246.90				1000		420100	232		101000
16071	3188 05/29/20	348 Snow Mountain Electric	*** Claim from another period ( 5/20) **** 58.54				2230		420730	230		101000
	3188 05/29/20	FD-radio repair	58.54				2230		420730	230		101000
16072	May 2020	17 MONTANA SAWS LLC	*** Claim from another period ( 5/20) **** 57.50				1000		460430	360		101000
	May 2020	05/19/20 P-2 cycle Engine Oil	28.75				1000		460430	360		101000
	May 2020	05/19/20 Cem-2 cycle Engine Oil	28.75				1000		430900	360		101000
16073	11986570	107 HACH CO.	*** Claim from another period ( 6/20) **** 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				5210		430540	220		101000
16074	May 2020a	17 MONTANA SAWS LLC	*** Claim from another period ( 6/20) **** 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				1000		460430	231		101000
16075	4726292	56 HAWKINS, INC.	*** Claim from another period ( 6/20) **** 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				1000		460450	220		101000
16077	M476407	690 Core & Main LP	*** Claim from another period ( 6/20) **** 403.50				5210		430550	220		101000
	06/10/20	TST-4 4 Tee TAP Saddle	107.72				5210		430550	220		101000
	M476407	06/10/20 306-0480 RM 4x3/4cc SAD	164.60				5210		430550	230		101000
	M476407	06/10/20 1.5 Meter	131.18				5210		430550	220		101000
16078	11712566	1475 Spectrum Chemical Mfg.	*** Claim from another period ( 6/20) **** 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				5310		430640	220		101000
16079	Nova Software -	1146 Motorola Solutions, Inc.	375.00				1000		411100	352		101000
	Monthly Subscriptions						1000		411100	352		101000
	42800	06/08/20 Nova Subscription	75.00*				1000		420100	330		101000
	42800	06/08/20 Nova Subscription	300.00*				1000		420100	330		101000

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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
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
16085		748 Allegra Print & Imaging		405.46			5210 430510	210	101000
	66135	06/11/20 Water-Billing Cards		202.73			5310 430610	210	101000
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
16087		1693 Tim Netzley		30.62			2394 420531	370	101000
Mileage Reimbursement									
June20	07/02/20	BD-Mileage Reimbursement		30.62					
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

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	June 20	06/30/20 Fedex Shipping		77.80*			1000 410550	311	101000
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
16090	568138	06/10/20 PW- Oil filler and oil	29 STEVENSVILLE NAPA AUTO PARTS	107.08		****	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
16091	June 20	06/30/20 PW-Fuel	1659 CHS Mountain West CO-OP	163.78		****	1000 430100	231	101000
	June 20	06/30/20 P-Fuel		44.39			1000 460430	231	101000
	June 20	06/30/20 Cem-Fuel		7.39			1000 430900	231	101000
	June 20	06/30/20 W-Fuel		7.39			5210 430510	231	101000
	June 20	06/30/20 WW-Fuel		44.39			5310 430610	231	101000
	133352	06/25/30 PD-Fuel		15.83			1000 420100	231	101000
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
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		37.44			2394 420531	330	101000
	May 20	04/24/20 BD-Postage		6.95*			1000 420100	311	101000
	May 20	04/27/20 Admin-Godaddy		149.19*			1000 410550	330	101000
	May 20	04/29/20 PD-Galls		-217.47			1000 420100	226	101000
	May 20	04/30/20 PD-Chase Horizzions		135.94			1000 420100	212	101000
	May 20	04/30/20 P-Belson Outdoors		1,775.73			1000 460430	212	101000
	May 20	05/01/20 PD-Galls		27.94			1000 420100	226	101000



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	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	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
16096		1741 KirbyBuilt Sales	262.31								
	INKKSAL199	04/30/20 S-Bench Repair parks	69.49			1000		430200	230		101000
	INKKSAL199	04/30/20 S-Trash Can	128.85			1000		430200	212		101000
	INKKSAL199	04/30/20 Frieght	63.97			1000		430200	212		101000
		*** Claim from another period ( 4/20) ****									
16097		34 STEVENSVILLE HARDWARE AND RENTAL	443.13								
	A466901	06/01/20 SP-Gridding wheel	17.47			1000		460450	212		101000
	C444329	06/08/20 BD-Water hook up Annex-pex	94.61			2394		420531	230		101000
	C444248	06/08/20 BD-Water hook up supplies	20.07			2394		420531	230		101000
	A467988	06/09/20 WW-FCT Connector	9.99			5310		430640	230		101000
	C444678	06/12/20 Parks-Galv Nibble	11.28			1000		460430	230		101000
	A468939	06/16/20 S-Marking paint	6.99			1000		430200	230		101000
	B449880	06/18/20 P-Trash Can	40.47			1000		460430	212		101000
	A469566	06/21/20 P-White Caulk	11.16			1000		460430	220		101000
	C445669	06/22/20 SP-Supplies	82.81			1000		460450	230		101000
	C445669	06/22/20 SP-Bulk Fastners	12.62			1000		460450	230		101000
	C445903	06/24/20 SP-Percussion Bit	17.58			1000		460450	230		101000
	A469907	06/24/20 SP-Trash Can	25.49			1000		460450	210		101000
	A469907	06/24/20 SP-Surge Strip	19.18			1000		460450	230		101000
	C445992	06/25/20 S-4" cut off wheel	8.97			1000		430200	230		101000
	A469989	06/25/20 P-Inline Valve	17.99			1000		460430	230		101000
	C446047	06/25/20 SP-Hose Galv Nipple coupling	24.47			1000		460450	230		101000
	B450260	06/25/20 PD-CR2 3V battery	21.98			1000		420100	220		101000
		<b># of Claims 59</b>	<b>Total: 53,469.14</b>								
		<b>Total Electronic Claims 6,224.18</b>									
		<b>Total Non-Electronic Claims 47244.96</b>									

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:**

b. Building Department

# **MONTHLY REPORT**

## **Building Department**

June 2020

<b><u>Permits Issued</u></b>	<b><u>Fees Collected</u></b>
<b><u>Building</u></b> (8 permits)	
1. NSFR .....	\$3,667.50
2. New Commercial Building .....	\$0,000.00
3. Renovation/Remodel .....	\$1,316.25
4. Demo .....	\$0,050.00
<b><u>Electrical</u></b> (7 permits)	
1. NSFR .....	\$0,600.00
2. New Commercial Building .....	\$0,000.00
3. Renovation/Remodel .....	\$0,449.00
4. Demo .....	\$0,000.00
<b><u>Mechanical</u></b> (4 permits)	
1. NSFR .....	\$0,215.00
2. New Commercial Building .....	\$0,000.00
3. Renovation/Remodel .....	\$6,456.25
4. Demo .....	\$0,000.00
<b><u>Plumbing</u></b> (3 permits)	
1. NSFR .....	\$0,000.00
2. New Commercial Building .....	\$1,771.00
3. Renovation/Remodel .....	\$0,000.00
4. Demo .....	\$0,000.00
<b>Total permits issued: 22</b>	<b>Total fees collected: \$14,525.00</b>
<b><u>Activities</u></b>	
1. Inspections and consultations.	
2. Active clearing or archiving old and expired permits, depending on age of activity.	
3. Implement uniform strategies to increase records retention and accessibility thereof.	
<b><u>Items of Interest</u></b>	
1. Continued exploration of best ways to universally digitize records and day to day functions to be accessible across pertinent staff for greater efficiency.	

Prepared by Tim Netzley, Building Official

**File Attachments for Item:**

d. Fire Department



# STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

## Activity Report – June 2020

### **Calls for the Month of June: 43**

Calls for Stevensville Town: 19

Calls for Stevensville Rural: 22

Mutual Aid: 2

Medical Response: 34

Fire Calls: 9

Motor Vehicle Crash: 0

Total Calls: 43

### **Calls for the Year to Date: 309**

Calls for Stevensville Town: 132

Calls for Stevensville Rural: 167

Mutual Aid: 10

Medical Response: 217

Fire Calls: 75

Motor Vehicle Crash: 17

Total Calls: 309



**File Attachments for Item:**

e. Parks & Recreation



## July 9, 2020 Report to Council

### Here's what's happening in your parks:

#### Pool Information:

- ◆ Sanitizing and cleaning the pool area multiple times daily.
  - Limited capacity to 50 people
  - Limited number of people allowed in pool house lobby (3), limited number in each changing room (3), and pool deck furniture is spaced out to promote social distancing.
- ◆ Updated the "City Pool" website, pool flyer, and lesson registration forms.
  - Opened pool on June 29, 2020, Closing July 25, 2020
  - Group Lessons
    - Session 1 (6/29-7/10)
      - 6 lessons
    - Session 2 (7/13-7/24)
      - 8 Lessons Scheduled
  - Private Lessons
    - Session 1 (6/29-7/3)
      - 8 lessons
    - Session 2 (7/6-7/10)
      - 14 lessons in progress
    - Session 3 (7/13-7/17)
      - 13 lessons scheduled
    - Session 4 (7/20-7/24)
      - 11 lessons scheduled

#### Lewis and Clark Park:

- ◆ Painted 60, 10-foot circles in the field of the park for social distancing during park events.
- ◆ Put on new basketball nets.

#### Park Cleaning/Sanitizing:

- ◆ Spraying down playgrounds at Lewis and Clark Park, Father Ravalli Park, and Lange Park benches and tables three times per day.
- ◆ Cleaning/Sanitizing Lewis and Clark bathrooms three times per day.
- ◆ Trash clean up every morning.

River Park/River Park Trail:

- ◆ Trimmed grass area around pavilion and picnic tables.
- ◆ Public Works mowed all long grass near the picnic pavilion.

Sincerely,

Bobby Sonsteng  
Parks and Recreation Director

**File Attachments for Item:**

f. Police Department

**TOWN OF STEVENSVILLE  
POLICE DEPARTMENT ACTIVITY REPORT  
July 9th, 2020**

**MONTHLY REPORT:**

We are getting interest in the Stevensville Crime Watch Program. We have more applicants now and will start processing applications.

We will be starting a police blotter which will be accessible from our website soon. We are working on the format now.

**POLICE DEPARTMENT STATISTICS: June 2020**

<b>Suspicious Person, Circumstance</b>	10
<b>Traffic Stop</b>	9
<b>Animal Problem</b>	5
<b>Anonymous Report Of Information</b>	4
<b>Animal Noise</b>	4
<b>Agency Assistance</b>	4
<b>Noise Complaint</b>	3
<b>Litter, Pollution, Public Health</b>	3
<b>911 Hang Up</b>	3
<b>Parking Problem</b>	3
<b>Civil Issue</b>	2
<b>Traffic Complaint</b>	2
<b>911 Open Line</b>	2

<b>Dog at Large</b>	2
<b>Harassment</b>	2
<b>Assault</b>	2
<b>Welfare Check</b>	2
<b>Traffic Hazard</b>	2
<b>Drug Activity</b>	2
<b>Child Abuse or Neglect</b>	2
<b>Property Damage, Not Vandalism</b>	2
<b>Found Property</b>	2
<b>Trespassing</b>	2
<b>Threatening</b>	2
<b>Criminal Mischief</b>	2
<b>Fraud</b>	1
<b>Intimidation</b>	1
<b>Civil Standby</b>	1
<b>Order of Protection Violation</b>	1
<b>Camping in Public Places</b>	1
<b>Violation of No Contact Order</b>	1
<b>Theft of Services</b>	1
<b>Citizen Assist</b>	1
<b>Alarm</b>	1
<b>Victim Notification</b>	1

<b>Domestic Disturbance</b>	1
<b>Officer Advice</b>	1
<b>Stalking</b>	1
<b>City Ordinance Violation</b>	1
<b>Disturbance, General</b>	1
<b>Transport By L.E.O</b>	1
<b>Stevensville City Court Warrant</b>	1
<b>Information Report</b>	1

**File Attachments for Item:**

g. Public Works



**TOWN OF STEVENSVILLE  
PUBLIC WORKS ACTIVITY REPORT  
June 2020**

**UTILITIES REPORT**

- 💧 Water system Produce 21,565,000 gallons
- 💧 Water Leaks:
  - ✓ 415 Pine St. was a service leak that Public Works fixed.
  - ✓ 110 Main St. water was shut off so that the owner can fix.
  - ✓ 108 College service repairs, roots in service. Repair was done by contractors. The roots were also in the main sewer.
  - ✓ 305 Spring was homeowner responsibility, not our main line.
  
- 💧 Meter data logs, state reports done and sent
- 💧 Sewer treated 5,833,000 gallons
- 💧 State and EPA reports are done and sent
- 💧 The department jetted some sewer mains

**CEMETERY'S**

- 💧 1 grave this month

**PARK MAINTENANCE**

- 💧 Worked on the pool, which was painted on the 22<sup>nd</sup>. The pool is heavily leaking. Water meter install read 98,000 gal to fill.

