



**Stevensville Town Council Meeting
Agenda for
THURSDAY, MARCH 10, 2022
7:00 PM
208 Main Street, NVPL Community Room**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
 - [a.](#) Town Council Meeting Minutes February 7, 2022
 - [b.](#) Town Council Meeting Minutes February 10, 2022
5. Approval of Bi-Weekly Claims
 - a. Claims #17257-#17375
6. Administrative Reports
 - [a.](#) Airport
 - [b.](#) Building Department
 - c. Finance
 - [d.](#) Fire Department
 - [e.](#) Police Department
 - [f.](#) Public Works
7. Guests
8. Correspondence
9. Public Hearings
10. Unfinished Business
11. New Business
 - [a.](#) Discussion/Decision: CDBJ Grant, North Valley Public Library, Mayors Signature Needed for Grant Application Completion
 - [b.](#) Discussion/Decision: Resolution No. 501, Resolution to Authorize the Town of Stevensville to Enter into the Montana Community Development Block Grant Program
 - [c.](#) Termination of Contract with BVS, Inc. and the Town of Stevensville
 - [d.](#) Discussion/Decision: Consent to the Mayor's Appointment of Jeff Motley to the Police Commission
 - [e.](#) Discussion/Decision: Consent to the Mayor's Appointment of Mike Mickelson to the Police Commission
 - [f.](#) Discussion/Decision: Consent to the Mayor's Appointment of Angela Lyons to the Planning & Zoning Board
 - [g.](#) Discussion: Preparation of the Town of Stevensville Annual Financial Report by Jennifer Cote, CPA
 - h. Discussion: Community Development Position
12. Executive Report
13. Town Council Comments
14. Board Reports
15. Adjournment

Welcome to Stevensville Town Council Chambers

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

It is essential that we treat each other with respect.

We expect that participants will:

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

We further expect that participants will refrain from disrespectful displays:

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

Guidelines for Public Comment

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

During any council meeting you have two opportunities to comment:

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

Comment made outside of these times may not be allowed.

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

Thank you for observing these guidelines.

File Attachments for Item:

- a. Town Council Meeting Minutes February 7, 2022

**Stevensville Special Town Council Meeting Minutes for MONDAY,
FEBRUARY 07, 2022, 6:00 PM**

CONDENSED MINUTES

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Please Mute or Turn off all Phones and Electronic Devices, thank you
4. Public Comments (Public comment from citizens on items that are not on the agenda)

Mayor Gibson: introduced tonight's special town council meeting.

5. Correspondence

- a. Endorsements from Citizens for Councilmember

6. New Business

- a. Discussion/Decision: Town Council Vacancy in Ward 1 Created by the Resignation of Jaime Devlin

First candidate for Ward 1, Leanna Rodabaugh. Leanna gave her comment to the following questions:

Question #1, I feel like I am invested in this town, my family came here a long time ago. I think that I am pretty aware of what is going on with our government. I have been here a long time; I think that I can be of assistance. I have researched a lot about this town, I have gone to budget meetings, park meetings and council meetings. As far as my special talents, I bake goods and I have volunteered at the close closet.

Question #2, I have discussed it with both of my brothers, my family is always behind the decisions that I make.

Question #3, there are some issues in this town that are fairly deep, there is anger, there are people that are not happy with things. We have to listen and learn. We have to look at the issues that the town has, and we need to keep going forward.

Question #4, in Ward 1 I am really proud of Ward 1, everyone that has stepped have never been on council before. I would like to take my neighbors to a meeting one at a time and show them how a meeting works. Maybe get them more involved.

Question #5, nothing that I can do, I think first of all DNRC has to come forward to help with the water issues, we have water leakage and storage issues and water that doesn't even taste good. I don't even drink the water here. We need to face these issues that have been neglected.

Question #6, the water. We need a clear understanding of subdivisions, what needs to be done, if people coming to this town that want to build subdivisions we have to work on that kind of thing, purchasing policy is another one.

Second candidate for Ward 1, Wallace Smith. Wallace gave his comment to the following questions:

Question #1, I have been a resident of Stevensville for the past three years, I come from Las Vegas. I have been a pastor of a local church, one here in Corvallis. I have sat on many non-profit boards. Worked with the people of Uganda. In Las Vegas was on boards.

Question #2, certainly have, I did have to talk about this with my wife, we are retired. I do have the time.

Question #3, I hope to see a community on the board that we don't have to be in agreement, but we can be nice. I think that we can do it in a much more amiable way. I think that is what I can bring to the board. You need to know how to treat a volunteer.

Question #4, I have been thinking about that, I would like to go door to door and ask what is needed. I just need to get it firsthand from the individual.

Question #5, with common sense. It has always worked for me in the past. Common sense approach that will allow for growth, growth we are not going to stop, but we can have that growth on the developers. To maintain our historic nature of our town. Let the infrastructure be on the developers.

Question #6, water and sewer. I know in the three years that I have lived here the water pressure has gone down; I understand that it is about the leaking water, that we are leaking treated water.

Third candidate for Ward 1, Marilyn Wolff. Marilyn gave her comment to the following questions.

Question #1, I think that I have a lot of experience, understanding people's needs, I have done a lot of work with a lot of agencies. I think that it relates to where people live. Stevensville is a very special place. I think that I am a very thoughtful person.

Question #2, I have, I have one daughter and I am divorced and retired, my daughter was pretty shocked. If you want government to work and you want a better place and a better environment. You don't complain you get involved.

