



**Stevensville Town Council Meeting  
Agenda for  
THURSDAY, SEPTEMBER 09, 2021  
7:00 PM  
NVPL 208 Main Street**

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.](#) 8/18/21 Budget Workshop Minutes
  - [b.](#) 8/25/21 Budget Workshop Minutes
5. Approval of Bi-Weekly Claims
  - a. Claims #16992- #17022
6. Administrative Reports
  - a. Airport
  - [b.](#) Community Development
  - c. Finance
  - [d.](#) Fire Department
  - [e.](#) Parks Department
  - [f.](#) Police Department
  - [g.](#) Public Works
7. Guests
8. Correspondence
9. Public Hearings
10. Unfinished Business
11. New Business
  - [a.](#) Discussion/Decision: Resolution No. 491, Adopting a Master Fee Schedule for FY2022
  - [b.](#) Discussion/Decision: Preliminary Plat Approval Extension for Phase II of the Twin Creeks Subdivision
  - [c.](#) Discussion/Decision: Participation in the Montana DPHHS Low Income Home Water Assistance Program
  - [d.](#) Discussion/Decision: Special Event Permit for Scarecrow Festival, October 1-3, 2021
12. Executive Report
13. Town Council Comments
14. Board Reports
15. Adjournment

## **Welcome to Stevensville Town Council Chambers**

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

It is essential that we treat each other with respect.

We expect that participants will:

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

We further expect that participants will refrain from disrespectful displays:

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

## **Guidelines for Public Comment**

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

During any council meeting you have two opportunities to comment:

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

Comment made outside of these times may not be allowed.

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

**Thank you for observing these guidelines.**

**File Attachments for Item:**

a. 8/18/21 Budget Workshop Minutes

**Budget Workshop Minutes**  
**for WEDNESDAY, AUGUST 18, 2021, 6:00 PM**

1. Call to Order and Roll Call

Mayor Dewey called the meeting to order, Councilmembers Allen, Devlin, Ludington and Wandler were all present.

2. Discussion on the Following Items

a. Discussion: FY 21/22 Preliminary Budget

Mayor Dewey: introduced the preliminary budget to the council.

Councilmembers met to collectively discuss the proposed preliminary budget. Asking questions and providing feedback and concerns.

Discussed:

Salaries/Wages

Retention of employees

Annexation

Department projects

Department Heads (Chief Motley, Chief Sosa, Bobby Sonsteng and Steve Kruse) were present at the budget workshop to provide answers to questions from the council concerning their departments.

3. Public Comment

No Public Comment.

4. Adjournment

**APPROVED:**

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**Brandon E. Dewey, Mayor**

**ATTEST:**

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**Jenelle S. Berthoud, Town Clerk**

**File Attachments for Item:**

b. 8/25/21 Budget Workshop Minutes

**Budget Workshop Minutes**  
**For WEDNESDAY, AUGUST 25, 2021, 5:00 PM**

1. Call to Order and Roll Call

Mayor Dewey called the meeting to order, Councilmembers Allen, Devlin, Ludington and Wandler were all present.

2. Discussion on the Following Items

a. Discussion: FY 21/22 Preliminary Budget

Mayor Dewey, councilmembers, town clerk, finance officer and department heads were all present to discuss the FY 21/22 preliminary budget. Discussion took place regarding salaries and wages, and annexation.

Mayor Dewey: provided the council with a spreadsheet on salaries and wages that was requested by council from the previous budget workshop on 8/18/2021. He also provided a spreadsheet to the council on annexation of properties into the town of Stevensville.

Councilmembers discussed and asked questions regarding salaries and wages and the annexation of properties into the town limits.

Department Heads (Chief Sosa, Bobby Sonsteng and Steve Kruse) were also present to discuss the preliminary budget.

3. Public Comment

No Public Comment.

4. Adjournment

**APPROVED:**

**ATTEST:**

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**Brandon E. Dewey, Mayor**

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**Jenelle S. Berthoud, Town Clerk**

**File Attachments for Item:**

a. Claims #16992- #17022

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period ( 8/21) ****								
16992		1702 DE Lage Landen Finance Services,	55.02					
	73566148	08/21/21 Printer lease	27.51			1000 410360	320	101000
	73566148	08/21/21 Printer lease	27.51			1000 420410	320	101000
*** Claim from another period ( 8/21) ****								
16993		230 Verizon Wireless	1,225.26					
	9886533174	08/18/21 Cell Phone - Mayor	46.70			1000 410200	340	101000
	988653317	08/18/21 Cell Phone/int - PD	221.88			1000 420100	340	101000
	9886533174	08/18/21 Cell Phone - BD	110.07			2394 420531	340	101000
	988653317	08/18/21 Cell Phone - H2O	56.84			5210 430510	345	101000
	988653317	08/18/21 Cell Phone - Sewer	56.84			5310 430610	345	101000
	9886533174	08/18/21 Cell Phone - Airport	702.87			5610 430300	340	101000
	988653317	08/18/21 Mobile Internet-FD	20.04			1000 420410	340	101000
	98653317	08/18/21 Mobile Internet Ambulance	10.02*			2230 420730	340	101000
16994		1696 First Call Computer Solutions,	2,100.00					
	75182	09/01/21 Admin-Monthly Fee	315.00			1000 410550	356	101000
	75182	09/01/21 PD-Monthly Fee	315.00			1000 420100	356	101000
	75182	09/01/21 C-Monthly Fee	105.00			1000 410360	356	101000
	75182	09/01/21 BD-Monthly Fee	105.00			2394 420531	356	101000
	75182	09/01/21 FD-Monthly Fee	105.00			1000 420410	356	101000
	75182	09/01/21 Sewer-Monthly Fee	525.00			5310 430610	356	101000
	75182	09/01/21 Water-Monthly Fee	525.00			5210 430510	356	101000
	75182	09/01/21 Airport-Monthly Fee	105.00*			5610 430300	356	101000
*** Claim from another period ( 8/21) ****								
16995		190 JEFF MOTLEY	9.00					
	95591	08/20/21 US Flag Patches	9.00			1000 420460	226	101000
*** Claim from another period ( 8/21) ****								
16996		1716 Quadient Leaseing USA, Inc	134.10					
	N9013775	08/24/21 C Postage Mach Lease	6.69			1000 410360	311	101000
	N9013775	08/24/21 Admin Postage Mach Lease	20.12			1000 410550	311	101000
	N9013775	08/24/21 PD Postage Mach Lease	13.41			1000 420100	311	101000
	N9013775	08/24/21 FD Postage Mach Lease	6.71			1000 420410	311	101000
	N9013775	08/24/21 W Postage Mach Lease	40.23			5210 430510	311	101000
	N9013775	08/24/21 WW Postage Mach Lease	40.23			5310 430610	311	101000
	N9013775	08/24/21 A Postage Mach Lease	6.71			5610 430300	311	101000
16997		1436 Maureen M. O'Connor	1,500.00					
	September	09/01/21 Monthly Compensation	1,500.00			1000 410360	350	101000