**File Attachments for Item:**

Letter from Alli Bristow RE: Safer Streets

Alli Bristow  
213 Saint Marys Drive  
Stevensville, MT 59870  
406-218-8205  
allibristow@yahoo.com

June 12, 2020

Town of Stevensville

**RE: Safer streets for community**

Dear esteemed council members:

I am writing a letter to express my concern for the safety of our children and teenagers near Father Ravalli Park off of College street. I have worried and struggled with cars speeding down college even though the speed limit is 15 miles per hour for years. This park area is very busy with lots of small children and teens. There is a cut out in the back fence where children cross over from the neighborhood with Burnt Fork Market to the school. My neighbors also have expressed frustration, resorting to yelling at motorists and calling police at times. Anytime we have road work or construction, College street is used as a detour street which increases the traffic and speeding problems. We have had a police car parked near the park off and on to deter speeders, but this I believe, is a short term solution. There is a "blind spot" in the park near the entrance, where kids enter right onto the street, and I have witnessed several close calls where kids have had to jump back in order not to get struck by a speeding car. I am requesting to ask if the city could look into this and help find a resolution as I fear for the safety of my and other kids in our neighborhood. I'm wondering if it would be possible to reset the fence line to close the blind spot, or purchase extra sign age or digital signage to show motorshist feedback on how fast they are going?

I have enclosed pictures to show the "blind spot" near the park entrance. Thank you for your consideration and I look forward to your correspondence.

Sincerely,



Alli Bristow



**File Attachments for Item:**

b. Letter from Jim Crews RE: Clerk Conduct



received  
6/30/20 11:30  
WLP

6-23-20

From: James Crews  
316 9<sup>th</sup> St.  
Stevensville, MT  
59870  
Email shadowsdolittle@gmail.com  
Phone 406-546-1102

To: The Town Council of Stevensville, MT  
206 Buck Street  
Stevensville, MT  
59970

Subject: Inappropriate response by the Clerk of the Town of Stevensville

To the President of the Town of Stevensville Town Council,

On June 12, 2020 I submitted an email to the Clerk, Mayor, members of the Council, and the Town's City Attorney.

As a result, the Clerk responded in a manner I believe is very inappropriate and wish to report the behavior in accordance with the Town's Code of Conduct Section B.5.

The email was sent to again draw your attention to the fact that the Presiding Officer, the Council and the staff are not following the Council Rules, rules which are implemented by a Council Resolution, rules which are created in accordance with state law.

The email and the Clerk's response are attached to this letter.

The Clerk responded in a manner that I consider to be very obnoxious, conceited, autocratic and imperious in manner.

Her response, "Dear Private American Citizen, Mr. Crews" is very condescending in nature. The fact that I signed my name to the email, "Jim Crews, Private American Citizen" simply means that I am acting as a Private American Citizen and nothing more. There is and was nothing more implied. I am a Private American Citizen, and as such am merely acting in that capacity.

Her response, "We, the administration...." clearly signifies an imperious or autocratic attitude that is unsuitable for the position of Town Clerk. As such it is condescending towards me and others who have seen this communication. It is not the kind of attitude that a Town Officer, who represents the People of the Town of Stevensville during the fulfillment of her duties as the Town Clerk should possess. The Clerk is a Town Officer and as such should conduct herself at all times when representing the Town of Stevensville.

In her response the Town Clerk states, "The behavior of many citizens and our own Council could be considered disrespectful to many and unlawful."

I have as of yet seen Chief Marble charge anyone for any crime committed at any council meeting, so I have to ask the clerk what aspect of citizen behavior and that of the Council are unlawful?

The Town Clerk does not meet the expectations of this Citizen of the Town of Stevensville as outlined in Chapter 2 of the Town of Stevensville Personnel Policy Manual. Expectations:

- Employees are expected to treat members of the **public**, co-workers, elected officials, vendors, colleagues, and other business contacts with respect and dignity.

Clearly the Clerk does not treat all members of the public with Respect and Dignity as read by her demeanor in the email response to this Citizen.

The Clerk is also insubordinate to the Town Council in her response to this citizen by making the following statement, “The behavior of many citizens and our own Council could be considered disrespectful to many and unlawful.”

The Town Council has defined insubordination in the Town of Stevensville Personnel Policy Manual, in the definitions.

- **Insubordination** –Anyone that threatens or assaults an elected official, town officer or supervisor, disobeys, challenges the order of a legally empowered town officer or supervisor, *treats with contempt or is disrespectful in language or deportment toward an elected official*, town officer or supervisor *when the elected official, town officer or supervisor is in the execution of their office commits insubordination.*

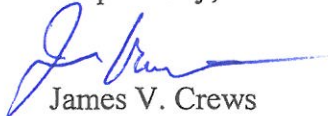
*Insubordination includes knowingly disobeying Council Resolutions/Policies*, the Town of Stevensville Municipal Code, the Montana Code Annotated and Federal Law.

The Town Clerk has acted in an insubordinate manner towards the Council and has not met the expectations as outlined in the Town of Stevensville Personnel Policy Manual.

The Town Clerk should be charged with Insubordination and a violation of the Expectations in the Town of Stevensville Personnel Policy Manual and a violation of 46.E of the Town of Stevensville Personnel Policy Manual.

Additionally the Town Clerk should be charged with a violation of the Professionalism Policy, 46.A.1) in that her contact with certain Citizens of the town reflects poorly on the town by the autocratic and imperious attitude assumed by the Town Clerk in that she shows a great deal of disrespect towards certain Citizens and the Town Council of the Town of Stevensville.

Respectfully,



James V. Crews

**Subject:** RE: Improper procedure during Council meeting June 11, 2020

**From:** Monica Hoffman <monica@townofstevensville.com>

**Date:** 6/12/2020, 12:12 PM

**To:** Jim Crews <shadowsdolittle@gmail.com>, "Brandon E. Dewey" <brandon@townofstevensville.com>, "Scott B. Owens" <scott@townofstevensville.com>, Bob Michalson <bob@townofstevensville.com>, Robin Holcomb <robin@townofstevensville.com>, Dempsey Vick <dempsey@townofstevensville.com>, Jaime Devlin <jaime@townofstevensville.com>, Robert Underwood <robert@townofstevensville.com>

Dear Private American Citizen, Mr. Crews.

We, the administration appreciates all citizens' concerns about how meeting rules are followed and behaviors of all participants. At this time, we will consider your concern, along with many, many others. The behavior of many citizens and our own Council could be considered disrespectful to many and unlawful.

Have a good weekend,

MONICA HOFFMAN  
TOWN CLERK  
TOWN OF STEVENSVILLE  
406.777.5271 X102  
[MONICA@TOWNOFSTEVENSVILLE.COM](mailto:MONICA@TOWNOFSTEVENSVILLE.COM)

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-----Original Message-----

**From:** Jim Crews <shadowsdolittle@gmail.com>

**Sent:** Friday, June 12, 2020 11:55 AM

**To:** Brandon E. Dewey <brandon@townofstevensville.com>; Monica Hoffman <monica@townofstevensville.com>; Scott B. Owens <scott@townofstevensville.com>; Bob Michalson <bob@townofstevensville.com>; Robin Holcomb <robin@townofstevensville.com>; Dempsey Vick <dempsey@townofstevensville.com>

**Subject:** Improper procedure during Council meeting June 11, 2020

Last night's motion by Council Member Vick during council comment, it was not in accordance with Council Rules, regarding the limitation of the length of public comment. Neither was the original motion at the start of the meeting.

In accordance with Council Rules, Part V, Section 1, paragraph 1, the council must suspend council rules in order to discuss administrative business that is not of significant public interest and take action.



The Presiding Officer obviously did not recognize the significance of suspending Council Rules, and neither did the Council.

The motion made by Council Member Vick was not in accordance with Council Rules. A motion must be made to request a suspension of Council Rules to consider an administration action that is not of significant public interest.

Many of the public believe that this item would have been of significant public interest. And the motion was improper.

Studying council rules, only public hearing comments may be limited per the Council Rules.

This needs to be corrected as an agenda item for the next council meeting.

Jim Crews

Private American Citizen

## Monica Hoffman

---

**From:** Monica Hoffman  
**Sent:** Thursday, June 25, 2020 2:43 PM  
**To:** Jim Crews; Bob Michalson; Dempsey Vick; Jaime Devlin; Brandon E. Dewey; Scott B. Owens  
**Cc:** Robert Underwood  
**Subject:** RE: [EXTERNAL] Re: [EXTERNAL] Fwd: Missing agreement and supporting documentation in the council packet

Mr. Crews,

I am going to refuse arguing with a citizen, as you continue to reiterate that I have not done my job, nor do I know how to perform the duties of my position, as Town Clerk. I am aware of "homework;" I am an educated individual. I will look out for that Request for Public Records.

Have a good afternoon,

MONICA HOFFMAN  
TOWN CLERK  
TOWN OF STEVENSVILLE  
406.777.5271 x102  
[MONICA@TOWNOFSTEVENSVILLE.COM](mailto:MONICA@TOWNOFSTEVENSVILLE.COM)



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---

**From:** Jim Crews <shadowdolittle@gmail.com>  
**Sent:** Thursday, June 25, 2020 1:45 PM  
**To:** Monica Hoffman <monica@townofstevensville.com>; Bob Michalson <bob@townofstevensville.com>; Dempsey Vick <dempsey@townofstevensville.com>; Jaime Devlin <jaime@townofstevensville.com>; Brandon E. Dewey <brandon@townofstevensville.com>; Scott B. Owens <scott@townofstevensville.com>  
**Cc:** Robert Underwood <robert@townofstevensville.com>  
**Subject:** [EXTERNAL] Re: [EXTERNAL] Fwd: Missing agreement and supporting documentation in the council packet

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.

Ms. Hoffman,

With all due respect, as the Clerk one of your jobs is to assist the Mayor in assembling the council packet.

With that in mind, any Clerk should read the packet, realize that pertinent documentation is missing, notify the mayor and proceed to complete the packet. Because you and the Mayor have been advised that the supporting documentation is missing, you should be on that trail like a hound dog chasing a raccoon.

It is irresponsible not to have all of the supporting documentation available for the Council and the Public to review such documentation prior to the council meeting.

Its called doing your homework. If a council member is not asking these questions, then perhaps they need to abstain from voting and from the conversation. As far as I can tell, the document does not exist. I was the Council President at the time and have no personal records of this document. If it exists, obviously someone thinks it does, because it was referenced on the agenda. So a failure to supply the document is a deprivation of the Right to Know and the Right to Participate as the council and the Citizenry are being denied the information.

(If the document exists, and there is no record of a vote by the council, it is null and void.)

Especially if a request has been made by the Council President, along with the rest of the council has every right in the world to see this document along with all the council members, and the fact that at least one citizen has requested the document.

How does anyone know who signed it, what does it entail? The cost and because all change orders are required to be voted on by the council, there should be a record of the Ayes, and Noes, in accordance with state law, town ordinance and Council Resolutions.

As for requesting a copy of the public record, according to federal law, an email is sufficient for a request. I do not have time, nor do I desire to fill out paperwork for something that should already be in the packet. I get the run around from town hall enough not to have to deal with the bureaucratic, imperious and autocratic controls placed on the Citizens. Your job, is to support the council.

The Clerk of the council. In virtually all of Montana's 129 municipal governments, the clerk is critical to communication and coordination between the two branches of government., The town clerk usually serves the the recording clerk for the council responsible for posting the legally required notice of the council meetings and the preparation of the legally required minutes of the council meetings. This simplified explanation in in section 2.103 of the Montana Municipal Officials Handbook.

2.4067 of the handbook.

Putting the agenda together, publishing and distributing it along with the supporting documents in a timely fashion is an important responsibility of the presiding officer, usually the mayor, which is most often accomplished with the help of the town clerk.

If the supporting documentation is not available, then the item should be tabled until such time as it is available for sufficient review.

As you folks are not willing to gather the supporting documentation, then I am going to, along with other folks suggest that this item should be tabled. It makes no sense to me to publish the agenda item if the document is not available.

With all due respect,

Jim Crews

Private American Citizen

On 6/25/2020 12:59 PM, Monica Hoffman wrote:

Private American Citizens, Mr. Crews.