Question #3, I think being a part of a process. I see real potential with this administration under Mayor Gibson, I think we can look at things clearly. We do have a lot of challenges; I think that it is time to get some of these settled.

Question #4, I think by settling things, I think that more people will attend these meetings. We don't want to be front page of the paper.

Questions #5, it is a process where we have to look at those things really hard, we have to get water rights settled. You have to get a foundation.

Question #6, development is number one, infrastructure, correcting things getting things where they need to be, getting the legal matters settled. Making sure that when developers come in they are responsible, they are going to have to pay their way.

Mayor Gibson: thank you, that concluded with Ward 1. If the council desires I would entertain a motion, if you have a motion that you would like to recommend for Ward 1.

Councilmember Barker: I would like to discuss this with our fellow councilmember.

Councilmember Barker: I move to make public comment open at this time.

Councilmember Brown: 2nd.

Mayor Gibson: that is fine, before we actually go to live public comment, Jenelle we have received some correspondence would you read those.

Jenelle Berthoud: read public comments for Ward 1 candidates. These comments will be included in the minutes of this meeting.

PUBLIC COMMENT LIVE

Donna McCluskey gave comment to the appointment of Wallace Smith. live here in Stevensville. I endorse Wallace Smith for Ward 1. If he doesn't know the answer, he will find the answer.

Katina Peters gave comment to the appointment of Wallace Smith. I would also like to speak to Wally's credentials. Known Wally for almost 20 years. Always well informed about what is going on in the community.

Robert Peters gave comment to the appointment of Wallace Smith. From Stevensville. like my wife said, Wally puts his mind to it.

Davis Nasade gave comment to the appointment of Wallace Smith. Been in this valley for 34 years, I am putting my hat in the ring for Wallace Smith. Known him for about 5 years now.

Stephane Becket gave comment to the appointment of Wallace Smith. Live in Stevensville, I would like to speak on behalf of Wallace Smith. He is very approachable, compassionate.

Jim Crews, 316 9th Street gave comment to the appointment of Ward 1 candidates. I think that it would highly be inappropriate to endorse anyone with my wife being on the council. Encourage the council to look at who you need on the council. I hope that whomever the council chooses, personalities don't mean a thing.

Jim Kalkofen gave comment to the appointment of Marilyn Wolff. I know that you have three candidates to choose from. That one person that I would endorse would be Marilyn Wolff. She is not afraid to ask the right questions, my two cents is that Marilyn should be sitting at the table with you.

Mayor Gibson: any further public comment, hearing none I will ask council if they would like to make a motion to appoint for Ward 1.

Councilmember Barker: I would like to take time to discuss with my fellow councilmember the candidates. Putting things aside, to bringing the community together is very important for me. My consideration would be Marilyn Wolff.

Councilmember Brown: I think that all of the candidates did very well tonight answering the questions. There are certain aspects that each one would bring to the council it is hard, a very hard decision. I am happy that all of you spoke up from town.

Councilmember Barker: I would like to make a motion to appoint Marilyn Wolff to council.

Councilmember Brown: I will 2nd.

Mayor Gibson: Jenelle will you call for the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Mayor Gibson: Marilyn Wolff will be appointed to Ward 1 and sworn in at 9:00 tomorrow at town hall, and also two new police officers.

b. Discussion/Decision: Town Council Vacancy in Ward 2 Created by the Resignation of Sydney Allen

First candidate, Ward 2. Bob Michalson. Bob gave his comment to the following questions:

Question #1, I am active in the community, but a lot of people don't see that. I help the seniors around here and at the center, I have been active in local government since 2016, and when I was not on council, I was still active.

Question #2, I have, I have talked with my wife, and I have talked with a few of you people here that I consider friends. I know the commitment.

Question #3, I hope that working with a new mayor, staff and council. I am ready to work with each and every one of you.

Question #4, I plan to stay active, I plan to reach out to all of the members in my Ward. My door is always open, and my phone is always on.

Question #5, well the water issues, the leaks need to be solved pretty soon. There are some pretty good grants coming down, sidewalks need to be addressed, never been addressed just talked about. We need to get out water and sewer rights addressed. That is what I ran on, this town needs to fix our infrastructure, and we can't put the burden on our taxpayers. We can't take another bump.

Question #6, growth, every pocket in this town is trying to be developed. It affects us every day.

Second candidate, Ward 2. Jerry Phillips. Jerry gave his comment to the following questions:

Question #1, I am Jerry Phillips, I grew up in this area, graduated in 1964 from Stevensville. Stevensville is home to me, and always will be. I have a lot of family members. I like to volunteer, volunteer at the Lee Metcalf.

Question #2, yes, my wife is my biggest supporter, she is the one that encouraged me to be on town council she supports me 100%.

Question #3, I know that we have had some turmoil within council, I want to see us get back on track. Generally speaking, to work for the community.

Question #4, I hope that our constituents come to us, I would like to visit with our members in the community, I think that I would have to get out and get to know more people. Find out what they want.

Question #5, I would hope, I know one problem is that we are losing a lot of water through leaks, I hope that we can get to the bottom of that issue. As far as getting help, the mayor has mentioned that there is some federal help. There should be some federal funds to help with that.

Question #6, in the past we have had some disunity, things getting out of hand, I would hope through cooperation we could bring this community back to where it needs to be.

Mayor Gibson: thank you, proceed as we did before. Jenelle, you have some correspondence to read.