\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
16998	0825506	1121 a2z Supply Corp 08/25/21 Point Blank Body Armor	1,270.00 1,270.00			1000 420100	226	101000
*** Claim from another period ( 8/21) ****								
16999	INV97688	1711 Office Solutions & Service 08/30/21 Copies, Color & BW	43.07 21.54			1000 410360	320	101000
	INV97688	08/31/21 Copies, Color & BW	21.53			1000 420410	320	101000
17000	E	59 BITTER ROOT DISPOSAL	507.25					
	3800856	09/01/21 Court solid waste	5.07			1000 410360	340	101000
	3800856	09/01/21 H2O Dept TH facility	30.43*			5210 430510	340	101000
	3800856	09/01/21 Sewer Dept TH facility	30.44*			5310 430610	340	101000
	3800856	09/01/21 PD solid waste	15.22			1000 420100	340	101000
	3800856	09/01/21 TH solid waste	15.22			1000 411201	340	101000
	3800856	09/01/21 BD solid waste	5.07			2394 420531	340	101000
	3800856	09/01/21 Street solid waste	152.18			1000 430200	340	101000
	3800856	09/01/21 Sewer plant solid waste	152.17*			5310 430640	340	101000
	3801018	09/01/21 Parks	101.45			1000 460430	340	101000
17001		1571 STROM & ASSOCIATES, PC	11,920.00					
	FY 19-20	09/01/21 FY 19-20 Audit	3,576.00*			5310 430610	350	101000
	FY 19-20	09/01/21 FY 19-20 Audit	3,576.00*			5210 430510	350	101000
	FY 19-20	09/01/21 FY 19-20 Audit	596.00			5610 430300	350	101000
	FY 19-20	09/01/21 FY 19-20 Audit	596.00*			2394 420531	350	101000
	FY 19-20	09/01/21 FY 19-20 Audit	3,576.00*			1000 410530	350	101000
17002		1146 Motorola Solutions, Inc.	375.00					
		Nova Software - Monthly Subscriptions						
	8230335816	09/01/21 Nova Subscription	75.00*			1000 410364	331	101000
	8230335816	09/01/21 Nova Subscription	300.00			1000 420100	331	101000
*** Claim from another period ( 8/21) ****								
17003		85 CENTURYLINK	197.42					
	August 21	08/22/21 WWTP Internet #0185	68.99*			5310 430640	340	101000
	August 21	08/22/21 H2O Plant Phone #7132	61.14*			5210 430540	340	101000
	August 21	08/22/21 MBF Reservoir #9934	67.29*			5210 430530	340	101000
*** Claim from another period ( 8/21) ****								
17004		53 SUPER 1 FOODS	17.95					
	2436344	08/21/21 Water for testing	17.95			5210 430540	222	101000
17005		1794 Jeff Newsom	40.00					
	090221	09/02/21 Skid Steer flat tire repair	40.00*			1000 430200	232	101000



\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account	
	August 21	07/23/21	Amazon Office Supp Court	6.87*		1000 410360	220	101000	
	August 21	07/23/21	Colonial Flag	95.57*		1000 411201	220	101000	
	August 21	07/27/21	Pool & Pond Supply	220.00*		1000 460445	220	101000	
	August 21	07/28/21	Cavana	12.99		1000 410550	339	101000	
	August 21	07/28/21	Harmon Lab & Safety	212.72		2230 420730	220	101000	
	August 21	07/28/21	Mildenburger Motors	171.12		1000 430100	232	101000	
	August 21	07/31/21	SBC Switchboard subscriptio	35.00		1000 410550	339	101000	
	August 21	08/05/21	Amazon office supplies	25.98		1000 410550	210	101000	
	August 21	08/09/21	Amazon office supplies	64.08		1000 410550	210	101000	
	August 21	08/09/21	Q Ware 5 addl software	48.00		1000 430100	331	101000	
	August 21	08/09/21	Q Ware 5 addl software	96.00		5310 430610	331	101000	
	August 21	08/09/21	Q Ware 5 addl software	96.00		5210 430510	331	101000	
	August 21	08/09/21	Adobe Acropro	50.97		1000 410550	331	101000	
			*** Claim from another period ( 8/21) ****						
17014		23 VALLEY DRUG AND VARIETY	113.99						
	August 21	08/05/21	Copies Admin	48.11		1000 410550	320	101000	
	August 21	08/05/21	Foam Board 20x30	23.31		1000 410550	320	101000	
	August 21	08/05/21	Photos	17.98		1000 410550	320	101000	
	August 21	08/05/21	UPS Shipping FD	12.02		1000 420410	311	101000	
	August 21	08/11/21	SM Alcohol ISO 16 oz	5.07*		5210 430540	220	101000	
	August 21	08/17/21	Ream of blue paper	7.50		1000 420410	210	101000	
			*** Claim from another period ( 8/21) ****						
17015		228 Norco, Inc.	11.47						
FY 18-19		Annual Community Connection Fee							
	32937344	09/01/21	Cylinder Rental Streets	3.82*		1000 430200	231	101000	
	32937344	09/01/21	Cylinder Rental Water	3.82		5210 430510	220	101000	
	32937344	09/01/21	Cylinder Rental Sewer	3.83		5310 430610	220	101000	
			*** Claim from another period ( 8/21) ****						
17016		1628 Rocky Road Enterprise, LLC	285.00						
	5113	08/31/21	Riverbed rock 15 yards street	285.00		1000 430200	220	101000	
			*** Claim from another period ( 8/21) ****						
17017		34 STEVENSVILLE HARDWARE AND RENTAL	233.87						
	A516605	08/02/21	Large screw/torx pack park	23.38		1000 460430	230	101000	
	A517121	08/06/21	Tarp Parade	42.99*		1000 460430	220	101000	
	C476099	08/07/21	Cable Tie FD	23.99		1000 420460	220	101000	
	A517616	08/11/21	PVC Nipple Clamp Parks Bike p	9.26		1000 460430	230	101000	
	A517795	08/13/21	Sprinkler Sewer Plant	13.79		5310 430610	220	101000	
	A519229	08/24/21	Galv Nipple water lines	12.99*		5210 430550	230	101000	
	A519232	08/24/21	Return Galv Nipple new one	-1.00*		5210 430550	230	101000	
	C477385	08/24/21	Pipe cut/nipple	9.46*		5210 430550	230	101000	
	B465388	08/24/21	Keys sewer plant	3.78		5310 430610	220	101000	
	A519247	08/24/21	Galv nipple & galv union	27.28*		5210 430550	230	101000	
	A519573	08/27/21	Asplalt repair fire departmen	19.99		1000 420421	230	101000	
	A519579	08/27/21	Asplalt repair fire departmen	39.47		1000 420421	230	101000	
	C477872	08/31/21	Muric Acid sewer plant	8.49		5310 430610	220	101000	

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
17018		29 STEVENSVILLE NAPA AUTO PARTS	134.80					
	640287	08/20/21 Battery	107.99			1000 430100	232	101000
	640444	08/21/21 Windshield washer fluid	6.58			1000 430100	232	101000
	639550	08/16/21 Idler pully green chevy	20.23			1000 430100	232	101000
		*** Claim from another period ( 8/21) ****						
17019		813 MOUNTAIN INK & TONER	13.99					
	140805	08/31/21 Copier Toner - sewer plant	13.99			5310 430610	210	101000
17020		1698 Spectrum	464.89					
	Sept 21	09/06/21 PD phone/internet	129.97			1000 420100	340	101000
	Sept 21	09/06/21 FD phone/internet	24.49			1000 420410	340	101000
	Sept 21	09/06/21 Court phone/internet	12.25			1000 410360	340	101000
	Sept 21	09/06/21 Admin phone/internetq	24.49			1000 410550	340	101000
	Sept 21	09/06/21 Econ Development phone	24.49*			2940 410550	340	101000
	Sept 21	09/06/21 H2O dept phone/internet	73.48*			5210 430510	340	101000
	Sept 21	09/06/21 Sewer dept phone/internet	73.48*			5310 430610	340	101000
	Sept 21	09/06/21 BD phone/internet	12.25			2394 420531	340	101000
	Sept 21	09/06/21 Pool phone	49.99			1000 460445	340	101000
	Sept 21	09/06/21 Water office phone/internet	20.00*			5210 430510	340	101000
	Sept 21	09/06/21 Sewer office phone/internet	20.00*			5310 430610	340	101000
		*** Claim from another period ( 8/21) ****						
17021	E	852 CENEX FLEETCARD	1,722.54					
	218492CL	08/31/21 Admin - Fuel	0.00			1000 410550	231	101000
	218492CL	08/31/21 PD - Fuel	662.41			1000 420100	231	101000
	218492CL	08/31/21 FD - Fuel	321.24			1000 420460	231	101000
	218492CL	08/31/21 PW - Fuel	693.72			1000 430100	231	101000
	218492CL	08/31/21 Amulance - Fuel	45.17			2230 420730	231	101000
	218492CL	08/31/21 Airport - Fuel	0.00			5610 430300	231	101000
		*** Claim from another period ( 8/21) ****						
17022		1659 CHS Mountain West CO-OP	142.69					
	August 21	08/31/21 PD-Fuel	0.00			1000 420100	231	101000
	August 21	08/31/21 PW fuel	142.69			1000 430100	231	101000
	August 21	08/31/21 FD fuel	0.00			1000 420460	231	101000
		<b># of Claims</b>	<b>31</b>					
		<b>Total:</b>	<b>29,318.82</b>					
		<b>Total Electronic Claims</b>	<b>3,839.68</b>			<b>Total Non-Electronic Claims</b>	<b>25479.14</b>	