Your last email was read. I was not aware that particular master service agreement between the Town and Stevensville and HDR, dating back to 2016 was not available to the citizens. The administration at this time is back-logged with many Request for Public Records. Since I have been here, the protocol for any requests for public information have been: a citizen submits a request by filling out that form (physical copy located here at Town Hall or a digital copy accessible on our website) then submitting that in-person or sent via email. An email to the Town Clerk, two days ago, requesting them to "produce" something immediately, rather than partaking in the process everyone is asked to do, followed by reminding anyone who works for the public your rights under the Constitution is very unprofessional; The administration is aware of your rights. No one in this administration has denied any citizen their Right To Know that I know of since I have been here. I would be happy to provide any council member or citizen with any documents; one that note, I do not appreciate your email being labeled: "missing supporting documentation in the council packet," as nothing is missing. This particular document has already been requested for, therefore, if you wish to fill out or email me a Request for Public Records, I will be happy to address your request at the same time.

Monica Hoffman  
Town Clerk  
Town of Stevensville  
406.777.5271 x102  
[monica@townofstevensville.com](mailto:monica@townofstevensville.com)



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**From:** Jim Crews <[shadowsdolittle@gmail.com](mailto:shadowsdolittle@gmail.com)>  
**Sent:** Wednesday, June 24, 2020 3:48 PM  
**To:** Bob Michalson <[bob@townofstevensville.com](mailto:bob@townofstevensville.com)>; ROBERT MICHALSON <[mutt5784@msn.com](mailto:mutt5784@msn.com)>;  
Dempsey Vick <[dempsey@townofstevensville.com](mailto:dempsey@townofstevensville.com)>; Jaime Devlin <[jaime@townofstevensville.com](mailto:jaime@townofstevensville.com)>;  
Brandon E. Dewey <[brandon@townofstevensville.com](mailto:brandon@townofstevensville.com)>; Scott B. Owens  
<[scott@townofstevensville.com](mailto:scott@townofstevensville.com)>; Monica Hoffman <[monica@townofstevensville.com](mailto:monica@townofstevensville.com)>  
**Subject:** [EXTERNAL] Fwd: Missing agreement and supporting documentation in the council packet

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.

To all concerned,

This is my second request to have the supporting documentation uploaded for review by the public and by the council for tomorrow nights meeting.

Please produce a copy of the agreement between the Town of Stevensville and HDR Engineering that was signed on April 4, 2016 for consideration at the meeting. Also, the minutes of the council meeting where this agreement was approved by the council. This is a Right To Know issue under the State Constitution.

We the Citizens have a right to see these documents as they are the basis for a decision that must be made and public comment must be allowed.

Jim Crews

Private American Citizen

----- Forwarded Message -----

**Subject:**Missing agreement and supporting documentation in the council packet  
**Date:**Tue, 23 Jun 2020 08:58:03 -0600  
**From:**Jim Crews <[shadowsdolittle@gmail.com](mailto:shadowsdolittle@gmail.com)>  
**To:**[clerk@townofstevensville.com](mailto:clerk@townofstevensville.com), Bob Michalson <[bob@townofstevensville.com](mailto:bob@townofstevensville.com)>, Robin Holcomb <[robin@townofstevensville.com](mailto:robin@townofstevensville.com)>

To the Clerk,

Could you please upload a copy of the following document including council minutes when this was approved by the council at that time. It is pertinent to the discussion regarding Agenda Item A of New business in the upcoming Council Meeting. Also, when was this project bid and when did the council award this contract in an open meeting of the Council? When did Council authorize this and who signed the agreement?

This Task Order pertains to an Agreement by and between the Town of Stevensville, MT, (“OWNER”), and HDR Engineering, Inc. (“ENGINEER”), dated April 4, 2016, (“the Agreement”).

In order for the Public and Council to see what is being discussed, the history of this item needs to be shown.

Jim Crews

Private American Citizen

**File Attachments for Item:**

c. Resignation Letter from Monica Hoffman, Town Clerk

July 2, 2020

Dear Mayor Dewey,

It saddens me greatly that I am submitting to you my resignation notice; my last day will be July 15, 2020. While I tried very hard to weather the storm of negativity and hostility, I simply do not have the energy or strength to continue to listen to more lies, defend myself and subject myself to the existing working conditions at Town Hall. Further, I cannot work for an organization where certain members of the legislative branch outwardly and vocally do not support staff or the Mayor. What is very concerning to me and should be to the public, is I am now the 3<sup>rd</sup> Town Clerk in about 2 ½ years that has resigned due to the bad behavior and rude treatment of staff by the same certain Council members and their family and friends. Because of this, I am providing several examples that would not normally be included in a resignation letter, in hopes that the next Clerk is not subject to the same rude, insulting and unbearable working conditions.

There is a small handful of citizens, who are facilitating the recall effort and are friends of Council member Bob Michalson, who have harassed me and other staff at Town Hall for many months now. We have repeatedly asked them to stop their bad behavior and as a last resort effort, drafted an open letter to Council and the citizens of Stevensville asking that they discontinue the abuse. This letter unfortunately had no effect on their behavior and may have actually increased the negativity we experience at Town Hall.

Leslie Tadvick, a citizen and close friend of Mr. Michalson's stood up during Public Comment and requested all employees resign. We, the Town Hall staff, have done nothing wrong or illegal. We only assume that we were asked to resign because we support and work in the same building as the Mayor, who Mr. Michalson and his friends are currently and aggressively attempting to recall.

Leanna Rodabaugh, another close friend of Mr. Michalson constantly posts on Facebook comments that are half-truths, twisted facts, outright lies, and cruel in nature against my supervisor, Mayor Brandon Dewey and staff.

The final straw happened on June 30<sup>th</sup>, when Council member Bob Michalson hand delivered to me a letter filed against me by citizen Jim Crews. Ironically, Mr. Crews is well known at Town Hall for constantly harassing staff for years. Mr. Crews, usually calls requesting information, complaining about everything and sending employees on wild goose chases. They usually are for little things such as, *I received an advertisement in the mail, can you check to see if they have a business license or there are flyers on the light poles on Main St,*



*remove them* or sharing another situation that he feels is against code or something staff or the Mayor did that he feels is against the law. While these situations described are legitimate, the tone and agenda behind these calls are not acceptable. No one should have to be constantly yelled at and belittled, as Town Hall employees are by Mr. Crews. Mr. Crews and his friends have this belief that we, as staff are supposed to drop what we are doing to attend to his/their wants and needs, every other day.

In summary, I can no longer work in unhealthy working conditions created by the Council President and his family and friends. I believe you, as the Mayor, have tried to help, but understand that you have no control over what Council President Bob Michalson or certain citizens say or do.

-Monica Hoffman

A handwritten signature in blue ink that reads "Monica Hoffman". The signature is written in a cursive style with a large, stylized initial "M".

**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**

<b>Agenda Item Type:</b>	Public Hearing
<b>Person Submitting the Agenda Item:</b>	Brandon E. Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	7/9/2020
<b>Agenda Topic:</b>	Public Hearing on the Fiscal Year 2020-2021 Preliminary Budget
<b>Backup Documents Attached?</b>	No
<b>If no, why not?</b>	See Res. 477 Agenda Item
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	7/9/2020
<b>Notes:</b>	

**File Attachments for Item:**

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

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:	





## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Brandon E. Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	07/09/2020
<b>Agenda Topic:</b>	Discussion/Decision: Services Agreement between the Town of Stevensville and First Call Computer Solutions for Managed IT Services
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	07/09/2020
<b>Notes:</b>	

**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**

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

## Brandon E. Dewey

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**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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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 3<sup>rd</sup> 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](mailto:MONICA@TOWNOFSTEVENSVILLE.COM)





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---

**From:** Bob Michalson <[bob@townofstevensville.com](mailto:bob@townofstevensville.com)>

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

**To:** Monica Hoffman <[monica@townofstevensville.com](mailto:monica@townofstevensville.com)>; Brandon E. Dewey <[brandon@townofstevensville.com](mailto:brandon@townofstevensville.com)>; Scott B. Owens <[scott@townofstevensville.com](mailto:scott@townofstevensville.com)>; Robin Holcomb <[robin@townofstevensville.com](mailto: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](mailto:monica@townofstevensville.com)>

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

**To:** Bob Michalson <[bob@townofstevensville.com](mailto:bob@townofstevensville.com)>; Brandon E. Dewey <[brandon@townofstevensville.com](mailto:brandon@townofstevensville.com)>; Scott B. Owens <[scott@townofstevensville.com](mailto:scott@townofstevensville.com)>

**Cc:** Robin Holcomb <[robin@townofstevensville.com](mailto:robin@townofstevensville.com)>; Jaime Devlin <[jaime@townofstevensville.com](mailto:jaime@townofstevensville.com)>; Dempsey Vick <[dempsey@townofstevensville.com](mailto: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](mailto: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](mailto:bob@townofstevensville.com)>; Brandon E. Dewey <[brandon@townofstevensville.com](mailto:brandon@townofstevensville.com)>; Scott B. Owens <[scott@townofstevensville.com](mailto:scott@townofstevensville.com)>  
**Cc:** Robin Holcomb <[robin@townofstevensville.com](mailto:robin@townofstevensville.com)>; Jaime Devlin ([jaime@townofstevensville.com](mailto:jaime@townofstevensville.com)) <[jaime@townofstevensville.com](mailto:jaime@townofstevensville.com)>; Dempsey Vick <[dempsey@townofstevensville.com](mailto: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](mailto:MONICA@TOWNOFSTEVENSVILLE.COM)



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**From:** Bob Michalson <[bob@townofstevensville.com](mailto:bob@townofstevensville.com)>  
**Sent:** Wednesday, June 24, 2020 10:04 AM  
**To:** Brandon E. Dewey <[brandon@townofstevensville.com](mailto:brandon@townofstevensville.com)>; Scott B. Owens <[scott@townofstevensville.com](mailto:scott@townofstevensville.com)>; Monica Hoffman <[monica@townofstevensville.com](mailto:monica@townofstevensville.com)>  
**Cc:** Robin Holcomb <[robin@townofstevensville.com](mailto: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](mailto:BOB@TOWNOFSTEVENSVILLE.COM)



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Monica,

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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](mailto:monica@townofstevensville.com)>  
**Sent:** Wednesday, June 24, 2020 10:49 AM  
**To:** Bob Michalson <[bob@townofstevensville.com](mailto:bob@townofstevensville.com)>; Brandon E. Dewey <[brandon@townofstevensville.com](mailto:brandon@townofstevensville.com)>; Scott B. Owens <[scott@townofstevensville.com](mailto:scott@townofstevensville.com)>  
**Cc:** Robin Holcomb <[robin@townofstevensville.com](mailto:robin@townofstevensville.com)>; Jaime Devlin <[jaime@townofstevensville.com](mailto:jaime@townofstevensville.com)>; Dempsey Vick <[dempsey@townofstevensville.com](mailto: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](mailto: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](mailto:bob@townofstevensville.com)>; Brandon E. Dewey <[brandon@townofstevensville.com](mailto:brandon@townofstevensville.com)>; Scott B. Owens <[scott@townofstevensville.com](mailto:scott@townofstevensville.com)>  
**Cc:** Robin Holcomb <[robin@townofstevensville.com](mailto:robin@townofstevensville.com)>; Jaime Devlin ([jaime@townofstevensville.com](mailto:jaime@townofstevensville.com)) <[jaime@townofstevensville.com](mailto:jaime@townofstevensville.com)>; Dempsey Vick <[dempsey@townofstevensville.com](mailto: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](mailto:MONICA@TOWNOFSTEVENSVILLE.COM)



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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](mailto:bob@townofstevensville.com)>  
**Sent:** Wednesday, June 24, 2020 10:04 AM  
**To:** Brandon E. Dewey <[brandon@townofstevensville.com](mailto:brandon@townofstevensville.com)>; Scott B. Owens <[scott@townofstevensville.com](mailto:scott@townofstevensville.com)>;  
Monica Hoffman <[monica@townofstevensville.com](mailto:monica@townofstevensville.com)>  
**Cc:** Robin Holcomb <[robin@townofstevensville.com](mailto: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 a agreement with HDR pertaining to tomorrow nights council meeting? Can you supply me this documentation and when this was brought before the town council for approval?? Where is pages two and four of the minutes? Better yet, I would a 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 nite.

regards

BOB MICHALSON

COUNCIL PRESIDENT - WARD 2

TOWN OF STEVENSVILLE

[BOB@TOWNOFSTEVENSVILLE.COM](mailto:BOB@TOWNOFSTEVENSVILLE.COM)





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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](mailto:BOB@TOWNOFSTEVENSVILLE.COM)






**Re: 5-4-20 Council meeting**

Bob Michalson &lt;bob@townofstevensville.com&gt;

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,



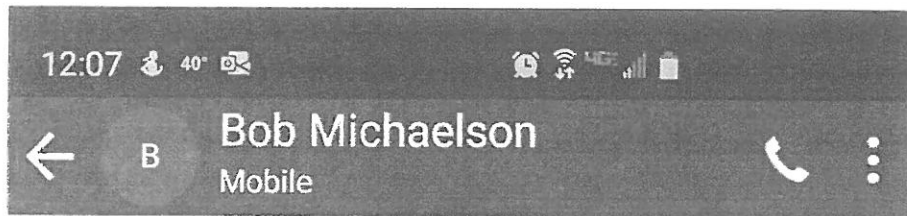
BRANDON E. DEWEY

MAYOR

TOWN OF STEVENSVILLE

406.777.5271 x108

[BRANDON@TOWNOFSTEVENSVILLE.COM](mailto: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



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

Join





# 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?

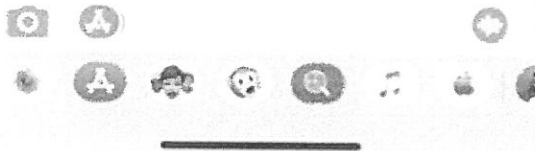
Not sure, I'll look at it again

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 >

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.