Jenelle Berthoud: read public comments for Ward 2 candidates. These comments will be included in the minutes of this meeting.

PUBLIC COMMENT LIVE

Nancy Lowell, 211 Church Street, gave comment on the appointment of Bob Michalson. I would like the council to consider Bob Michalson for the board.

Sue Devlin, Stevensville, I have two endorsements. Jerry Phillips and I worked together I found him to be knowledgeable. I am asking current councilmembers to not appoint Bob Michalson. He quit two times in the first three years of his four-year term. I have read text messages where he has been rude.

Mayor Gibson: we are not going to get into attacking people.

Sue Devlin: this is not an attack, these are facts.

Mayor Gibson: Ms. Devlin have you looked at the ground rules for public comment, no personal attacks. Please.

Sue Devlin: okay, we go on to four. These are facts not an attack. Mr. Michalson was part of two lawsuits.

Mayor Gibson: again Ms. Devlin, I think that we have had a good night tonight. People have been really positive on who they supported please do not do that. You can support someone that is fine, you don't have to support Mr. Michalson or anybody. But we are not going to allow any type of personal attack.

Sue Devlin: this is not an attack I am stating a fact. It was naming the town of Stevensville and Mr. Michalson in the lawsuit.

Mayor Gibson: I am going to have to ask one more time, this is about people applying to be on council it is a tough decision, you keep bringing things up. Which I don't know if you can substantiate. This is not the place to do it, if you do any more attacks, I will ask you to sit down.

Sue Devlin: are we trying to be fair in who we are appointing or are we just going to accept positive comments of people. There are people with different opinions. Mr. Michalson has a very bad track record.

Mayor Gibson: you are the only person that has done this tonight if there is one more attack, I will ask you to sit down.

Sue Devlin: Mr. Michalson also per town council rules has submitted an incomplete application he has not given any references.

Mayor Gibson: excuse me, I am going to ask the council if they want to continue with this or move forward?

Sue Devlin: I am asking in all fairness.

Councilmember Barker: I would say why you would not want him on there and the personal attacks need to stay out of it. Either address it as you want him on there or not want him on there. (Audience member speaking) I am talking to Ms. Devlin right now. If you are not happy with Mr. Michalson, I would prefer that you say he doesn't sit on council.

Sue Devlin: people have stood up here to say positive things, I am standing up here to talk about a candidate who has brought harm to the town. I don't vote for him; I don't think that is fair at all Ms. Barker everyone else has been able to state how they feel a candidate is a good candidate, I am stating why, facts that Mr. Michalson is not a good candidate.

Councilmember Brown: I would prefer that if you are not for the candidate just state that you are not in favor of him and let's leave the back history out of it. We are trying to move forward, and the past is the past.

Sue Devlin: the past is the makeup of Mr. Michalson.

Mayor Gibson: Ms. Devlin.

Sue Devlin: it is very apparent that it is only acceptable here is only positive things are being said and no I do not have one single positive thing to say about Mr. Michalson. Ms. Barker you have been approached by many people, I have it in writing.

Mayor Gibson: thank you, further comment for Ward 2.

Kathy Cook: 425 Whitetail Way, I believe that we are moving Stevensville forward. I would like to endorse Bob Michalson; he cares about all aspects of our community. He wants what is best for our community.

Mayor Gibson: any further comment on Ward 2. Thank you I will leave it up to discussion of the council now.

Councilmember Barker: I would like to say that this has also been a very hard one to appoint for Ward 2. I have spoken to one person, not many people have come to me. There is division and that division needs to go away. There is a place for everything, it may be hard for friendships. I would like to speak in private, I would like to take a 5-minute recess.

MEETING BACK IN SESSION

Mayor Gibson: there has been a concern about discussions in private, I would like to have the two-council people to discuss what they talked about. Can't have a closed meeting.

Councilmember Brown: we discussed the interviews between Jerry and Bob, their application forms and their prior stepping down off of council. That is all that we discussed. Stacie, do you want to add anything?

Councilmember Barker: we discussed what both of them have brought to the council in the past because they both have sat on the council, the division, trying to subside that altogether. What each of them could bring back to the town and the past history with us. That was what was discussed.

Mayor Gibson: I guess I would have to say you need to be specific because it was a recess, and you were behind closed doors, and the public has the right to know what you specifically discussed. Please come forward.

Councilmember Barker: I am having a hard time with this personally; I have heard both sides of it. Personally, I don't want Bob back on the council.

Councilmember Brown: I did state that Bob does know resolutions, ordinances the council rules and yes, he has a past with the town, but we can't let that come into our decision totally. I do think that Bob has a wealth of information that we can tap into I would hate to see the wealth of that information not being on the council to help our council go forward. I also know that Jerry Phillips was on the council, and he stepped down also for reasons of the people in the town, so my question is and one thing on his application form family is first, I do understand that sometimes you have to put the council first, family matters and that is a concern for me. Bob did run in the election; he spent a lot of time out there. I would hate to not see Bob on the council.

Mayor Gibson: I think that they were pretty open about this, but I am going to allow public comment again after their explanation of their discussion. If you do have public comment, please follow the guidelines.

PUBLIC COMMENT

Martha Phillips gave public comment. You have to take the town into consideration, not a certain person. If I was in Mrs. Brown's shoes and I was on the council and was close friends with Mr. Michalson I know that my husband would tell me to vote for Mr. Michalson. The past doesn't count, the future is what counts for Stevensville Montana. The reputation is pretty bad.