TOWN OF STEVENSVILLE  
Fund Summary for Claims  
For the Accounting Period: 9/21

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<b>Fund/Account</b>	<b>Amount</b>
1000 GENERAL	
101000 Cash - Operating	\$13,745.93
2230 AMBULANCE	
101000 Cash - Operating	\$267.91
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	\$834.36
2940 ECONOMIC DEVELOPMENT	
101000 Cash - Operating	\$24.49
5210 WATER	
101000 Cash - Operating	\$7,121.96
5310 SEWER	
101000 Cash - Operating	\$5,679.61
5610 AIRPORT	
101000 Cash - Operating	\$1,644.56
<b>Total:</b>	<b>\$29,318.82</b>

09/07/21  
15:55:53

TOWN OF STEVENSVILLE  
Claim Approval Signature Page  
For the Accounting Period: 9 / 21

Page: 7 of 7  
Report ID: AP100A

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. Community Development

# **MONTHLY REPORT**

## **Building Department**

August 2021

<b><u>Permits Issued</u></b>	<b><u>Fees Collected</u></b>
<b><u>Building</u></b> (7 permits)	
1. NSFR .....	\$2,864.00
2. New Commercial Building .....	\$0
3. Renovation/Remodel .....	\$421.00
4. Demo .....	\$0
<b><u>Electrical</u></b> (2 permits)	
1. NSFR .....	\$0
2. New Commercial Building .....	\$60.00
3. Renovation/Remodel .....	\$30.00
4. Demo .....	\$0
<b><u>Mechanical</u></b> (1 permits)	
1. NSFR .....	\$0
2. New Commercial Building .....	\$525.00
3. Renovation/Remodel .....	\$0
4. Demo .....	\$0
<b><u>Plumbing</u></b> (2 permits)	
1. NSFR .....	\$0
2. New Commercial Building .....	\$212.00
3. Renovation/Remodel .....	\$80.00.00
4. Demo .....	\$0
<b>Total permits issued: 12</b>	<b>Total fees collected: \$4,192.00</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 – August 2021

## **Calls for the Month of August: 78**

Calls for Stevensville Town: 33

Calls for Stevensville Rural: 44

Mutual Aid: 1

Medical Response: 68

Fire Calls: 5

Motor Vehicle Crash: 5

Total Calls: 78

## **Calls for the Year to Date: 520**

Calls for Stevensville Town: 185

Calls for Stevensville Rural: 328

Mutual Aid: 7

Medical Response: 414

Fire Calls: 73

Motor Vehicle Crash: 33

Total Calls: 520

**File Attachments for Item:**

e. Parks Department



## September 2021 Report to Council

Here is what's happening in your parks:

Lewis and Clark Park:

- ◆ New wood chips for Bear Mountain playground
- ◆ Two new corner post covers ordered to fix broken ones
- ◆ New tire swing ordered to replace broken one

River Park/River Park Trail:

- ◆ Watering new apple trees regularly
- ◆ Working on clearing river park trail

Father Ravalli Park:

- ◆ Working on site plan and calendar for installation of new play structure
  - CAD Drawing made, picnic tables selected, trash receptacle selected
  - Playground border selected
  - Wood chips on hand
  - Need black paper for under chips and concrete for structure

Creamery Garden Park:

- ◆ Working with Park Board to select and order new picnic tables
  - Need to address small fence along alley, starting to fall over

Pool:

- ◆ Closed August 26, 2021, for 2021 season
- ◆ Cleaned, winterized, and closed up for season
- ◆ Working with Bitterroot Aquatics to get newer pool tarps for 2022 season

Events:

- ◆ Concert at L&C Park on August 15, 2021
- ◆ Upcoming: Community Clean-up Day hosted by "Miss Earth USA Delegates" on September 18, 2021, from 9am - 11am

Other:

- ◆ Mowing/Trimming parks weekly
- ◆ 4 pavilion rentals for Late August/Early September, 2 scheduled for late September
- ◆ Seasonal Parks Maintenance worker last day was August 27, 2021

Sincerely,

Bobby Sonsteng  
Parks and Recreation Director

**File Attachments for Item:**

f. Police Department

**TOWN OF STEVENSVILLE  
POLICE DEPARTMENT ACTIVITY REPORT**

**August 2021**

**MONTHLY REPORT: August 2021 - Police Activity Report**

Officers completed 2 misd arrest and one warrant arrest. There was also a felony arrest made, where additional information through investigation resulted in charges being dropped on one individual and recommended on a separate individual. There was one citation along with several warnings given. The statistical information provided offers a comparison to the previous year's statistics in over all calls for service, along with investigative items.

As with the previous month, Vacation Checks and Extra patrols/Area Checks are being documented and are a separate number from the calls for service.

**PROACTIVE POLICING, CALLS FOR SERVICE, and Investigations:**

PERSONNEL WORKLOAD	1/21	2/21	3/21	4/21	5/21	6/21	7/21	8/21	9/21	10/21	11/21	12/21	Total
<b>PATROL</b>													
Arrests	2	3	2	2	4	2	3	2					20
Traffic Citations	0	0	10	8	24	15	12	1					70
Traffic Warnings	0	0	37	38	26	37	38	13					189
<b>Calls for Service 2020</b>	<b>61</b>	<b>59</b>	<b>63</b>	<b>76</b>	<b>58</b>	<b>95</b>	<b>72</b>	<b>103</b>					<b>587</b>
Calls for Service	55	48	64	47	68	49	55	41					427
<b>INVESTIGATIONS</b>													
<b>Robbery/Homicide 2020</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>					<b>0</b>
Robbery/Homicide	0	0	0	0	0	0	0	0					0
<b>Assault 2020</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>					<b>7</b>
Assault	0	0	0	1	1	1	2	1					6
<b>Sex Crime 2020</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>					<b>0</b>
Sex Crime	0	0	0	0	0	0	0	0					0
<b>Burglary/Theft 2020</b>	<b>10</b>	<b>7</b>	<b>6</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>4</b>	<b>4</b>					<b>38</b>
Burglary/Theft	2	2	1	1	1	2	1	2					10
<b>Crim Mischief 2020</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>4</b>					<b>11</b>
Crim Mischief	1	0	0	0	0	0	3	1					5
<b>Fraud 2020</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>					<b>7</b>
Fraud	2	0	2	0	0	0	1	0					5
<b>Suspicious Incident 2020</b>	<b>3</b>	<b>2</b>	<b>6</b>	<b>14</b>	<b>5</b>	<b>13</b>	<b>9</b>	<b>12</b>					<b>64</b>
Suspicious Incident	0	0	3	3	1	6	3	1					17
<b>Disturbance 2020</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>3</b>					<b>16</b>
Disturbance	2	2	6	5	2	2	10	5					34
<b>Found Property 2020</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>2</b>					<b>6</b>
Found Property	0	0	1	0	1	2	1	1					7
<b>Traffic Hazard 2020</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>1</b>					<b>4</b>
Traffic Hazard	2	0	1	0	0	2	3	0					8
<b>Traffic Accidents 2020</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>					<b>7</b>
Traffic Accident	0	0	0	0	2	1	3	4					10
<b>Vacation Checks 2020</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>					<b>0</b>
Vacation Checks	0	0	0	0	0	4	10	2					16
<b>Extra Patrols 2020</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>1</b>					<b>4</b>
Extra Patrols Current	0	7	12	13	29	116	295	115					587
<b>SPD AGENCY ASSISTS</b>													
Ravalli County S.O	5	0	2	7	0	11	4	4					33