Message



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123



space

return





11:30 ↖

📶 LTE 🔋

◀ 94



Bob >

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

Delivered

Yesterday 3:14 PM

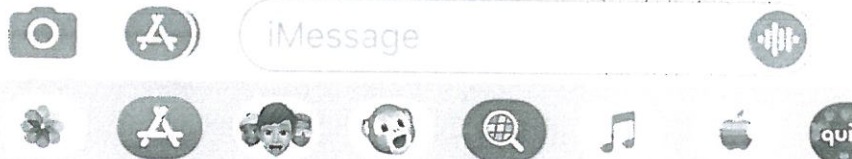
Call me when you get a chance

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11:54



< 86



Bob >

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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





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 Name] [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 Name]

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

39m Like Reply


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

[More] [Back] [Home] [App] [Edit]

< **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 telling people who pay city taxes what to do. Go cry to Chilcot.

15m Like Reply



Write a reply...



More



Edit



← Sue Allan  
12:00 Active Now

LTE 73%



## 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 Reply



Write a reply...



More




Edit



2 >



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





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



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







**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

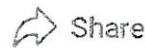




Citizens of Stevensville



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



**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



[Redacted text]






[Redacted text]  
Jim Crews is running for the Montana State House of  
Representatives district 98. The primary is June,  
2020. Montana representatives are subject to term  
limits of no more than four two year terms total  
of eight years. There are no candidates on the ballot in






















## Replies

   
Who has self quarantined?  
2h Like  1

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

   
  
  
  
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

   
  
  
  
  
  
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]

16h Like Reply 1

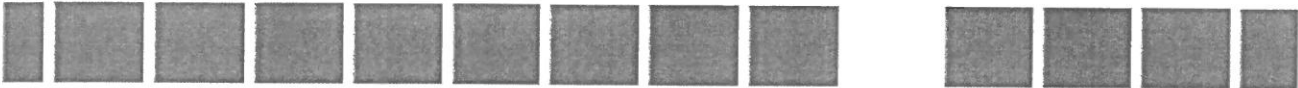
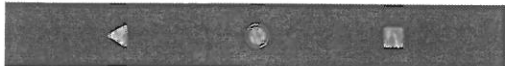
[Redacted]

3h Like Reply 1


**Bob Michalson**  
**Chris Sheridan** Your pretty  
cocky on social media  
Chris. Why not calll 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.

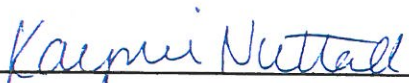
 **Bob Michalson**  
Bill Kelly This is a culture that has been here long before I came aboard. Move to to town and run and change it. Instead of standing on the sidelines bitching like a little child that you are. And put the bottle down you look stupid on your posts.

  
Bill Kelly, Resident Ravalli County, Montana

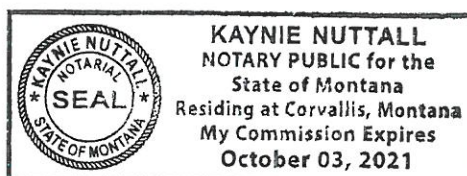
30 - June - 2020  
Date

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

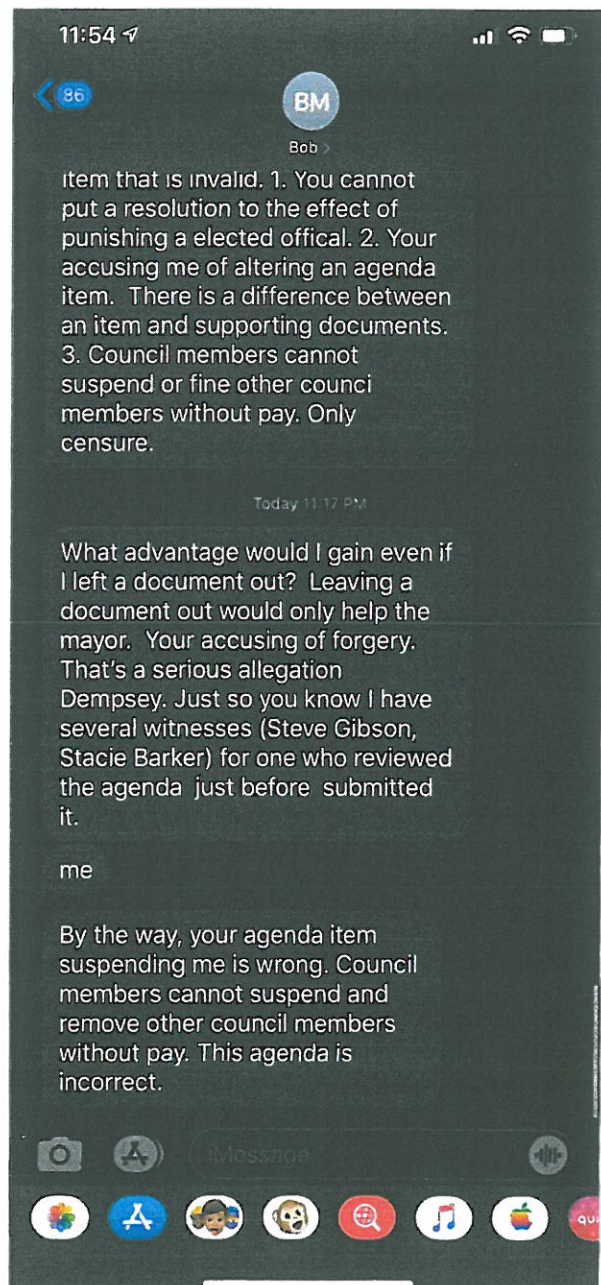
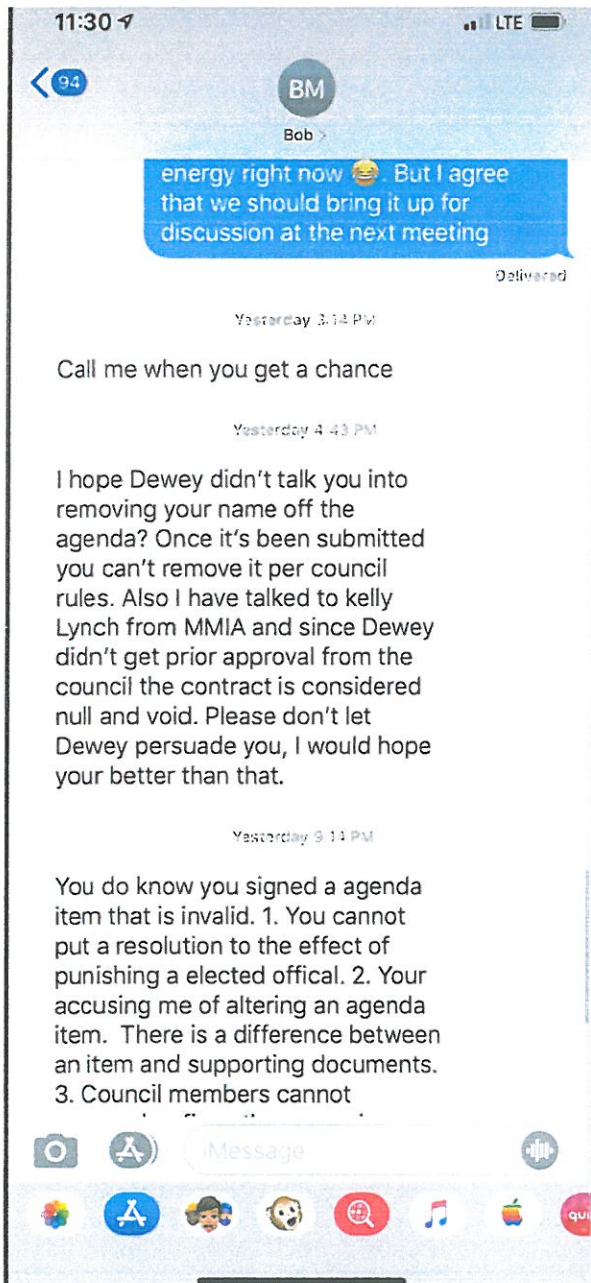
#### Town of Stevensville's Code of Content

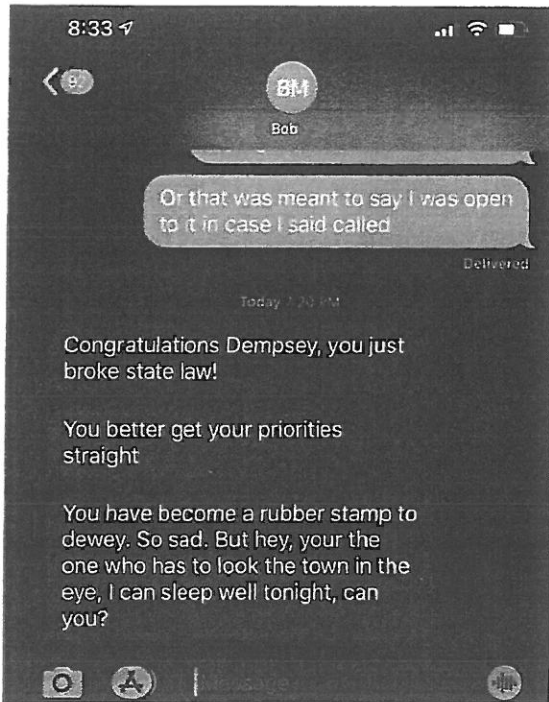
Section A.1. *"Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, Boards, Committees, Commissions, staff or the public."*

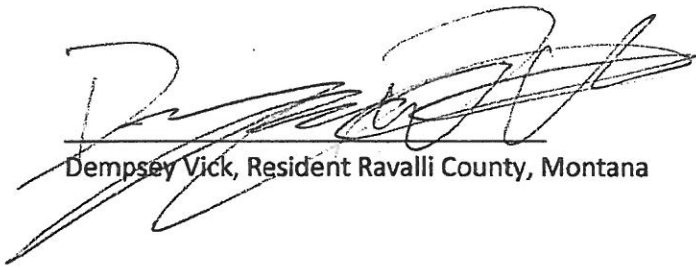


A.6.d. "Members shall not make any personal comments about other Members. It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Members, their opinions or actions."

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."





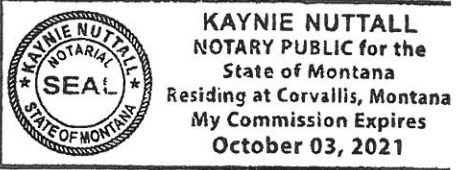
  
Dempsey Vick, Resident Ravalli County, Montana

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.