Jim Crews, 316 9th Street, last council meeting I made that very comment there will be people coming forward with friendships. We in Ward 2 have been mis represented for the past four months. I am sorry that Mr. Michalson is a good friend he has helped me out a lot. I have made

it a point to rarely discuss town business with either councilmember. I just try to avoid it. I am a proceduralist. I study council rules, I study town ordinances and I study state law. I pay attention to the ethics laws. Mr. Phillips and Mr. Michalson resigned from council and so did I, because of hate. I am not going to endorse Bob or Jerry what I am going to ask the council to do is put somebody in office that will do the job for the town of Stevensville. We are tired of not being represented in Ward 2. If you want to table this and discuss next time, then let's do that.

Sue Devlin: I would like to remind Ms. Brown that the constituents in Ward 2 spoke loudly in the last election as to who they wanted to represent us and who they did not want to represent us they did not vote for Bob Michalson. Listen to what your constituents want.

Leanna Rodabaugh: I am disappointed that you have not looked beyond some angry people in this town they will not be unangry. I am come to that conclusion because I have watched them for several years. They are going to hate anybody that disagrees with them. Who do you want backing you up, I think that you need to change your mind Stacie, you are a brave gal.

Karen Wandler, resident of Stevensville, I want to say to Stacie I am proud of you. when people talk to you and tell you how they feel and sometimes you have to go against what is in your heart. I want Stacie to know to vote what is right for the city, but she is going with her heart, and she is going with her heart. Trust people with what they are doing and quit fighting.

Mayor Gibson: any other public comment? Seeing none. I just want to thank everyone that came I want to thank these two councilmembers. It has got to be one of the toughest decisions you have to make, someone mentioned you know I have lived in Montana 47 years and Montana going on 5 I did go door to door, and I met a lot of different people that I never met before. It is a small town I guess it is 2200 now and somebody knows somebody who knows somebody. I met Mr. & Mrs. Phillips going door to door. I don't envy you I don't know how you want to proceed with this, but I will say there has been other appointments in the past where only one person has stood up, we has three in Ward 1 and two in Ward 2 we delayed it and if that is what the council wants to do we already have Marilyn Wolff sworn in tomorrow at 9 o'clock if we delay it, it will be another. We have not had a council to operate fully we will continue to operate with three we also have other things that we need to address, we need a council president and a council person on every board. We do need to move forward, and it is the council's decision. I will open it up to the two of you on how you want to proceed with Ward 2.

Councilmember Brown: I am new on council Mr. Mayor. If we table our discussion on who to appoint do, we bring it forward under old business at the next council meeting and then we will have three people.

Mayor Gibson: my only experience with this is that one person applied for council seat the last go around for whatever reasons it was said because of relationship with a council person and it had to be reopened all over again. I can check with the town attorney, what I have experienced in the past is do the procedure all over again, two times in the paper. I can confer with legal staff if we can put it on the next agenda. I was hoping to move forward, we finally have staff, excellent staff, I thought that we could do this, but we got delayed again. I will check into it, maybe the league of cities.

PUBLIC COMMENT

Karen Wandler, I don't know the laws and regulations, when I was voted in, I was sworn in that night can't you swear in Ms. Wolff tonight?

Mayor Gibson: I will say, no. and the reason is we got a lot of grief for not announcing the mayor and two other councilmember swearing ins. That was the other mayor, I was not the mayor. We got emails and Facebook posts, "no body new about the swearing in" which took about 9 minutes, and the people went back to work. I want to answer your questions, we are not going to do anymore business tonight weather we nominate Ward 2 or not. There is no reason to swear in Marilyn Wolff this evening, we will also swear in two new police officers' tomorrow at 9:00 am.

Jim Crews, Mr. Mayor, it is a matter of procedure, Montana code says before an appointed official can take their office their oath must be on file with the Clerk and Recorder's office in the county that they are sworn in and that is why I protested when those other two councilmembers were appointed and took their seats because I did not believe it was right.

Mayor Gibson: they were taken to the clerk that day.

Jim Crews, what I was talking about was previous, they were sworn in and took the....

Mayor Gibson: I don't want to go there anymore, there are things out there called moving Stevensville forward and sometimes those people want to go backwards. We will swear in Marilyn Wolff tomorrow, totally legal. Now, how do we proceed if we don't appoint in Ward 2.

Jim Crews, I think what you are going to run into is that you may have a difficulty getting a second on a motion. In that case I would recommend that council may want to do is to table the issue to next council meeting and do an amended agenda and do the appointment next council meeting.

Mayor Gibson: again, I am going to look into that tomorrow morning after swearing in Ms. Wolff if we do not have a motion tonight, how does the council wish to proceed at this time?

Councilmember Barker: I would like to make a motion to table the appointment of Ward 2 to the next council meeting. If you can.

Councilmember Brown: 2nd

Mayor Gibson: it has been moved by Ms. Barker and 2nd by Ms. Brown to table. Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Mayor Gibson: with that we will, I never asked you Marilyn Wolff are you available tomorrow morning at 9:00.

Marilyn Wolff: I do have to check when I get home, but I will rearrange if need be.

Mayor Gibson: we have put our council into a tough spot. As I recall when I was appointed to council there was one person on the council and that council person made the motion to appoint me and then she 2nd the motion and then she voted. And that was all three of us, that was probably a difficult decision. We will look into it the best that we can I hope that we could proceed. With that a brief executive report.