**File Attachments for Item:**

g. Public Works

WO Number	Type	Status	Description	Locations	Assigned To	Requester
000062	CORRECTIVE	Closed	Pump CL2 and Ortho Wellhouse	Town of Stevensville	Cody Anderson, Dustin Tribby, Glenn Bies, Ian Murray	Steve Kruse
000059	CORRECTIVE	Closed	Ian Test	Town of Stevensville	Ian Murray	Steve Kruse
000058	CORRECTIVE	Closed	Shoot Quail over English Springer	Town of Stevensville	David Weihrauch	Steve Kruse
000057	CORRECTIVE	Closed	Email Test 4	Town of Stevensville	David Weihrauch	Steve Kruse
000056	CORRECTIVE	Closed	Catch a Brown trout in a River	Town of Stevensville	David Weihrauch	Steve Kruse
000050	CORRECTIVE	Closed	Pickup Service	Town of Stevensville, Mobile / Town of Stevensville	David Weihrauch	Steve Kruse
000048	CORRECTIVE	Closed	Tag Headworks	Town of Stevensville, 23-Headworks Bldg / Wastewater / Town of Stevensville, Wastewater / Town of Stevensville	Steve Kruse	Steve Kruse
000045	CORRECTIVE	Closed	Crew Test	Town of Stevensville, Wastewater / Town of Stevensville	Kurt Vause	Steve Kruse
000043	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville, Water / Town of Stevensville		Steve Kruse
000042	SCHEDULED	Closed	Backhoe Status		Ian Murray	Steve Kruse
000041	SCHEDULED	Closed	Inspect skidsteer		Cody Anderson	Steve Kruse
000040	SCHEDULED	Closed	Inspect Mini Excavator&nbsp;		Cody Anderson	Steve Kruse
000039	CORRECTIVE	Closed	Test WO -		David Weihrauch	Kurt Vause
000034	SCHEDULED	Closed	Mow facility grounds			David Weihrauch
000031	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville, Water / Town of Stevensville		Steve Kruse
000030	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville, Water / Town of Stevensville		Steve Kruse



WO Number	Type	Status	Description	Locations	Assigned To	Requester
000029	SCHEDULED	Closed	Mow facility grounds			David Weihrauch
000028	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville, Water / Town of Stevensville		Steve Kruse
000027	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville, Water / Town of Stevensville		Steve Kruse
000023	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville, Water / Town of Stevensville		Steve Kruse
000022	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville, Water / Town of Stevensville		Steve Kruse

# TOWN OF STEVENSVILLE PUBLIC WORKS ACTIVITY REPORT August 2021

## UTILITIES REPORT

### *Water Production*

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	27,440,000	35,633,000

- 💧 Monthly, weekly and Annual reports to the state
- 💧 Monthly Meter Readings
- 💧 Unread Meters: 71
- 💧 Jetted 3 sewer lines
- 💧

### *Waste Water Treatment*

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	5,184,875	5,298,742

- 💧 State Reports and EPA, weekly monthly and Annual samples taken and reported
- 💧 Press
  - Sludge transitioned to drying beds, press serviced for summer, reduced energy consumption

## OTHER

- 💧 Creamery support, total of 1 week payroll for entire department
- 💧 Pool pump motor failure, installation of new motor, pool re-opened
- 💧 Water supply remains in good shape despite the prolonged hot temperatures
- 💧 Repair of footbridge on bike path over slough, this bridge needs a complete rebuild
- 💧 Continued preemptive sewer jetting
- 💧 Started implementation of Qware work order and asset management software with consulting engineers, going live September 8th
- 💧 3<sup>rd</sup> Street project substantial completion
- 💧 Unearthed and brought 5 manholes back to grade enabling better sewer maintenance
- 💧 Numerous 3<sup>rd</sup> party contractor locates
- 💧 School project support and inspections
- 💧 Continued resident trouble calls
- 💧 Refurbished storm water catch basin at Buck and 3<sup>rd</sup>
- 💧 Ongoing meter replacements
- 💧 Bioreactor blower failure at WWTP, into manufacturer for rebuild
- 💧 Ditch Maintenance
- 💧 Cemetery maintenance

**File Attachments for Item:**

- a. Discussion/Decision: Resolution No. 491, Adopting a Master Fee Schedule for FY2022



## 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>	9/9/2021
<b>Agenda Topic:</b>	Discussion/Decision: Resolution No. 491, Adopting a Master Fee Schedule for FY2022
<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>	9/9/2021
<b>Notes:</b>	

**RESOLUTION NO. 491**

**A RESOLUTION ADOPTING A MASTER FEE & CHARGES SCHEDULE FOR SERVICES BY THE TOWN OF STEVENSVILLE**

**WHEREAS**, 7-1-4123(7) MCA authorizes local governments to charge reasonable fees for the provision of services; and

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

**WHEREAS**, the Town Council adopted the FY2022 budget, which requires a reasonable increase in fees to support the adopted revenue budget; and

**WHEREAS**, the Town Council periodically sets fees and charges for various services provided by the Town.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council hereby amends and adopts the fees as shown in the attached schedule with an effective date of September 15, 2020.

Passed and adopted by the Town Council of the Town of Stevensville, Montana, this 9<sup>th</sup> day of September 2021.

Approved:

Attest:

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

\_\_\_\_\_  
Jenelle Berthoud, Town Clerk

## FEE CHANGES FROM FY20-FY22

Fee Title	Old Charge	New Charge
Dog spayed/neutered, Senior Citizen rate	\$5.00/\$3.00	\$10.00
Dog unspayed/unneutered, Senior Citizen rate	\$10.00/\$5.00	\$10.00
Non-Profit Organization	no charge	\$25.00
Itinerant/Transient Vendor	\$50.00	\$75.00
Alcohol Off-premises Consumption	\$100.00	\$200.00
Alcohol On-premises Consumption	\$150.00	\$250.00
Alcohol All Beverage	\$250.00	\$350.00
Alcohol License Transfer Fee (plus new license)	\$50.00	\$100.00
Special Event Application Fee (non-refundable)	New Fee	\$20.00
Special Event Permit	\$50.00	\$150.00
Special Event with Alcohol (additional)	New Fee	\$200.00
Special Event Road Closure Fee	New Fee	\$25.00/block
Stage Rental Fee	New Fee	\$100.00/stage
Special Event Signage	New Fee	\$5.00/sign+ man hours
Event Power Panel Fees	New Fee	\$20.00/panel
Pavilion Rental, Resident/Non-resident	\$20.00/\$30.00	\$30.00/\$50.00
Special Use of Parks #1 50 people or less \$50.00/use #2 51-250 people \$100.00/use #3 251 plus \$150.00/use	New Fee	\$50/\$100/\$150
Park Use/Event with Alcohol (additional)	New Fee	\$200.00
Audio Copies of Meetings	\$5.00	\$15.00
General Records Request	\$.25/page	\$5.00 + \$.50/page
Research based records requests (additional)	New Fee	\$15.00/hour
Bonfire Permit	\$25.00	\$50.00
Grave Spaces Town Residents	\$300.00	\$500.00
Grave Spaces Non- Residents	\$500.00	\$750.00
Cremation Spaces Town Residents	\$300.00	\$500.00
Cremation Spaces Non- Residents	\$500.00	\$750.00
Town Employee w/ Backhoe	\$48.00/hour	\$135.00/hour
Town Employee w/ Truck	\$35.00/hour	\$50.00/hour
Town Employee w/Dump truck	New Fee	\$75.00
Town Employee	\$20.00/hour	\$25.00/hour
Pool Rental Civic/Church groups Up to 20 Swimmers \$50.00/hour 21-40 Swimmers \$70.00/hour 41-60 Swimmers \$90.00/hour	New Fee	\$50/\$70/\$90
For pool parties over 61 people an extra guard is needed	New Fee	\$25.00/hour
Zoning Change Application Fee	\$450.00	\$850.00
Conditional Use Permit Application Fee	\$450.00	\$650.00
Variance (Board of Adjustment) App Fee	\$450.00	\$750.00
Appeal (Board of Adjustment) App Fee	\$450.00	\$750.00