Kaynie Nuttall  
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

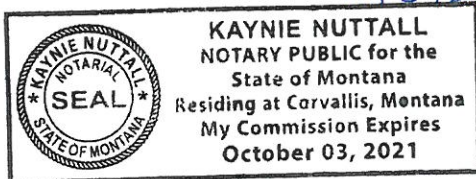
Date

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: 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**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Brandon E. Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	7/9/2020
<b>Agenda Topic:</b>	Discussion/Decision: Resolution 477; Adopting a budget and adopting wages and salaries for Fiscal Year 2020-2021
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	7/9/2020
<b>Notes:</b>	



**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 9<sup>th</sup> 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
<b>General Government</b>	2.10	0.80	2.90
<b>Public Safety</b>	6.20	0.00	6.20
<b>Public Services</b>	5.75	0.00	6.75
<b>Public Welfare</b>	2.30	1.00	3.30
<b>Total</b>	<b>16.35</b>	<b>1.80</b>	<b>19.15</b>
<b>Net FTE % Increase From Pervious Year</b>			<b>17%</b>

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

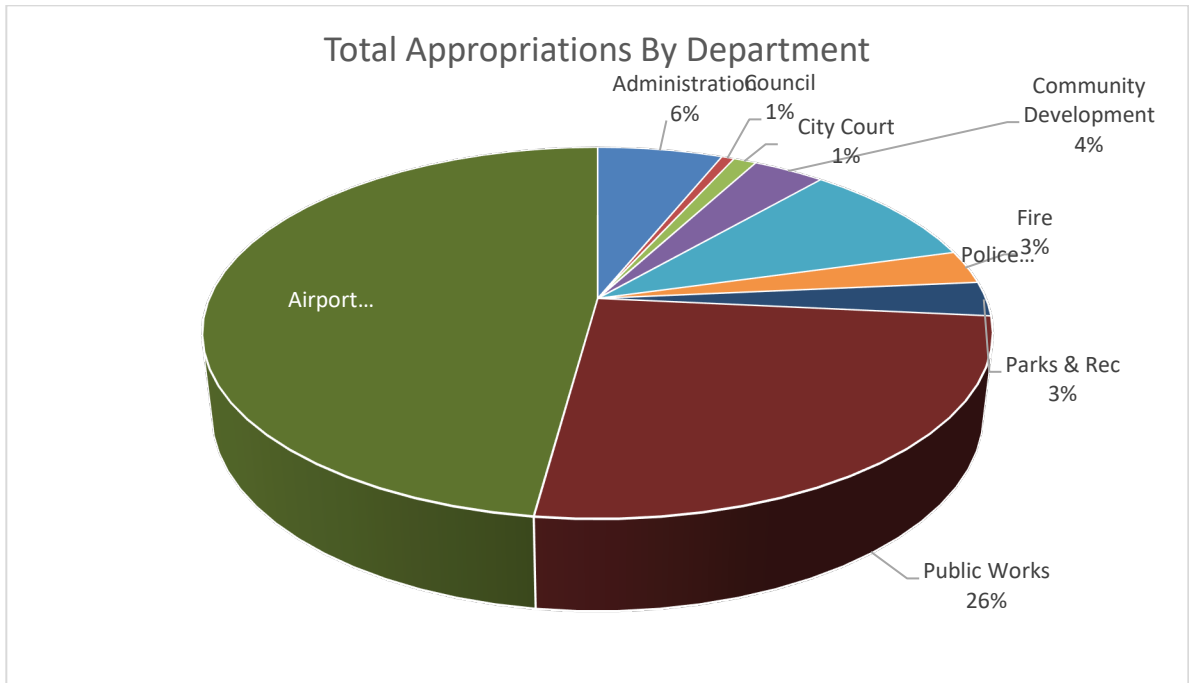
Many factors have caused changes in operational budgets. These changes vary by fund. Growth, inflation, capital projects, and strategic priorities have influenced increases in operating costs. This increase is in many areas and throughout most departments.

#### 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.

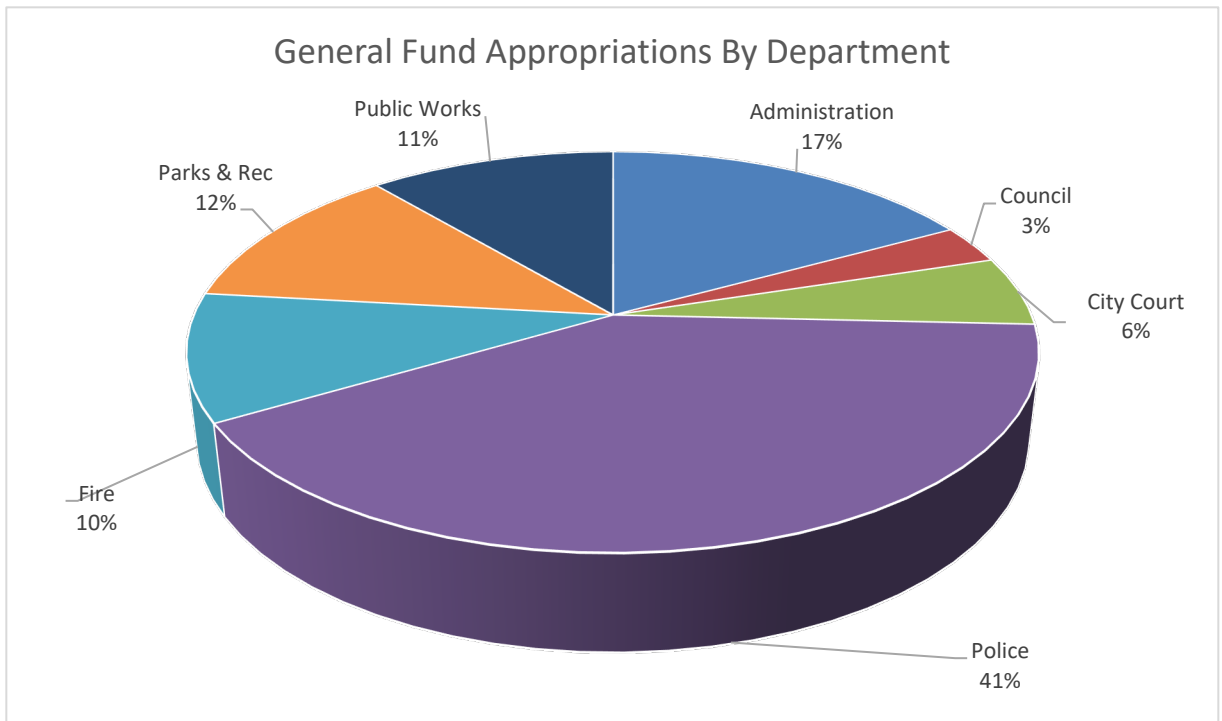
**Total Budget**

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.

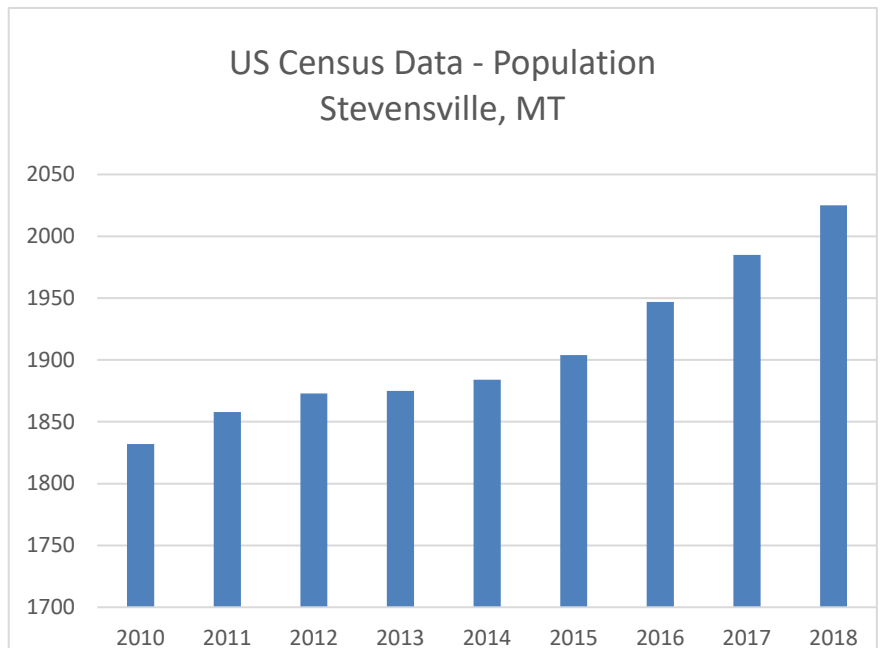
## Background

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.

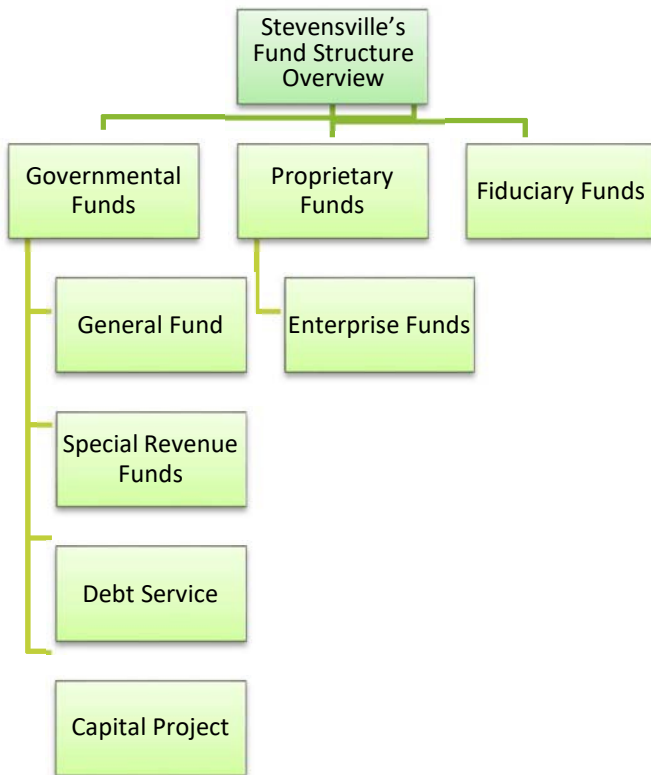
For example, to account for the expenses of operating the Wastewater Treatment Plant the Town uses the following financial structure:

<b>Activity:</b>	<b>Public Works</b>
<b>Department:</b>	<b>Wastewater</b>
<b>Division:</b>	<b>Treatment</b>
<b>Budget Unit:</b>	<b>Operations</b>

**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

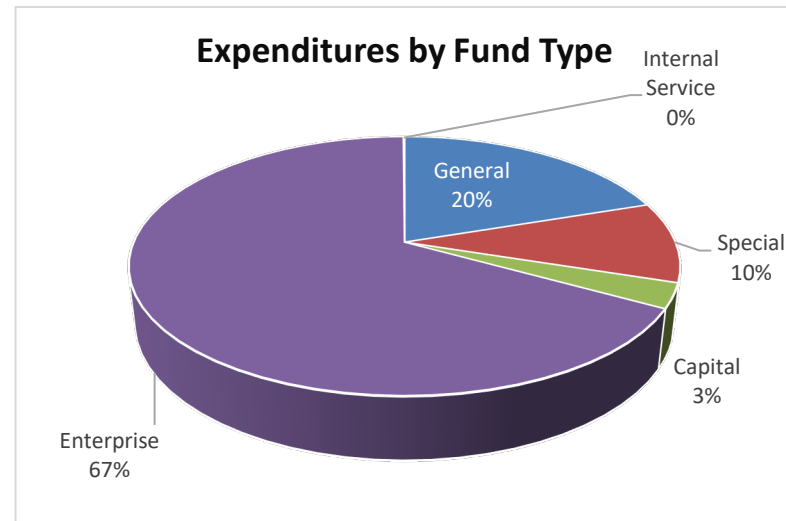
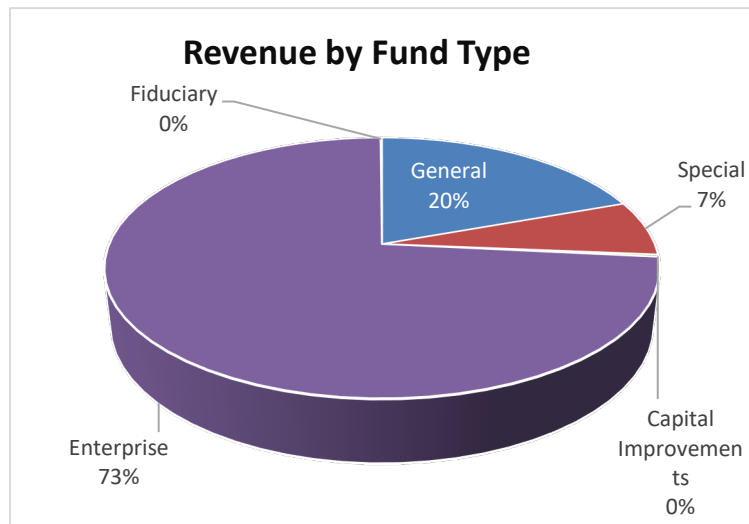
### ***FY 2021 Budget Summary***