7. Executive Report

Mayor Gibson: like I mentioned we are swearing in two new police officers along with Ms. Wolff. This is the first time in years that the police department has a full police force, and you need to give a big hand to Chief Mac Sosa. You are going have a full police force tomorrow. I want to thank the council this was very tough we had some excellent candidates/applicants and I understand the trouble that you have. And I was in a position this time that I can't vote, it is up to the council I want to applaud them they had great questions, the applicants answered the questions great they all have a grasp of what is going on here and what is not going on here with that I will ask for council comments if you have any.

8. Town Council Comments

Councilmember Brown: I was not put any friendships in the interviews tonight, I was strictly going by what each person could bring to the council I just want to say thank you to everyone that came down tonight. Hope we can move this forward and get everyone in place.

Councilmember Barker: I did not think that I would be here tonight, especially being a new candidate elected by the people for a four-year term. There were two other members, and I was looking forward to working with them. It has been a tough decision and it has been hard to not bring friendships into it. One way or the other, listening to the community and what they want is a tough one as well, no matter the decision you make it is going to be tough. I have listened to the community I have attended council meetings so that I can make the best choice. Don't hate me for my choice, we have to move forward, we have a full staff in the office it is a new year. I am excited that Marilyn will be sitting on the council and thank you to those that did put their applications in, Wally, Leanna.

9. Adjournment

APPROVE:

Steve Gibson, Mayor

ATTEST:

Jenelle S. Berthoud, Town Clerk

Jenelle Berthoud

From: Julie Bachman <jmbachman1234@gmail.com>
Sent: Thursday, January 27, 2022 12:53 PM
To: Jenelle Berthoud
Subject: [EXTERNAL] ENDORSEMENT FOR TOWN COUNCIL - WARD 1

Follow Up Flag: Follow up
Flag Status: Flagged

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 Whom It May Concern:

I would like to

ENDORSE
MARILYN WOLFF

for Town Council, Ward 1.

There is no doubt in my mind that Ms. Wolff will be an asset to our community and will be able to provide fairness, integrity, and sound wisdom as a member of our Town Council.

Respectfully Submitted and Signed,

Julie Bachman

Julie Bachman
303 Aspen Trail
Stevensville, MT 59870
(406) 210.5129

Jenelle Berthoud

From: Roger Johnson <patrogj@gmail.com>
Sent: Thursday, January 27, 2022 1:02 PM
To: Jenelle Berthoud
Subject: [EXTERNAL] Ward I Councilmen

Follow Up Flag: Follow up
Flag Status: Flagged

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.

This is Pat Johnson and I would like to put in my endorsement for Marilyn Wolff for ward one councilmen. Marilyn is very knowledgeable about things and if she does not know the answer she is one that will dig in and find the truth.

Sent from my iPhone

Jenelle Berthoud

From: George lundwall <geowlundwall@hotmail.com>
Sent: Thursday, January 27, 2022 5:57 PM
To: Jenelle Berthoud
Subject: [EXTERNAL] Marilyn Wolff

Follow Up Flag: Follow up
Flag Status: Flagged

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.

We strongly endorse Marilyn Wolff for town council, Ward 1.

Sandy and George Lundwall
Stevensville, MT

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

Jenelle Berthoud

From: John Croft <cia0648@yahoo.com>
Sent: Friday, January 28, 2022 11:52 AM
To: Jenelle Berthoud
Subject: [EXTERNAL] Endorsement of Marilyn Wolff for Town Council

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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.

Dear Town Clerk,

Please forward my endorsement to the Mayor and Council members relative to selecting Marilyn Wolff to serve as a member of the Stevensville Town Council.

Marilyn has served as a board member on a local home owners association (HOA) and has demonstrated that characteristics of a thoughtful, well organization and fair minded representative of the HOA. Marilyn will be an excellent Council member.

Regards, John Croft

Jenelle Berthoud

From: Jim Sayre <105csmo@gmail.com>
Sent: Wednesday, February 2, 2022 10:50 AM
To: Jenelle Berthoud
Subject: [EXTERNAL] Marilyn Wolf

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.

I would like to pass along my endorsement of Marilyn Wolf for Town Council.

I have worked with Marilyn Wolf on multiple projects and have always found her to be the brightest and best informed person in the room.

She cares deeply about Stevensville and Stevi residents. She will look carefully at any actions before her and her logic and judgement will be sound regardless of her decision.

Thank you.

Jim Sayre
1412 Creekside Dr, Stevensville, MT 59870

Jenelle Berthoud

From: Stacie Barker
Sent: Monday, February 7, 2022 4:03 PM
To: Jenelle Berthoud
Subject: Fwd: [EXTERNAL] In support of Leanna Rodabaugh for Town Council

Get [Outlook for iOS](#)

From: angela lyons <angela_lyons@msn.com>
Sent: Monday, February 7, 2022 2:53:32 PM
To: Stacie Barker <stacie@townofstevensville.com>
Subject: [EXTERNAL] In support of Leanna Rodabaugh for Town Council

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.

Dear Council Member Barker -

I am writing to urge you to support the addition of Ms. Leanna Rodabaugh to the Stevensville Town Council to represent Ward 1.

Ms. Rodabaugh attends nearly every Town Council meeting. She educates herself on the issues that the Town faces and often provides insightful commentary at these meetings. She also realizes the importance of transparency in government and citizen participation. In addition, Ms. Rodabaugh understands the importance of following the rules, regulations and laws that are in place to achieve those objectives.