## FEE CHANGES FROM FY20-FY22

Annexation Application Fee	\$750.00	\$1000.00
Minor Subdivision Pre-application Review	New fee	\$200.00 (2-5 lots)
Minor Subdivision Preliminary Plat Application & Review Fee (2-5 lots)	\$750.00	\$1200.00+ \$40/lot
Minor Subdivision Final Plat Review	\$50.00	\$200.00 (2-5 lots)
Major Subdivision Pre-Application Review	New fee	\$400.00
Major Subdivision Preliminary Plat Application & Review Fee (6 or more lots)	\$900.00	\$2000.00+\$40/lot
Major Subdivision Final Plat Review	\$350.00+processing	\$500.00+\$10/lot
Plat Filing Deadline Extension	New fee	\$100.00
Re-Phasing Request	New fee	\$450.00

# MASTER FEE SCHEDULE (Revised FY 21/22)

## ADMINISTRATION

### ANIMAL TYPE

Chickens/Rabbits/Ducks	\$25.00/year
Dogs	\$10.00/year/dog

### BUSINESS TYPE

General Business License	\$50.00/year
Junk Dealer License (add-on):	\$10.00/year
Pawnbroker License (add-on):	\$50.00/year
Non-Profit Organization	\$25.00/year
Itinerant/Transient Vendor	\$75.00/year
Alcohol Off-premises Consumption	\$200.00/year
Alcohol On-premises Consumption	\$250.00/year
Alcohol All Beverage	\$350.00/year
Alcohol License Transfer Fee (plus new license)	\$100.00/transfer

(60 DAYS TO PAY BUSINESS LICENSE, FEE DOUBLES ON DAY 61)

### SPECIAL EVENT

Special Event Application Fee (non-refundable)	\$20.00/event
Special Event Permit Fee	\$150.00/event
Special Event with Alcohol (additional)	\$200.00/event
Special Event Road Closure Fee	\$25.00/block
Stage Rental Fee	\$100.00/per stage
Special Event Signage	\$5.00/sign + Man Hours
Event Power Panel Fees	\$20.00/panel



**PARK USE/EVENT**

Organized League Field Use	\$3.00/player
Pavilion Rental, Resident/Non-resident	\$30.00/\$50.00
Special Use of Parks	\$50/\$100/\$150
#1 50 people or less	\$50.00/use
#2 51-250 people	\$100.00/use
#3 251 plus	\$150.00/use
Power Panel Fees	\$20.00/panel
Park Use/Event with Alcohol (additional)	\$200.00/event

**PLANNING & ZONING**

Zoning Change Application Fee	\$850.00
Conditional Use Permit Application Fee	\$650.00
Variance (Board of Adjustment) App Fee	\$750.00
Appeal (Board of Adjustment) App Fee	\$750.00
Annexation Application Fee	\$1000.00
Minor Subdivision Pre-application Review	\$200.00 (2-5 lots)
Minor Subdivision Preliminary Plat Application & Review Fee (2-5 Lots)	\$1200.00 + 40.00/lot
Minor Subdivision Final Plat Review	\$200.00 (2-5 lots)
Major Subdivision Pre-Application Review	\$400.00
Major Subdivision Preliminary Plat Application & Review Fee (6 or more lots)	\$2,000 + \$40/lot
Major Subdivision Final Plat Review	\$500.00 + \$10/lot
Plat Filing Deadline Extension	\$100.00
Re-Phasing Request	\$450.00
Zoning Verification Letter	\$150.00/parcel
Zoning Interpretation Letter	\$250.00
Floodplain Permit:	\$150.00
Floodplain Variance:	\$450.00
Floodplain Appeal:	\$450.00

**RECORDS REQUEST**

Archived Documents/Multiple Files Search (Documents outside the current fiscal year)	\$25.00 per search
Audio Copies of Meetings	\$15.00 per CD
General Records Request	\$5.00 plus \$.50/page
Research based records requests (additional)	\$15.00/hour

**BUILDING DEPARTMENT**

**BUILDING FEES**

**Total Valuation of Project**  
(materials & labor)

**Fee**

\$1-\$500 .....	\$35.00 (minimum fee);
\$501-\$2,000 .....	\$35 for the first \$500 + \$6 for each additional \$100 or fraction thereof;
\$2,001-\$20,000 .....	\$125 for the first \$2000 + \$16 for each additional \$1000 or fraction thereof;
\$20,001-\$50,000 .....	\$413 for the first \$20,000 + \$12 for each additional \$1000 or fraction thereof;
\$50,001-\$100,000 .....	\$773 for the first \$50,000 + \$8 for each additional \$1000 or fraction thereof;
\$100,001-\$200,000 .....	\$1,173 for the first \$100,000 + \$7.00 for each additional \$1,000 or fraction thereof;
\$200,001-\$500,000 .....	\$1,873 for the first \$200,000 + \$6.00 for each additional \$1,000 or fraction thereof;
\$500,001-\$1,000,000 .....	\$3,673 for the first \$500,000 + \$5.00 for each additional \$1,000 or fraction thereof;
\$1,000,000 and up .....	\$6,173 for the first \$1,000,000 + \$3.50 for each additional \$1,000 or fraction thereof.

**NOTE:** Plan review fee is 25% of calculated building fee

**ELECTRICAL FEES**

**Residential**

_ New SFR, dwelling, cabin, etc. 100-200 amp service	\$200.00
_ New addition, remodel interior rewire	\$100.00
_ Service change-out or upgrade	\$75.00
_ Accessory building (garage, barn, shed, greenhouse, etc.) up to 200 amps	\$100.00
_ 201-300 amps	\$200.00
_ Over 300 amps	\$300.00
_ Misc. work not considered interior remodel/rewire	\$30.00

_ Mobile home, RV, modular, etc.	
_ On rental space with existing service	\$50.00
_ Private lot with existing	\$75.00
_ Private lot, new service	\$100.00

Multi-family (duplex through 12 units)  
 \$200 plus \$75.00 each unit (number of units\_ x \$75 = \_\_\_ + \$200)

**Commercial**

The total cost of the project (including labor, materials and equipment installed) determines the permit fee according to the fee schedule below. Applicant may be required to show verification/documentation of all costs in order to have permit processed.

Total cost of work {materials+ labor) \$ _____ _	
\$ 1 - \$1,000	\$60.00
\$ 1,001-\$10,000:	\$60 for the first \$1,000 + .006 of remainder
\$ 10,001 -\$50,000:	\$114 for the first \$10,000 + .015 of remainder
Over \$50,000:	\$714 for the first \$50,000 + .025 of remainder

**MECHANICAL FEES**

Fees are based on the cost of the mechanical work (labor & materials) to be done	
Cost	Permit Fee
\$1- \$10,000	\$50.00_ first \$1,000 plus \$15.00 for each additional \$1,000 or fraction thereof above \$1,000;
\$10,000-\$50,000	\$185.00 first \$10,000 plus \$10.00 for each additional \$1,000 or fraction thereof above \$10,000;
\$50,000 and up	\$585.00 first \$50,000 plus \$5.00 for each additional \$1,000 or fraction thereof above \$50,000;

**PLUMBING FEES**

Enter how many of each fixture to be installed, add total number of fixtures and enter total as indicated:	Indirect waste
Area drain	Kit sink {domestic)
Backflow preventer	Kit sink (comm)
Bar sink	Lavatory
Bidet	Lawn/fire sprklr
Car wash sump	Roof drains
Clothes washer	Service/utility sink
Coffee maker	Shower
Dishwasher	Sump drain
Drinking fountain	Traps
Dental chair	Urinal
Floor drain	Water closet
Floor sink	Grease trap Water heater
	Ice maker Wash tray

Each permit fee \$25.00  
 Water piping repair, replace or alter \$10.00  
 Drain repair, replace or alteration, \$10.00  
 Vent piping repair, replace or alteration \$10.00  
 Fixture or trap repair, replace or alter \$10.00  
 Fuel gas piping, 1-4 outlets \$10.00

" 5 or more outlets add \$6.00  
 Water heater replace/repair \$10.00 each  
 Med gas/vacuum piping, 1-5 outlets \$110.00  
 "\$10.00 ea additional outlet  
 Water service \$10.00  
 SUB-TOTAL\$ \_\_\_\_ \_  
 TOTAL NUMBER OF FIXTURES FROM LIST ABOVE \_ multiply x \$9.00