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

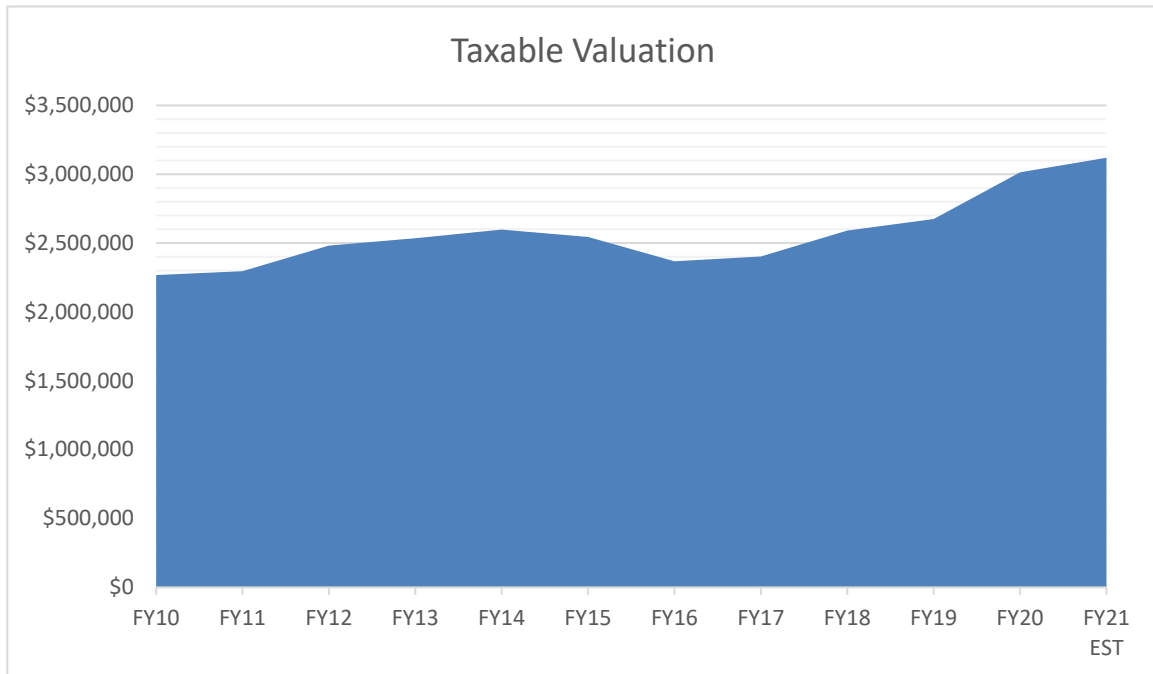
Preliminary Budget						
Fiscal year 2020-2021						
	General Fund	Special Revenue	Capital Projects	Enterprise	Fiduciary	All Funds
Projected Beginning Fund Balance/Working Capital	\$ 370,270	\$ 618,076	\$ 150,763	\$ 2,518,547	\$ 3	\$ 3,657,659
Estimated Revenues	788,641	272,694	10,000	2,940,859	4,000	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%
<b>GENERAL FUND:</b>							
All-Purpose		100.04	113.77	108.53	106.73	94.32	99.54
<b>SPECIAL REVENUE:</b>							
Capital Improvements		0.00	0.00	0.00	0.00	3.32	3.32
<b>TOTAL SPECIAL REVENUE</b>		0.00	0.00	0.00	0.00	3.32	3.32
<b>TOTAL MILLS LEVIED</b>							
		100.04	113.77	108.53	106.73	97.64	102.86



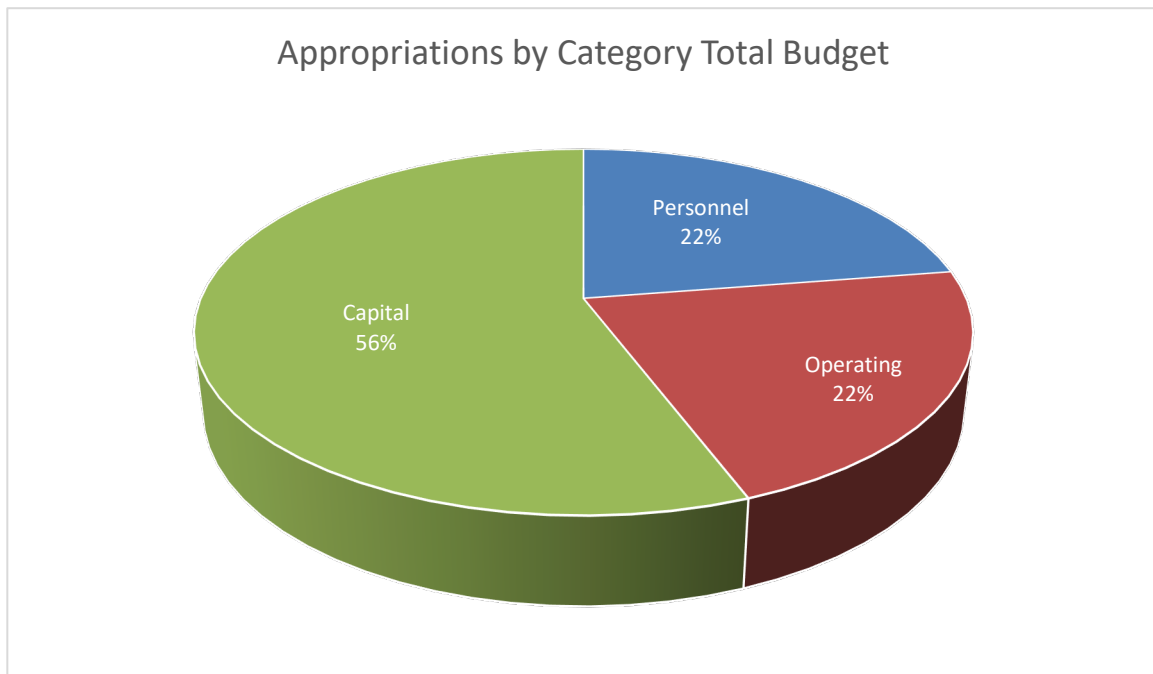
## FY2021 Revenues

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
<b>General Fund</b>				
1000 General Fund	370,270	788,641	849,674	309,237
<b>Special Revenue Funds</b>				
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	
<b>Debt Service Funds</b>				
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	
<b>Capital Funds</b>				
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	
<b>Enterprise Funds</b>				
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	
<b>Internal Service Funds</b>				
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
<b>General Government</b>			
Administration & Finance	1.2	.80	2.00
Municipal Court	.75	-	.75
City Attorney	.15	-	.15
	2.10	.80	2.90
<b>Public Safety</b>			
Police	5.00	-	5.00
Fire	.50	-	.50
Building Inspection	.70	-	.70
	6.20	0.0	6.20
<b>Public Services</b>			
Public Works General	1.00	-	1.50
Water	2.38	-	2.63
Wastewater	2.36	-	2.61
	5.75	0.0	6.75
<b>Public Welfare</b>			
Parks and Recreation	2.20	-	2.20
Comm/Economic Development	.10	1.0	1.10
	2.30	1.0	3.30
<b>Total Employees</b>	<b>16.35</b>	<b>1.80</b>	<b>18.15</b>

CITIZENS OF STEVENSVILLE





# Fund Summaries



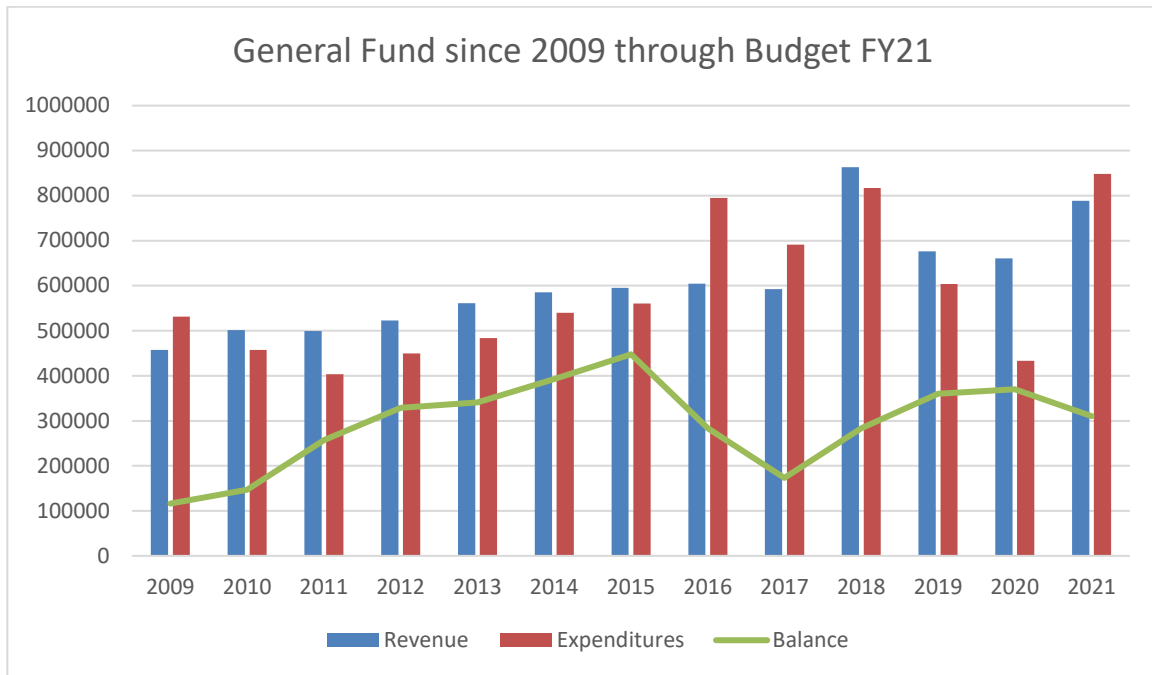
# Fund Summaries

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.

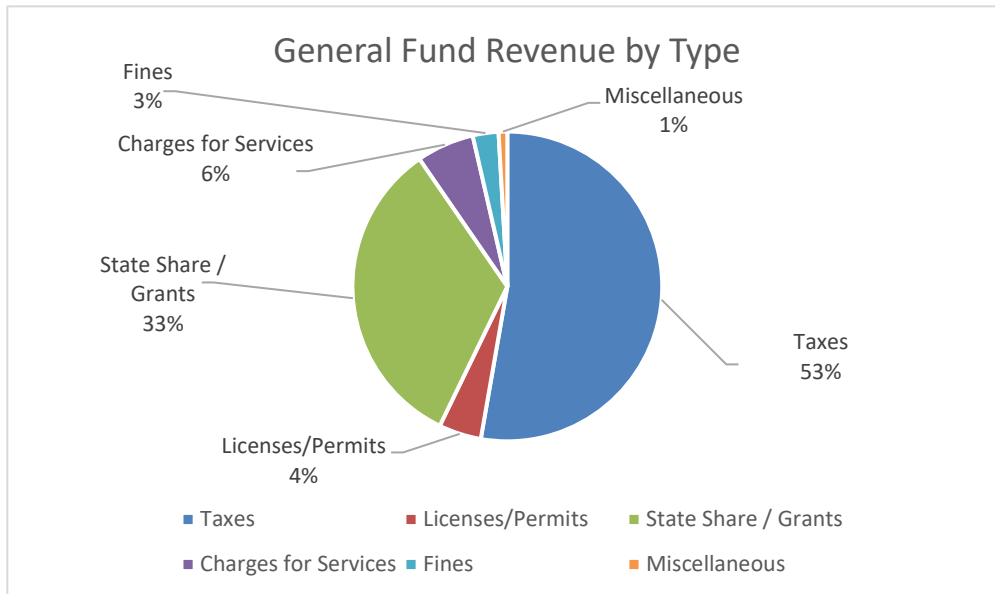
## General Fund

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.



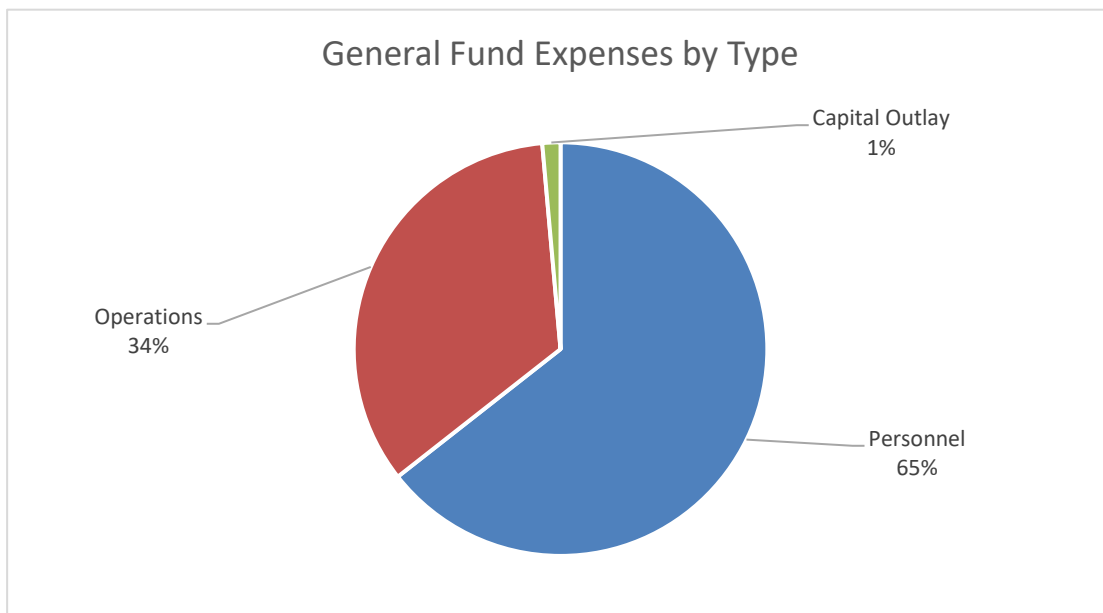
## Revenues

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.