When so many citizens only sit back and complain, I admire and respect Ms. Rodabaugh for stepping forward to volunteer her time on the Town Council to move Stevensville forward. By appointing her to the Town Council, you will be giving her a fantastic opportunity to serve Stevensville.

Warmest regards,

Angela Lyons

Jenelle Berthoud

From: Stacie Barker
Sent: Monday, February 7, 2022 2:08 PM
To: Jenelle Berthoud
Subject: Fwd: [EXTERNAL] In support of Bob Michaelson for Town Council

Follow Up Flag: Follow up
Flag Status: Completed

Could you please add to this list of people sending in information on the candidates.

Thank you,
Stacie Barker

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From: angela lyons <angela_lyons@msn.com>
Sent: Monday, February 7, 2022 1:55:25 PM
To: Stacie Barker <stacie@townofstevensville.com>
Subject: [EXTERNAL] In support of Bob Michaelson for Town Council

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.

Dear Council Member Barker -

I am writing to urge you to support the addition of Mr. Bob Michaelson to the Stevensville Town Council to represent Ward 2. Mr. Michaelson campaigned extensively for this position, and while he wasn't elected, he expended much time and effort talking to citizens and attending Town council meetings.

Since the elected council member quit, it only makes sense to appoint the other person running for the office.

Not only did Mr. Michaelson put forth months of effort during his campaign, he is also quite knowledgeable on the town rules, laws and regulations.

It's true, Mr. Michaelson has a rocky history with the former mayor and members of the council unfairly smearing him, but I believe that all of that is in the past with our new Mayor, Mr. Gibson, and the addition of you and Ms. Brown to the Town Council. Mr. Michaelson loves this town and only wants what's best for its citizens.

I am confident he will be a fair, engaged and reasonable member of the Stevensville Town Council.

Warmest regards,

Angela Lyons

Jenelle Berthoud

From: Audree Tribbensee <atribb54@gmail.com>
Sent: Monday, February 7, 2022 12:43 PM
To: Cindy Brown; Stacie Barker
Cc: Jenelle Berthoud; Steve Gibson; greg@overstreetlawgroup.com
Subject: [EXTERNAL] Public Comment, Council Appointment

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.

Jenelle, please include the following public comment in tonight's special meeting for consideration of appointment of ward 1 and ward 2 elected officials. Thank you, Audree

Dear Stevensville Council Members Barker and Brown,

Tonight you have two very important decisions before you that will have a significant impact on the future of Stevensville. I urge you to carefully consider the applicants and to please place personal preferences and friendships aside.

Two applicants, Rodabaugh and Michalson have a known and documented behavior that does not bode well for the Town, it's residents and businesses, current and future. Neither will bring professionalism or stability to the Town. Please do not appoint these two individuals to the very important roles as town leaders.

However, and fortunately, you do have several other well qualified, professionals to choose from. I whole heartedly support citizens Jerry Phillips and Marilyn Wolf to fill the vacant Council seats for their respective wards. Both individuals have the best interests of the town in mind. Neither have affiliations with the polarizing divides in this Town. And both will most likely bring about a calmer and less rocky road as this new administration moves forward and help provide the best hope for success.

Thank you for your time and consideration.

Sincerely,

Audree Tribbensee

File Attachments for Item:

b. Town Council Meeting Minutes February 10, 2022

**Stevensville Town Council Meeting Minutes for
THURSDAY, FEBRUARY 10, 2022, 7:00 PM**

CONDENSED MINUTES

1. Call to Order and Roll Call

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

2. Pledge of Allegiance

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

Jenelle Berthoud, Town Clerk: read public comment from Victoria Howell, Bitterroot Star. This letter of public comment will be included in the minutes.

Mayor Gibson: I was going to address this in my executive report, but I will now regarding the quorum. I made a mistake, Mayor Gibson commented on the public comment from Victoria Howell, again I apologize. In regard to first amendment, I was following the guidelines of the previous administration regarding personal attacks that has been used many times by the previous administration as some of you know. We have talked about reviewing these guidelines as they relate to statues, and we will be making suggestions to the council in the future. There were emotions and it was very emotional for council members.

PUBLIC COMMENT

Jerry Phillips: 515 Mission Street, this is not related to anything that has been discussed before I just want the council to know on this tree well in front of the library, I hit it and took a tumble, I believe that the town starting with the council should address those tree wells there are numerous tree wells around, normally I don't walk around in the nighttime. During the daytime I use a walking stick and stay away from the tree wells, please address those sidewalk issues.

Sharron Gee: 225 Valley View Street, last meeting one of our citizens was monished about personal attacks, I didn't feel personally that she was attacking she stated fact. Another citizen got up and talked about how people did not support that candidate and that was not stopped. Another citizen got up and talked about the previous mayor and that was not stopped. You yourself has spoken against the previous mayor and you were not censored. She was talking about facts, I hope that you will listen to the citizens, and be open.

John Munk: 401 Central, I think that last meeting was great. Regardless of what took place, everything was in the open. I think that Bob will do great.

4. Approval of Minutes

a. Town Council Meeting Minutes, 01/27/2022

Mayor Gibson: introduced meeting minutes for 01/27/22.

Councilmember Barker: I move that we approve.

Councilmember Wolff: 2nd

Mayor Gibson: motion by Ms. Barker, 2nd by Ms. Wolff. Comment on the minutes? Seeing none, Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Wolff: aye.