**FIRE DEPARTMENT**

Ambulance (Res 441):  
 Ambulance Mileage: \$10.00 per loaded mile  
 Transport, BLS Emergent: \$500.00  
 Oxygen (1/2 hour increments): \$30.00  
 Defibrillation supplies: \$125.00  
 BLS Routine Supplies: \$25.00  
 Ambulance Attendants: \$150.00

Bonfire Permit \$50.00  
 Fire Reports See records Requests

**POLICE DEPARTMENT**

Fingerprinting Services \$20.00/card  
 Police Reports See Records Requests

**GENERAL PUBLIC SAFETY**

Alarm System Permit \$25.00  
 False Alarm Fee (after 3 alarms) \$50.00/Response

## AIRPORT

Land Lease /Construction Permit:	\$50.00	non-refundable
Land Lease Rate:	\$0.06/square foot	annually
Infrastructure Fee:	\$0.65/square foot	one-time
3-phase power site:	\$500.00	one-time
Airport Business License:	\$250.00	annually
Airport User fee:	\$125.00/user	
Tie-down Fee (single engine):	\$15.00/month	\$3.00/day
Tie-down Fee (twin engine):	\$25.00/month	\$5.00/day
Commercial Landing Fee:	\$8.00/operation	single engine
	\$10.00/operation	twin engine
	\$1.00/thousand pounds over 12,500	

## CEMETERY

Grave Spaces	
Town Residents	\$500.00
Non- Residents	\$750.00
Cremation Spaces	
Town Residents	\$500.00
Non-Residents	\$750.00
Grave Site Opening and Closing	
Town Residents	\$250.00
Non-Resident	\$400.00
Cremation Opening and Closing	
Town Residents	\$150.00
Non-Residents	\$250.00
Niche - All Residents	\$600.00 *includes opening & closing
Delivery charges Extra	\$40.00
Engraving Extra	\$101.00
2nd Niche Opening	
Opening & closing	\$150.00
Delivery Charges Extra	\$40.00
Engraving	\$101.00
Disinterment	
All Residents	\$700.00

## GENERAL PUBLIC WORKS

Town Employee w/ Backhoe	\$135.00 per hour
Town Employee w/ Truck	\$50.00 per hour
Town Employee w/Dump truck	\$75.00 per hour
Town Employee	\$25.00 per hour

## STREETS & TRANSPORTATION

Paved Excavation:	\$150.00
Un-paved Excavation:	\$75.00
Snow Removal Non-Compliance Fee	\$50.00/per snow event

## WATER & WASTEWATER

Infrastructure (Res 345):

Size of Water Service	*EDU's	Water IAF	Sewer IAF	Total IAF
5/8" or 3/4"	1	\$3,850	\$1,035	\$4,885
1 inch	1.7	\$6,545	\$1,760	\$8,305
1.5 inch	3.3	\$12,705	\$3,416	\$16,121
2.0 inch	5.3	\$20,405	\$5,486	\$25,891
3.0 inch	10.00	\$38,500	\$10,350	\$48,850

Water Main Tap: \$125.00 one-time fee

Sewer Main Tap: \$125.00 one-time fee

Fire Suppression/Sprinkler Service Line/per connection \$250.00 Annual Charge

## PARKS & RECREATION

### SWIMMING POOL

Swimming - Per Entry	
Youth (Ages 3-11)	\$3.00
Student (Ages 12-17)	\$4.00
Adults (Ages 18-62)	\$5.00
Senior (62+) or Public Service	\$4.00
Swimming Lessons & Classes	
Group Sessions	\$55.00
Private Sessions	\$80.00
Water Aerobics	\$5.00/class
Season Swim Passes	
Individual Passes	
Youth	\$55.00
Student	\$65.00
Adult	\$85.00
Senior/Public Service	\$65.00
Family Passes	
Family of 6 in same household	\$270.00
Pool Parties	
Up to 20 Swimmers	\$60.00/hour
21-40 Swimmers	\$80.00/hour
41-60 Swimmers	\$100.00/hour
<b>Civic/Church groups</b>	
Up to 20 Swimmers	\$50.00/hour
21-40 Swimmers	\$70.00/hour
41-60 Swimmers	\$90.00/hour

(For pool parties over 61 people an extra guard is needed, \$25.00/hour)

**File Attachments for Item:**

b. Discussion/Decision: Preliminary Plat Approval Extension for Phase II of the Twin Creeks Subdivision





## 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>	9/9/2021
<b>Agenda Topic:</b>	Discussion/Decision: Preliminary Plat Approval Extension for Phase II of the Twin Creeks Subdivision
<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>	9/9/2021
<b>Notes:</b>	

**Agenda Item: New Business**

Discussion/Decision: Preliminary Plat Approval Extension for Phase II of the Twin Creeks Subdivision

**Other Council Meetings**

**Exhibits**

- A. Letter from PCI requesting extension
- B. Preliminary Plat Filing Extension Agreement
- C. Current Phasing Plan

*This agenda item provides Council with the ability to authorize the extending the deadline to file the final plat for Phase II of the Twin Creeks Subdivision.*

**Background:**

PCI Engineering, on behalf of the new owner of the second and third phase of the Twin Creeks Subdivision, has requested an extension to file the final plat of Phase II. The original deadline is January 15, 2021. Council subsequently granted an extension to January 15, 2022. The attached letter outlines the rationale behind the request, which seeks to extend the deadline 2 years to January 15, 2024. The filing deadline for Phase III remains unchanged.

Preliminary plat for all phases of the subdivision had been previously approved by the Town Council in 2008 with conditions of approval and a phasing plan. The phasing plan was amended and approved by Council in May of 2021.

Montana Code allows the governing body to grant extensions of the filing deadline for phased developments. Each phase is then subject to a public hearing prior to final approval.

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

**Alternative(s):** do not approve an extension

**MOTION**

**I move to:** grant the requested extension of the final plat filing deadline for Phase II of the Twin Creeks Subdivision as set forth in the proposed agreement.

September 1, 2021

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

**RE: TWIN CREEKS SUBDIVISION PHASE 2 EXTENSION REQUEST**

Dear Mayor and Council Members:

Please accept this letter as our formal request for an extension to the final plat filing deadline for Phase 2 of Twin Creeks Subdivision. We would like to request a two-year extension allowing our new deadline to be January 15<sup>th</sup>, 2024, rather than the current deadline of January 15<sup>th</sup>, 2022.

You may recall that about one year ago we requested and received a one-year extension of the preliminary plat approval period for Phase 2. At that time, the then-owner, Stan Hendricksen, seemed ready to work toward gaining final DEQ approvals and commence construction, but eventually was not able to do so. He recently has placed under contract the Phase 2 and Phase 3 properties to C-C Montana, LLC managed by Fred L. Croci. Fred has retained PCI to complete the entitlement approvals and he is now getting construction bids. Fred plans to start construction soon- this fall if the contractor can fit the work into its fall schedule. If not, the work will not be able to be commenced until next spring.

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

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

The current situation is as follows:

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

Background:

A re-phasing plan was amended on May 13, 2021 which took Lots 33-43 from Phase 2 and placed them in Phase 3. The final plat filing deadline for Phase 2 did not change. With this request, the filing deadline for Phase 3 will also not change.

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

Enclosed you will find the approved amended final filing deadline approval from last year and the re-phasing approval from May 13, 2021.

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

Sincerely,



Ron Ewart

Land Use Planner

**Professional Consultants Inc.**

3115 Russell St / PO Box 1750

Missoula, MT 59806

Office- (406) 728.1880

Cell- (406) 240-0002

[rone@pcimontana.com](mailto:rone@pcimontana.com)

[www.pcimontana.com](http://www.pcimontana.com)

Hon. Brandon E. Dewey  
Mayor of Stevensville

Jenelle Berthoud  
Town Clerk



Stevensville Town Hall  
206 Buck Street  
Stevensville, MT 59870  
Phone: 406-777-5271  
Fax: 406-777-4284

May 25, 2021

Ron Ewart  
Professional Consultants, Inc.  
PO Box 1750  
Missoula, MT 59806

**RE: Twin Creeks Subdivision Re-Phase Request Approval**

Dear Ron,

At their May 13, 2021 meeting, the Town Council approved the rephasing request that you submitted on behalf of your client. This rephase request includes the development of lots 1-32 as Phase II no later than January 22, 2022. Lots 33-64 are included in Phase III and shall be filed no later than January 22, 2026.