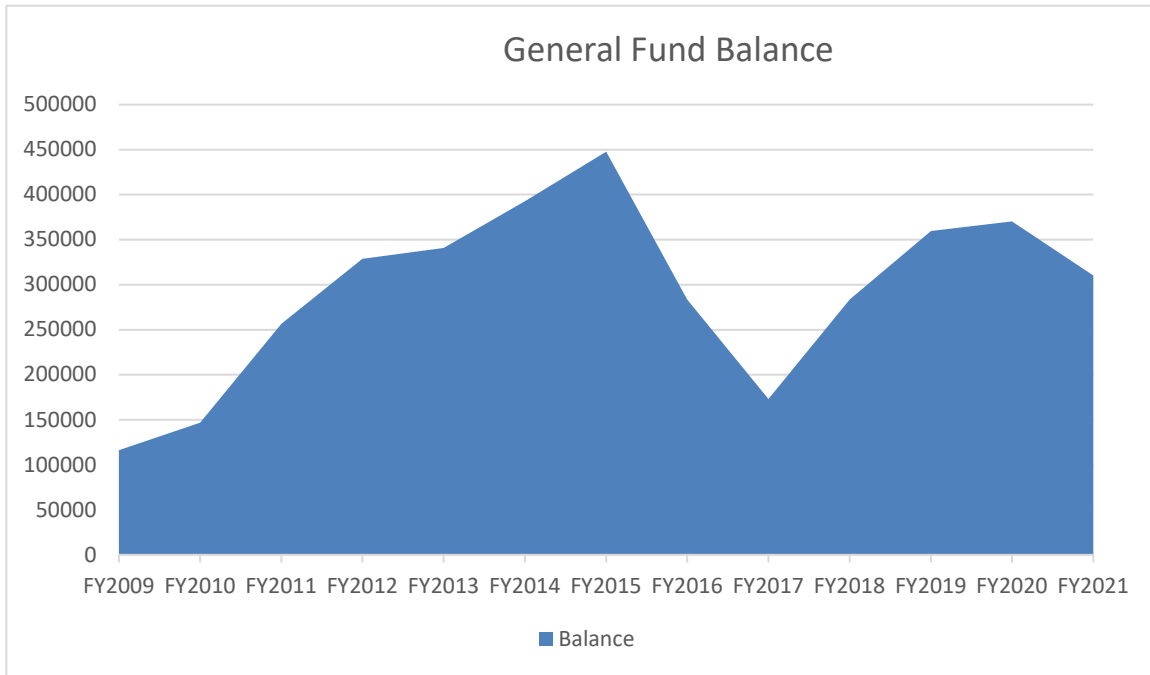
## Expenditures

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
<b>Fund:</b>		<b>732,998</b>	<b>607,511</b>		<b>547,698</b>	<b>289,976</b>	<b>12,000</b>	<b>849,674</b>

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
<b>Fund:</b>		<b>3,566</b>	<b>5,229</b>		<b>0</b>	<b>4,400</b>	<b>0</b>	<b>4,400</b>

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
<b>Fund:</b>		<b>4,179</b>	<b>4,060</b>		<b>20,680</b>	<b>7,100</b>	<b>0</b>	<b>28,200</b>

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
<b>Fund:</b>		<b>55,983</b>	<b>44,711</b>		<b>82,487</b>	<b>19,263</b>	<b>35,000</b>	<b>136,750</b>

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
<b>Fund:</b>		<b>3,583</b>	<b>3,020</b>		<b>0</b>	<b>2,100</b>	<b>0</b>	<b>2,100</b>

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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
<b>Fund:</b>		<b>2,606</b>	<b>2,196</b>		<b>0</b>	<b>1,500</b>	<b>0</b>	<b>1,500</b>

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
<b>Fund:</b>		<b>3,954</b>	<b>3,263</b>		<b>0</b>	<b>2,400</b>	<b>0</b>	<b>2,400</b>



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
<b>Fund:</b>		<b>3,195</b>	<b>3,293</b>		<b>0</b>	<b>3,195</b>	<b>0</b>	<b>3,195</b>

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
<b>Fund:</b>		<b>5,844</b>	<b>4,072</b>		<b>0</b>	<b>5,844</b>	<b>0</b>	<b>5,844</b>

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
<b>Fund:</b>		<b>530</b>	<b>295</b>		<b>0</b>	<b>235</b>	<b>0</b>	<b>235</b>

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
<b>Fund:</b>		<b>3,500</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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
<b>Fund: _____</b>		<b>15,000</b>	<b>0</b>	_____	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>

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
<b>Fund: _____</b>		<b>724,240</b>	<b>474,054</b>	_____	<b>148,314</b>	<b>190,358</b>	<b>25,000</b>	<b>363,672</b>

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
<b>Fund:</b>		<b>91,008</b>	<b>53,088</b>		<b>0</b>	<b>53,250</b>	<b>0</b>	<b>53,250</b>

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
<b>Fund:</b>		<b>322,424</b>	<b>289,264</b>		<b>148,321</b>	<b>162,012</b>	<b>0</b>	<b>310,333</b>

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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
<b>Fund:</b>		<b>189,528</b>	<b>98,477</b>		<b>0</b>	<b>98,550</b>	<b>0</b>	<b>98,550</b>

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
<b>Fund:</b>		<b>27,269</b>	<b>38,081</b>		<b>22,087</b>	<b>15,648</b>	<b>60,000</b>	<b>97,735</b>

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
<b>Fund:</b>		<b>215,000</b>	<b>69,849</b>		<b>0</b>	<b>0</b>	<b>1,769,597</b>	<b>1,769,597</b>

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	0	4,000
Subtotal:		4,000		0		4,000	0	4,000
Group: _____		4,000		0 _____		4,000	0	4,000
Fund: _____		4,000		0 _____		4,000	0	4,000
<b>Grand Total:</b>		<b>2,718,707</b>	<b>1,816,425</b>		<b>983,737</b>	<b>947,191</b>	<b>2,200,417</b>	<b>4,131,345</b>





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	\$ 18.17

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	\$ 29.01	\$ 5,027.98
7	\$ 20.38	\$ 3,531.97	7	\$ 23.21	\$ 4,022.99	7	\$ 25.80	\$ 4,472.53	7	\$ 29.30	\$ 5,078.26
8	\$ 20.68	\$ 3,584.95	8	\$ 23.44	\$ 4,063.22	8	\$ 26.06	\$ 4,517.25	8	\$ 29.59	\$ 5,129.04
9	\$ 20.99	\$ 3,638.72	9	\$ 23.68	\$ 4,103.85	9	\$ 26.32	\$ 4,562.43	9	\$ 29.89	\$ 5,180.33
10	\$ 21.31	\$ 3,693.30	10	\$ 23.91	\$ 4,144.89	10	\$ 26.58	\$ 4,608.05	10	\$ 30.19	\$ 5,232.14
11	\$ 21.52	\$ 3,730.24	11	\$ 24.15	\$ 4,186.34	11	\$ 26.85	\$ 4,654.13	11	\$ 30.49	\$ 5,284.46
12	\$ 21.74	\$ 3,767.54	12	\$ 24.39	\$ 4,228.20	12	\$ 27.12	\$ 4,700.67	12	\$ 30.72	\$ 5,324.09
13	\$ 21.95	\$ 3,805.22	13	\$ 24.64	\$ 4,270.48	13	\$ 27.39	\$ 4,747.68	13	\$ 30.95	\$ 5,364.02
14	\$ 22.17	\$ 3,843.27	14	\$ 24.88	\$ 4,313.19	14	\$ 27.66	\$ 4,795.16	14	\$ 31.18	\$ 5,404.25
15	\$ 22.39	\$ 3,881.70	15	\$ 25.13	\$ 4,356.32	15	\$ 27.94	\$ 4,843.11	15	\$ 31.41	\$ 5,444.79
16	\$ 22.62	\$ 3,920.52	16	\$ 25.32	\$ 4,388.99	16	\$ 28.15	\$ 4,879.43	16	\$ 31.65	\$ 5,485.62
17	\$ 22.84	\$ 3,959.72	17	\$ 25.51	\$ 4,421.91	17	\$ 28.36	\$ 4,916.03	17	\$ 31.89	\$ 5,526.76
18	\$ 23.07	\$ 3,999.32	18	\$ 25.70	\$ 4,455.08	18	\$ 28.57	\$ 4,952.90	18	\$ 32.12	\$ 5,568.21
19	\$ 23.30	\$ 4,039.31	19	\$ 25.90	\$ 4,488.49	19	\$ 28.79	\$ 4,990.04	19	\$ 32.37	\$ 5,609.98
20	\$ 23.54	\$ 4,079.71	20	\$ 26.09	\$ 4,522.15	20	\$ 29.00	\$ 5,027.47	20	\$ 32.61	\$ 5,652.05
21	\$ 23.71	\$ 4,110.30	21	\$ 26.29	\$ 4,556.07	21	\$ 29.22	\$ 5,065.17	21	\$ 32.85	\$ 5,694.44
22	\$ 23.89	\$ 4,141.13	22	\$ 26.48	\$ 4,590.24	22	\$ 29.44	\$ 5,103.16	22		
23	\$ 24.07	\$ 4,172.19	23	\$ 26.68	\$ 4,624.67	23	\$ 29.66	\$ 5,141.44	23		
24	\$ 24.25	\$ 4,203.48	24	\$ 26.88	\$ 4,659.35	24	\$ 29.88	\$ 5,180.00	24		
25	\$ 24.43	\$ 4,235.01	25	\$ 27.08	\$ 4,694.30	25	\$ 30.11	\$ 5,218.85	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
----------------------	----------	----------	----------

**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	\$2,991.09	2	\$ 19.06	\$3,303.59
3	\$ 15.68	\$2,718.76	3	\$ 17.36	\$3,008.76	3	\$ 17.52	\$3,035.95	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	\$3,782.82	23	\$ 21.96	\$3,806.33	23	\$ 24.25	\$4,204.00
24	\$ 19.81	\$3,434.22	24	\$ 21.94	\$3,814.94	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	\$ 22.93	\$3,974.80	30	\$ 23.14	\$4,010.71	30	\$ 25.56	\$4,429.74



Position	FY21 Hourly	FY21 Annual	FY21 Annual w/ benefits
<b>ADMINISTRATION</b>			
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
<b>COURT</b>			
Court Clerk	15.24	16,002.00	22,727.98
<b>BUILDING DEPARTMENT</b>			
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
<b>POLICE DEPARTMENT</b>			
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
<b>PUBLIC WORKS</b>			
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
<b>FIRE DEPARTMENT</b>			
Administrative Assistant	15.24	16,002.00	18,752.74
<b>PARKS DEPARTMENT</b>			
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
<b>Airport</b>			
Airport Manager	17.00	14,144.00	17,320.74
			<b>947,288.63</b>
<b>Honorariums &amp; Salaries (Monthly)</b>			
	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
<b>Contracted Positions</b>			
City Attorney	80.00*		34,000.00
City Judge		18,000.00	18,000.00

**File Attachments for Item:**

b. 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**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Brandon E. Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	7/9/2020
<b>Agenda Topic:</b>	Discussion/Decision: Authorizing the Mayor to enter into a lease agreement for Police Department office space
<b>Backup Documents Attached?</b>	No
<b>If no, why not?</b>	Lease agreement will be provided supplemental to packet.
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	7/9/2020
<b>Notes:</b>	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:**

c. \*\*\*CLOSED SESSION\*\*\* Discussion/Decision: Update on Tribbensee v. Stevensville Lawsuit



## Stevensville Town Council Meeting

### Agenda Item Request

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Brandon E. Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	7/9/2020
<b>Agenda Topic:</b>	***CLOSED SESSION*** Discussion/Decision: Update on Tribbensee v. Stevensville Lawsuit
<b>Backup Documents Attached?</b>	No
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	7/9/2020
<b>Notes:</b>	At their 6/25/2020 Town Council Meeting, the Council requested an update on the lawsuit filed against the Town by former Town Clerk Audree Tribbensee. Because the matter involved litigation, the Town Council will close this portion of the meeting. An overview of the discussion may be provided when the meeting re-opens.