Motion Passes

5. Approval of Bi-Weekly Claims

a. Claims #17260-#17282

Mayor Gibson: introduced bi-weekly claims.

Councilmember Barker: make a motion to approve.

Councilmember Wolff: 2nd.

Mayor Gibson: we have a motion, Ms. Barker , Ms. Wolff a 2nd is there any discussion?

Councilmember Barker: after reviewing the claims why I am not seeing credit card charges?

Mayor Gibson: there were many charges on the credit cards a lot of last-minute charges in December, one was for a \$9,000 that did not go to the council one was for \$7,000 that did not go to the council. One of the contractors Go daddy, has refunded two years of that understanding the situation. Target Solutions have cut off two years, we are still talking about the first year. We had a department head meeting this morning talking about the credit cards, we have too many of them, I gave mine up. Department heads will have a credit card others will not. They will still have fleet cards for gas. The credit card thing is not necessary except for emergency things, for the finance officer it is very hard to track, and you will see more of those claims at the next council meeting. Hopefully that answers your question.

Councilmember Brown: I have two questions, Northwestern energy, is that about the typical amount?

Mayor Gibson: I don't know, we did have a department head meeting not to long ago reminding people to turn down the heat I know that my bill has gone up because of the cost of gas and electricity. We are trying to monitor that.

Councilmember Brown: attorney's bill, is that a typical month or because things are going on.

Mayor Gibson: I am not sure what month that was for, I was going to address this in my executive report, but I will now. Most of his time has been spent with transition issues because there was very little of it. Calls daily about people that want to develop land and there is some legal issues with that. It is kind of like utility bills; the last council almost doubled the salary from what the previous attorney made.

Councilmember Brown: thank you mayor, the other one is Taz Properties for rent?

Jenelle Berthoud: airport office space.

Mayor Gibson: hanger at the airport. Any other questions?

Councilmember Barker: a2z Supply Corp? 17265

Jenelle Berthoud: vests.

Chief Sosa: body armor.

Mayor Gibson: I appreciate you asking questions about the claims. Jenelle call for the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Wolff: aye.

6. Administrative Reports

a. Airport

b. Building Department

c. City Court

d. Finance

e. Fire Department

f. Police Department

g. Public Works

7. Guests

NONE

8. Correspondence

NONE

9. Public Hearings

NONE

10. Unfinished Business

a. Discussion/Decision: Appointment of Ward 2 Vacant Seat, Tabled from 2/7/2022 Special Town Council Meeting; Per: Town Council Rules Part IV Section 1

Mayor Gibson: introduced unfinished business item a.

Councilmember Brown: I move that we appoint Bob Michalson, for Ward 2.

Councilmember Wolff: 2nd.

Mayor Gibson: we have a motion and a 2nd. With that we will go into discussion and then public comment.

Councilmember Wolff: I struggled after leaving the meeting last week, which applicant should I support? It wasn't any easier for me. You may disagree with my choice of Bob Michalson. I decided to contact 30 residents in Ward 1 to ask what they thought if they were in my shoes. I found that Bob had more support than Mr. Phillips. Let's move on and I feel with the leadership of Mayor Gibson and the council we can move on.

PUBLIC COMMENT

Leanna Rodabaugh: did you mean Ward 1 or Ward 2?

Councilmember Wolff: I meant to say that I talked to people in Ward 1.

Sue Devlin: 6th Street, I am concerned that you talked to constituents in your own ward not Ward 2. I am concerned that you are bringing in some one that lost in his ward. I am asking you to not appoint Bob Michalson. He was elected to a four-year term, then he quit. I have read texts from Mr. Michalson and where he has been rude and insulting. Mr. Michalson was part of two lawsuits with the town as an elected official. Mr. Michalson's bullying and harassment led to an experienced person having to quit. Town's people spoke clearly in the last election when he was beat. Please rethink your appointment.

Sharron Gee: a few days ago, when we were here one of the council members stated that she would hate to not see Bob on the council. I don't believe that Mr. Michalson is the best candidate based on past issues I believe that our town would be best served by Jerry Phillips. He is invested in gaining peace in this town. I encourage you to take another look at Mr. Phillips and reconsider.

Martha Phillips: I don't mind who you nominated, but what I do mind is that you got a hold of Ward 1 not Ward 2. Next time check with the people in the other ward.

Karen Wandler: 311 6th Street I am a member of Ward 1, I hear a lot of discussion about experience, we are all born with no experience. Most of us have no experience. Most of my neighbors would like to see Mr. Phillips.

Mayor Gibson: council discussion?

Councilmember Wolff: I really only know people in ward 1. I had phone numbers from being on the Creekside Meadows Board. They are good people in our town. Ward 1 and Ward 2 are all people that care about our town. It was people that cared about Bob. This was a very easy way to canvas people. A lot of people cared about Jerry, but I had more that cared about Bob.

Jenelle Berthoud: read letters to the public, these will be included in the meeting minutes.

Mayor Gibson: any further discussion? Jenelle take the vote.

Councilmember Barker: no.

Councilmember Brown: aye.

Councilmember Wolff: aye.

Mayor Gibson: vote is 2-1. Bob Michalson for Ward 2. We are so behind of appointments of boards and so on. I would like to swear in Mr. Michalson now/ if you wish to not do that, I will swear him in tomorrow morning. If you look at the agenda, it has council president, and board appointments.