If you have any questions or need further assistance from the Town, please feel free to reach out to us.

Sincerely,

A handwritten signature in blue ink that reads "Brandon E. Dewey". The signature is written in a cursive style with a long horizontal stroke at the end.

Brandon E. Dewey, Mayor  
Town of Stevensville

Enc.: Phasing Map





**File Attachments for Item:**

c. Discussion/Decision: Participation in the Montana DPHHS Low Income Home Water Assistance Program



## 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>	9/9/2021
<b>Agenda Topic:</b>	Discussion/Decision: Participation in the Montana DPHHS Low Income Home Water Assistance Program
<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>	9/9/2021
<b>Notes:</b>	





# Department of Public Health and Human Services

Human and Community Services Division Intergovernmental Human Services Bureau  
PO Box 202956 Helena, MT 59620-2956

**Greg Gianforte, Governor**

**Adam Meier, Director**

DATE: July 19, 2021

TO: Public Water System Providers

FROM: Sara Loewen, DPHHS Intergovernmental Human Services Bureau Chief

SUBJECT: Low-Income Home Water Assistance Program (LIHWAP) Contractor Application and Contract

A temporary emergency Low-Income Home Water Assistance Program<sup>1</sup> (LIHWAP) is being developed to provide low-income households assistance in paying their water and wastewater bills. Funds will be sent directly to Public Water System (PWS) operators to be credited to income eligible household accounts to reduce arrearages, prevent shutoffs and reduce monthly rates. This program is slated to operate from October 1, 2021 through September 30, 2023. Households will apply for assistance through a process coordinated with the Low-Income Energy Assistance (LIEAP) program.

The MT Department of Public Health and Human Services is providing the opportunity to PWS providers to participate in this program through a contract with the Department in order to receive and provide this assistance to income eligible households. The Department is beginning the process of securing contracts with PWS providers interested in participating in the LIHWAP.

The following documents are enclosed:

1. A copy of the (DPHHS-HWAP-001) Low Income Home Water Assistance Program Contractor Application and Contract for the time period October 1, 2021 through September 30, 2023.  
Complete the Contractor Information sections, including the Contractor Taxpayer ID number field. Sign the bottom of page three. The contract will be signed by a Department representative and a copy will be returned for your records.
2. A Taxpayer Identification Number (TIN) Verification (W-9) form. The completed W-9 form is required to receive payments from the Department. The W-9 form will be used to verify the TIN and the address where the 1099 form will be sent.

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<sup>1</sup> The LIHWAP program is authorized under Section 533 Title V of Division H of the Consolidated Appropriations act of 2021, Public Law No: 116-260 and as provided for under The American Rescue Plan Act (ARPA). Additional information can be found at: <https://www.acf.hhs.gov/ocs/programs/lihwap>.

3. A Payment Address Form to complete and return if the mailing address for the LIHWAP payment is to be made to an address other than the one entered on the W-9 form.
4. A Direct Deposit Sign-up Form to complete if your company would prefer to have payments made directly to your financial institution. A written Statement of Remittance (SOR) will be mailed as usual but LIHWAP funds will be available at least one day earlier.

In order to participate and receive funds under this program, items #1 and #2 (above) must be completed and returned, along with items #3 and #4 if applicable.

These documents should be mailed to:

DPHHS LIHWAP, PO Box 202925, Helena, MT 59620

We encourage all Public Water System providers to complete the above information in order to participate in the program and allow their customers to receive this assistance.

Look for additional information (coming soon) at [www.lieap.mt.gov](http://www.lieap.mt.gov). A list of frequently asked questions will be available. You can also email Program Specialist Sheri Shepherd at [sshepherd2@mt.gov](mailto:sshepherd2@mt.gov).

Thank you for considering participating in the Low Income Home Water Assistance Program aimed at reducing arrearages and rates of low-income households, particularly those with the lowest incomes, that pay a high proportion of household income for drinking water and wastewater services.



Sara Loewen  
Intergovernmental Human Services Bureau Chief  
Human and Community Services Division, MT DPHHS

**2021-2023  
LOW INCOME HOME WATER/WASTEWATER ASSISTANCE PROGRAM  
CONTRACTOR APPLICATION AND CONTRACT**

<b>Contractor Name:</b>	
<b>Mailing Address:</b>	<b>Type(s) Service Supplied:</b> <input type="checkbox"/> Water and Wastewater <input type="checkbox"/> Water Only <input type="checkbox"/> Wastewater only
<b>City, State Zip:</b>	<b>Contractor Taxpayer ID# (EIN or SSN)</b>
<b>Email Address:</b>	<b>Telephone #:</b>
<b>Type of Entity:</b> <input type="checkbox"/> Partnership (Must use EIN) <input type="checkbox"/> Individual/Sole Proprietor (EIN or SSN) <input type="checkbox"/> Corporation (Must use EIN) <i>A completed Form W-9 must be submitted with this contract.</i>	
<b>Contractor Number Issued by DPHHS:</b>	

*THIS CONTRACT*, is entered into by and between the MONTANA DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES (hereinafter referred to as the "Department"), and the home Public Water or Wastewater supplier identified above, (hereinafter referred to as the "Contractor").

*WITNESSETH THAT*, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

1. The purpose of this contract shall be to assist low income households (Eligible Customers) to offset the cost of water and/or wastewater services under the Low Income Home Water/Wastewater Assistance Program (LIHWAP) authorized under Section 533 Title V of Division H of the Consolidated Appropriations Act, 2021, Public Law No: 116-260 and as provided for under the American Rescue Plan Act. ,
2. The effective date and duration of this contract shall be October 1, 2021 through September 30, 2023.
3. To receive direct payments from the Department under LIHWAP, the Contractor agrees:
  - a. To provide appropriate and timely delivery of home water and/or wastewater services to Eligible Customers.
  - b. To charge the Eligible Customers the difference between the actual cost of the home water and/or wastewater services and the amount of the payment made by the Department.
  - c. Not to adversely discriminate in the cost, services or treatment provided to the Eligible Customer on whose behalf a LIHWAP payment is made.
  - d. To provide to the Department upon request, with written reconciliation and confirmation that benefits have been credited appropriately to households and their services have been restored on a timely basis or disconnection status has been removed if applicable. The reconciliation must show amount applied to each eligible recipient account for arrearages, late fees, reconnection fees and/or regular monthly bill rate reduction.
  - e. To clearly enter, on LIHWAP households' bill, the amount of LIHWAP payment(s) received in a manner which identifies the payment as received from LIHWAP.
  - f. That any funds paid by the Department will be used only to meet an Eligible Customer's home water and/or wastewater service needs. Resale or transfer of funds paid to any other party is prohibited.
  - g. Provide all cost and consumption data for LIHWAP recipients to the Department.
4. In consideration of the assurances given in Section 3 of this contract, the Department agrees each Federal Fiscal Year to:
  - a. Determine which customers are eligible for LIHWAP.
  - b. Pay the Contractor an amount determined by the Department LIHWAP policies in accordance with the approved LIHWAP State Plan.
  - c. Upon receipt of LIHWAP eligibility notification, pay the Contractor on a schedule determined by the Department.