**File Attachments for Item:**

d. Discussion/Decision to Direct Mayor Brandon Dewey to pay \$4501.50 for fireworks in 30 days and also Direct mayor dewey to show written proof of payment

**received**  
 10/30/20 11:30 pm  
 (Signature)



**Stevensville Town Council Meeting**

**Agenda Item Request**

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

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Michalson
<b>Second Person Submitting the Agenda Item:</b>	Holcomb (Signature)
<b>Submitter Title:</b>	Council Member
<b>Submitter Phone:</b>	274-1946
<b>Submitter Email:</b>	bob@townofstevensville.com
<b>Requested Council Meeting Date for Item:</b>	<del>3-1-20</del> 7-9-2020
<b>Agenda Topic:</b>	Council Discussion/Decision to <b>Direct</b> Mayor Brandon Dewey to pay \$4501.50 for fireworks in 30 days and also <b>Direct</b> mayor dewey to show written proof of payment.
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Choose an item.
<b>If Approved, Meeting Date for Consideration:</b>	
<b>Notes:</b>	On 6/27/19 mayor Dewey attempted to pay for fireworks that were non budgeted for with check #19453. The check was cancelled by council member Michalson. Mayor Dewey then paid for the fireworks through a direct deposit. On 10-24-19 the stevensville town council on a 3-1 vote requested mayor Dewey to pay the \$4501 by Dec. 31, 2019.

TOWN OF STEVENSVILLE  
P.O. BOX 30  
STEVENSVILLE, MT 59870-0030  
(406) 777-5271

FOR \_\_\_\_\_  
PRESENTED AND REGISTERED \_\_\_\_\_  
(NOT PAID FOR WANT OF FUNDS)  
TREASURER \_\_\_\_\_  
BY DEPUTY \_\_\_\_\_  
\$ \_\_\_\_\_ INT \_\_\_\_\_ TOT: \_\_\_\_\_

ROCKY MOUNTAIN BANK  
STEVENSVILLE, MT 59870  
93-121/929

19453

DATE WARRANT N

06/27/19

CLAIMS WARRANT

PAY THIS AMOUNT

PAY Four Thousand Five Hundred One Dollars and Fifty Cents

WILL  
PAY  
TO

Pyro F/X by Reichenbach, Inc.  
1921 CHICKADEE CIRCLE

BILLINGS, MT 59105

\$4,501.50  
*Baund e J*  
*J.E. W*  
AUTHORIZED SIGNATURE

⑈019453⑈ ⑆092901214⑆ 0105 001 8⑈

TOWN OF STEVENSVILLE

DETACH AND RETAIN FOR YOUR RECORDS

19453

06/27/19

Doc #	Invoice	Inv. Date	Description	#: 19453	Amount
1588	Pyro F/X by Reichenbach, Inc.				\$4,501.50
15253	11611	06/16/19	4th of July fireworks tubes		\$4,501.50

TOWN OF STEVENSVILLE

DETACH AND RETAIN FOR YOUR RECORDS

19453

06/27/19

Doc #	Invoice	Inv. Date	Description	#: 19453	Amount
1588	Pyro F/X by Reichenbach, Inc.				\$4,501.50
15253	11611	06/16/19	4th of July fireworks tubes		\$4,501.50





**PYRO F/X BY REICHENBACH, INC.**

**1921 CHICKADEE CIRCLE  
BILLINGS, MT 59105  
408-698-7764  
www.pyrofx.biz**

pyrofx.mt@gmail.com

# Invoice

FED TAX ID : #68-0557142

ATF Type 23 : 9-MT-111-23-8E-00382

DATE	INVOICE #
6/16/2019	11611



"like" us on facebook!

Bill To

Stevensville Fire Dept  
Jeff Motley  
318 9th Street  
Stevensville, MT 59870

P O NO.	TERMS	SHIP VIA
		CUST P/U
PICKUP DATE		LICENSE #

ITEM #	QTY	U/M	DESCRIPTION	DATE/SHIFT	N.E.W.	RATE	AMOUNT
DP3B1-3T	1	cs of 72	3" Dun Pai "Versa" Asst B1- 36 Effects w/Tails 36/2 EX# 2013080287/2013111173, UN0335, 1.3G, Fireworks	Sept 30, 20...		459.00	459.00
DP3A2-3	1	cs of 72	3" Dun Pai "Prestige" Asst A2- 36 Effects 12 w/Tails72/1 EX# 2013080387/2013080282/2013080287, UN0335, 1.3G, Fireworks	Sept 30, 20...		479.00	479.00
DP22EV1-4	2	cs of 36	4" Dun Pai "Value V1" Asst 18/2 EX , UN0335, 1.3G, Fireworks			411.00	822.00
DP3A1-5T	1	cs of 18	5" Dun Pai "Prestige A1" Asst- 18 effects w/Tails EX# 2013080451/2014020146/2013080284, UN0335, 1.3G, Fireworks	3/31/2016		399.00	399.00
DP3A2-5	1	cs of 18	5" Dun Pai "Prestige A2" Asst- 18 effects EX# 2013080526, UN0335, 1.3G, Fireworks	3/31/2016		*****	411.00
DP22EA1-6T	1	cs of 9	6" Dun Pai "Prestige A1" Asst 9/1 EX 2013080285, UN0335, 1.3G, Fireworks			*****	334.00
DP22EV1-6	1	cs of 9	6" Dun Pai "Value V1" Asst 9/1 EX , UN0335, 1.3G, Fireworks			284.00	284.00
DP22E001-3T	12	ea	3" Comet to Super Crackle (Salute w/ Tail) EX# 2013080722, UN 0335, 1.3G, Fireworks	Sept 30, 2018		7.00	84.00
DP23E180	1	cs of 1	100S Z Shape- Blue Mine, White Strobe Waterfall (Dun Pai) EX# 2018010129, Fireworks. 1.3G, UN0335	Sept 30, 2018		138.00	138.00
DP23E293	1	cs of 1	100S Multi Angle- Waterfall to Red Strobe Willow Shells (Dun Pai) EX# 2018010090, Fireworks. 1.3G, UN0335	Sept 30, 2018		130.00	130.00
DP23E164-2	1	cs of 1	50S 2" Assorted Color Peony w/Tail (Dun Pai) EX# 2015060253, Fireworks. 1.3G, UN0335	Sept 30, 2018		230.00	230.00
DP23E164	1	cs of 1	25S 2.5" Assorted Color Peony w/Tail (Dun Pai) EX# 2013080479, Fireworks. 1.3G, UN0335	Sept 30, 2018		170.00	170.00
<b>Total</b>							



**PYRO FX BY REICHENBACH, INC.**

**1921 CHICKADEE CIRCLE  
BILLINGS, MT 59105  
406-696-7764  
www.pyrofx.biz**

pyrofx.mt@gmail.com

# Invoice

FED TAX ID : #68-0557142

ATF Type 23 : 9-MT-111-23-8E-00382

DATE	INVOICE #
6/16/2019	11611



"like" us on facebook!

Bill To

Stevensville Fire Dept  
Jeff Motley  
318 9th Street  
Stevensville, MT 59870

P O. NO.	TERMS	SHIP VIA
		CUST P/U
PICKUP DATE		LICENSE #

ITEM #	QTY	U/M	DESCRIPTION	DATE/SHIPT	N.E.W.	RATE	AMOUNT	
DP23E066	1	cs of 1	100S Z Shape- Silver Serpents to Variegated Peony (Dun Pai) EX# 2018010090, Fireworks. 1.3G, UN0335	Sept 30. 2018		137.00	137.00	
PFX30-G	1	ea	25 Shot 1.25" Green Peony Finale Box (4/1) EX# 2018050181, Articles Pyrotechnic. 1.4G, UN0431			34.00	34.00	
PFX30-P	1	ea	25 Shot 1.25" Purple Peony Finale Box (4/1) EX# 2018050181, Articles Pyrotechnic. 1.4G, UN0431			34.00	34.00	
PFX30-W	1	ea	25 Shot 1.25" White Peony Finale Box (4/1) EX# 2014060188, Articles Pyrotechnic. 1.4G, UN0431			34.00	34.00	
PFX5412	2	ea	10 Shot Vertical 2" Red Strobe, White Strobe, Blue Peony Shells (4/1) EX# 2013080633, Articles Pyrotechnic. 1.4G, UN0431			42.00	84.00	
PFX204C5	2	ea	12 Shot Vertical 2" Color Wave Shells (4/1) EX# 2013080637, Articles Pyrotechnic. 1.4G, UN0431			45.00	90.00	
PFX198C5	1	cs of 1	119 shots Gold Comets and Shells 1/1 EX# 2014020031, Articles Pyrotechnic. 1.4G, UN0431			108.00	108.00	
fusee30	3	pkg of 3	30 Minute Red Highway Fusee 4.1 (flammable Solid), NA1325, PGII			13.50	40.50	
#15253 1000-460430-390								

**Total**

**\$4,501.50**

Please pay from this invoice. A past due service charge will be added to all past due balances at a rate of 1.5% per month, retroactive of the date of pickup or delivery.

IMPORTANT: This merchandise is sold, shipped and/or delivered on the representation of the buyer that the same will be used strictly in accordance with the laws of the state of destination. This merchandise is sold on the condition that the seller shall not be liable in any civil action for any accident and/or injury occasioned during the transportation, handling storage, sale, or use of merchandise. Proper storage in an ATF approved magazine is the responsibility of the buyer.

Purchaser Signature: \_\_\_\_\_

Minutes from the Oct. 24th 2019 Stevensville town council meeting.

Motion Fails 3-1.

b. Discussion/Decision: Attorney's Report regarding Fireworks Claim

Attorney, Scott Owens discussed the Fireworks Claim. He referenced both sides and both the concerns with the fireworks claim being budgeted for, the payment for the fireworks and the information being relayed back to the citizens after the fireworks show. Neither party, the Mayor or council person, Michelson, at the time received any financial gain. Therefore, neither parties had any criminal intent. The fireworks were budgeted for in the FY'18/'19 Budget and that Budget was passed by Council. Therefore, the fireworks were approved by Council in the budget, making it a valid claim.

Councilmember Holcomb replied with, the claim was never approved. Claims need to be approved by Council before they are paid. This is the same for contracts, as the Mayor cannot negotiate a contract without Council's approval. Councilmember expressed having a problem with the Mayor paying claims which are not approved by Council. The money for the fireworks, in the budget was to pay for the fireworks of the prior years. Council President referenced back to the fact that the claim for the fireworks has already been paid, Councilmember Vick agrees. Councilmember Vick made a Motion to approve the Fireworks Claim. The Motion was Seconded by Councilmember Holcomb.

Council President called for Public Comment.

Stacie Barker, 104 Winslett Ave.

Asked the question; If this is a claim, then why are we asking for donations?

Jim Chandler, 405 Charlos St.

He referenced the claim as part of the budget and if something is designated for a prior year,

and they are approving the budget for "this year" it needs to be specific, as the claim applies for that fiscal year's budget.

Vicki Motley, 318 9th St.

Clarified the ability to vote on this if the claim itself was not on the Agenda, verified it was. Council President called for the Vote; Council member Holcomb "No," Shourd "I," Vick "I," Gibson "I." The Motion passes, 3-1.

Councilmember Vick made a Motion of Censure against Mayor, Brandon Dewey and asked for a Second on the Motion. Councilmember Holcomb Seconded the Motion. Councilmember Vick continued to read his letter; On June 26, 2019, the Mayor knowingly violated MC 7-6-4005, Expenditures limited to appropriations. The payment of \$4501.50 to pay for the fireworks violates the above code.

Councilmember Shourd asked for clarification on the Motion; Vick continued to explain there is no punishment, it's a public shaming.

Council President called for the vote, starting with Councilmember Holcomb "I," Shourd "No," Vick "I," Gibson "I." Motion passes 3-1.

Councilmember Holcomb made a Motion for the Mayor pay the town back for the fireworks in the

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amount of \$4501.5 by the end of the year and Council needs to see proof that it was paid. Council member Vick Seconded that Motion. Council President clarified that

Councilmember Holcomb is "requesting" that he pay it back because we can't make him pay it back.

Discussion continued; Councilmember Holcomb spoke about the charges last year for snow removal and now fireworks.

President took the Vote; Councilmember Holcomb "I," Shourd "Abstain," Vick "I," and Gibson "I." Motion passes 3-1. It was clarified this was just a "Request."

**File Attachments for Item:**

e. 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**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Brandon E. Dewey
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	7/9/2020
<b>Agenda Topic:</b>	Discussion/Decision: Director of Community Development Position Description
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	7/9/2020
<b>Notes:</b>	

**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