5. The Contractor agrees to:
  - a. Credit the payment amount to the eligible customer's account when received and identified by the statement of remittance.
  - b. Use the LIHWAP payment only to pay home water and/or wastewater service obligations the LIHWAP customer previously incurred or incurs during the period from October 1, 2021 through September 30, 2023 for which the payment was issued, Funds may be used to reduce arrearages and/or rates charged to the eligible household to provide continuity of water services, including prevention of disconnection and restoration of water services to households whose water services were previously disconnected.
  - c. Return to the Department any LIHWAP-attributable credit balance no later than September 30, 2023 and include customer's name, LIHWAP benefit issuance date, and account number with the returned funds.
  - d. Return to the Department within ninety (90) days from the date of discontinued service, which includes, but is not limited to, changes of address, account number, or death of recipient, any credit balance and/or line of credit in an eligible customer's account that is identifiable as LIHWAP funds. Include customer's name, LIHWAP benefit issuance date, and account number with remittance.
  - e. Provide as requested, to facilitate State compliance with Federal reporting requirements, LIHWAP recipients' annual water and/or wastewater service consumption data and written reconciliation of LIHWAP funds applied to the recipient's account..
  - f. The mailing address for returned funds is DPHHS/HCS D, P.O. BOX 202956, HELENA, MT 59620.
  - g. LIHWAP funds may not be used for the purchase or improvement of land or the purchase, construction, or permanent improvement of any building or facility.
  - h. Report any financial fraud, abuse or misconduct by recipients or in the administration of LIHWAP. If there are reasonable grounds to believe that fraud, abuse or misconduct has occurred call 406-447-4269 or email [sshepherd2@mt.gov](mailto:sshepherd2@mt.gov).
  - i. Cooperate with all investigations of suspected fraud, abuse or misconduct.
6. The Contractor will comply with the Civil Rights Act of 1964. The Contractor agrees that no person shall, on the grounds of race, color, national origin, creed, sex, religion, political ideas, marital status, age or handicap be excluded from employment or participation in, be denied benefits, or be otherwise subject to discrimination under any program or activity connected with the implementation of this contract, and further agrees that affirmative steps will be taken to employ or advance in employment qualified handicapped individuals. The Contractor further agrees that all hiring done in connection with this contract shall be based on merit qualification genuinely related to competent performance of the occupational task.
7. The use or disclosure, by any party, of any information concerning a claimant in violation of any rule of confidentiality, or for any purpose not directly connected with the administration of the Department's or the Contractor's responsibility with respect to services hereunder, is prohibited, except on written consent of the claimant, or the court appointed guardian of a claimant.
8. The Contractor will comply with all applicable regulations and formal Department policies, including those pertaining to licensing, in performing this contract.
9. The Contractor agrees to submit all reports and documents required by this contract or by federal or state law or regulations, timely in the form required by the Department.
10. The Contractor agrees that it will, at all times, indemnify the Department and hold it harmless from any and all losses and claims that may result to the Department because of any negligence on the part of the Contractor, its agents, representatives or employees.
11. The Contractor agrees not to subcontract, assign or transfer any work contemplated under this contract without prior written approval of the Department.
12. The Contractor shall not be liable for failure to perform under this contract if such failure to perform arises out of causes beyond the control and without the fault or negligence on the part of the Contractor. Such causes may include, but are not restricted to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the Contractor.
13. The parties agree that if anticipated government funds are reduced or become unavailable any time during the term of the contract, the Department is not obligated to continue performance of this contract beyond the date the federal or state funds are reduced or become unavailable.
14. If the Contractor fails to provide services called for by this contract or to provide such services within the time specified herein, or any extension thereof, the Department may withhold payment or by written notice of default to the Contractor, terminate the whole or any part of the contract upon written notice. This contract may be canceled or terminated by either of the parties without

cause, however; the parties seeking to terminate or cancel this contract must give written notice of its intention to do so to the other party at least thirty (30) days prior to the effective day of cancellation or termination.

15. The State of Montana, the Department, the U.S. Department of Health and Human Services, and the Comptroller General of the U.S., or any of their duly authorized representatives, shall have the right of access to any books, documents, papers and records of the Contractor which are pertinent to the services provided under this contract, for purposes of making audit, excerpts or transcripts. Further, for purposes of verifying cost or pricing data submitted in conjunction with the negotiation of this contract or any amendments thereto, the State shall until the expiration of eight (8) years from the completion date of a program year, have the right to examine those books, records, documents, papers, and other supporting data which involve transactions related to this contract or which will permit adequate evaluation of the cost or pricing data submitted, along with the computations and projections used therein. The Contractor's accounting procedures and practices shall conform to generally accepted accounting principles.
16. Financial records, supporting documents, statistical records and all other records supporting the services provided by the Contractor under this contract shall be retained for a period of eight (8) years from the completion date of a program year. The Contractor agrees to make the records described herein available at all reasonable times at the Contractor's general offices. If any litigation, claim or audit is started before the expiration of the eight-year period, the records shall be retained until all litigations, claims or audit findings involving the records have been resolved.
17. The Contractor assures the Department that the Contractor is an independent contractor providing services for the Department and that neither the Contractor nor any of the Contractor's employees are employees of the Department under this contract, nor will be considered employees of the Department under any subsequent amendment to this contract unless otherwise expressed.

The Contractor must obtain and maintain workers' compensation coverage for the Contractor and the Contractor's employees as provided in Montana law (39-71-401 and 39-71-405, MCA, and as they may be subsequently amended, modified or altered). The Contractor must provide the Department with proof of compliance with the relevant statutory provisions cited herein. The Contractor need not obtain workers' compensation coverage or an exemption therefrom, if the contract is one for casual employment as exempted at 39-71-401(2)(b), MCA.

18. The parties agree that in the event of litigation concerning this contract, venue shall be in the First Judicial District in and for the County of Lewis and Clark, State of Montana.
19. This instrument contains the entire contract between the parties and no statements, promises or inducements made by either party or agents of either party that are not contained in this contract, shall be valid or binding. This contract may not be enlarged, modified or altered except in written amendments.

IN WITNESS THEREOF, the parties have executed this contract on the dates set out below.

**CONTRACTOR**

\_\_\_\_\_  
*Signature of Authorized Agent*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Title of Authorized Agent*

*(Owner, Partner, Manager, Bookkeeper, President/Vice President, Office Clerk)*

**MONTANA DEPARTMENT OF PUBLIC  
HEALTH AND HUMAN SERVICES**

\_\_\_\_\_  
*Sara Loewen,*

*Intergovernmental Human Services Bureau Chief  
Human and Community Services Division*

\_\_\_\_\_  
*Date*

**File Attachments for Item:**

d. Discussion/Decision: Special Event Permit for Scarecrow Festival, October 1-3, 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 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>	9/9/2021
<b>Agenda Topic:</b>	Discussion/Decision: Special Event Permit for Scarecrow Festival, October 1-3, 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>	9/9/2021
<b>Notes:</b>	



TOWN OF STEVENSVILLE  
APPLICATION FOR SPECIAL EVENT PERMIT

APPLICATION DATE: 7-29-21 (Must be at least 14 days prior to event)

NAME OF GROUP OR ORGANIZATION: Scarecrow Festival

CONTACT PERSON: Cretchen Spiess TELEPHONE: 360-6716

ACTIVITY: Scarecrow Festival (not a Brewfest)

LOCATION REQUESTING: Main Street Bike Path, 3rd Street to Church & Back <sup>a Rawlins Street</sup>

DATE: Oct. 1-3 STARTING TIME: 9am Saturday ENDING TIME: 9pm Saturday  
3pm Friday 10am Sunday 4pm Friday 2pm Sunday

ESTIMATED NUMBER OF PEOPLE ATTENDING: 5000-8000

ALCOHOL USE? YES  NO  If yes please attach Alcohol Use Request Form

HIGHWAY OR STREET CLOSURE? YES  NO  If yes, please attach MDOT Street Closure Permit  
(Food Trucks) 3rd Street & Rawlins Street  
Main St. Main to Back

REQUEST FOR BONFIRE? YES  NO  If yes, please attach Town Burn Permit

IS OVERNIGHT CAMPING REQUESTED? YES  NO

DO YOU HAVE INSURANCE? YES  NO

If yes please attach declaration page as proof of insurance for \$1.5 million as pursuant to Montana Statute M.C.A. 2-9-108.

WILL SECURITY BE REQUIRED? YES  NO

IF YES, PLANS FOR SECURITY: \_\_\_\_\_

PLANS FOR CLEAN UP: Friday night / Saturday night / Sunday 2:00-5:00

FEE: \$ 90.00 Event \$50, Power \$30, Garbage \$10

\*\*If the event involves less than 1,000 participants, this application will be forwarded to the Mayor for final approval. If the event involves more than 1,000 participants, this application will be considered at the first Town Council Meeting after its receipt. The contact person will be notified of the Mayor or Council's decision the following day. \*\* If Council approval, a representative must attend the council meeting.