Councilmember Brown: I wish the attorney was here, but he is not. You have to have your oath of office reordered with the Clerk and recorder office before you make any decisions.

Mayor Gibson: that may be true, in the past they have sworn in on the night of appointment and then taking their seats. I am okay with waiting until tomorrow, we might want to do a special meeting, another meeting next week with proper notice to do a-f.

Councilmember Barker: I think that it should be postponed until next week so that the public has notice and they can weigh in on it.

Mayor Gibson: so, what we will do is swear in Mr. Michalson at 9:00 am tomorrow morning at town hall. I will get with Jenelle to look at a special meeting. We are in a situation with boards and them meeting. We will now go to new business item g.

11. New Business

ITEMS a-f not addressed/voted on this evening. Moving to the next scheduled council meeting.

a. Discussion/Decision: To Nominate and Elect a Councilmember to Serve as Council President in Accordance with Town Council Rules Part XII

b. Discussion/Decision: Appointment of Councilperson to Serve on Planning & Zoning Board in Accordance with Stevensville Municipal Code §2-313

c. Discussion/Decision: Appointment of Councilperson to serve on TIFID/TEDD Board in Accordance with Stevensville Municipal Code §2-330

d. Discussion/Decision: Appointment of Councilperson to Serve on Park Board

e. Discussion/Decision: Appointment of Councilperson to Serve on the Airport Board in Accordance with Stevensville Municipal Code §3-33

f. Discussion/Decision: Appointment of Councilperson to Serve on the Climate Action Ad. Board

g. Discussion/Decision: Renewal of Monthly (30 day) Contract Between Town of Stevensville and Robert Underwood

Mayor Gibson: introduced new business item g.

Councilmember Brown: I will make a motion to renew.

Councilmember Wolff: 2nd.

Mayor Gibson: there is a motion from Ms. Brown and a 2nd by Ms. Wolff. Council discussion? Public comment? Hearing none, Jenelle call for the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Wolff: aye.

Motion passes.

h. Discussion/Decision: Resolution 501, Time Change of Town Council Meetings

Mayor Gibson: introduced new business item h. proposed to 6:00 pm. there is a lot of discussion about not being able to get here. This is up to the council, if someone would like to propose another time then can.

PUBLIC COMMENT

Leanna Rodabaugh: you would have to first amend council rules, until you do that you can't change the time.

Mayor Gibson: I will look into that you may be right.

Vickie Motley: 318 9th Street, I am against you changing it to 6:00. There are a lot of people that live here and work out of town. Hard to get to a 6:00 pm meeting.

Mayor Gibson: is there a motion.

Councilmember Barker: I would like to make a motion to change time changes for meetings to 6:00.

Mayor Gibson: is there a 2nd.

Councilmember Wolff: I am torn between 6 and 6:30.

Mayor Gibson: you can amend it to 6:30 if they want.

Councilmember Barker: we already have a motion on the floor.

Mayor Gibson; is there a 2nd? None. Done, see you at 7:00 pm

12. Executive Report

Mayor Gibson: there has been a lot of discussion with the department heads and the council about the budget. We have intentions to go through this with Robert and Pam. When we get to the budget for next year, in house we will probably start it earlier, plan to start no later than April. Department heads will bring their wants and needs, it will not be done by one person. We

will go through the process and come back to the council. That is really why we need Robert one more month, Pam has been working hard and finding a lot of things. We have had some applications for boards. If we have enough, we will bring forth on the 24th meeting. There are a couple of boards that do not even have a quorum. I have talked to the department heads, different from the previous administration, you as councilmembers can talk to any department head that you want to you can ask them any questions that you want to you do not have to go through the mayor. I have total respect for the department heads they are extremely professional all that I have asked them to do is to inform me after the fact, what was the question and if they can't answer the question, they will find it out. Department heads are Chief Sosa, Chief Motley, Steve Kruse and Tim Smead. No secrets, no secrets.

13. Town Council Comments

NONE

14. Board Reports

NONE

15. Adjournment

APPROVE:

ATTEST:

Steve Gibson, Mayor

Jenelle S. Berthoud, Town Clerk

received
2/10/22

Bitterroot Star

P.O. Box 133, Stevensville MT 59870 • (406)777-3928

February 9, 2022

Town of Stevensville
206 Buck
Stevensville MT 59870

To Mayor & Council Members;

I attended the special town council meeting on Monday, February 7. New business on the agenda included discussion/decision on town council vacancies.

After interviewing the two candidates for Ward 2, the mayor declared a recess at the request of council member Stacie Barker for the stated purpose of discussing the two candidates in private.

This private meeting was clearly an illegal meeting. The two members constituted a quorum and they cannot hold a meeting in private to discuss council candidates.

Secondly, the mayor has no legal authority to disallow "negative" public comments. One member of the public was cut off while speaking because the mayor stated he would only allow positive comments. He also did not allow the clerk to read a portion of a letter for the same reason.

This too is clearly illegal. Citizens have a First Amendment right to free speech. They also have a right to comment guaranteed by the Montana Constitution. There is no stipulation that comments must be "positive" and even though the mayor cited the Town's Guidelines for Public Comment that accompany every agenda, the guidelines do not mention anything about that because that wouldn't be legal.

So, there are two serious infractions here, a violation of the open meeting laws and a violation of the First Amendment right to free speech. The council and mayor need to stop this type of behavior and work to gain a better understanding of the law. If they continue to violate these laws, any decisions they might make could end up being challenged in court.

I request that this letter be read into the record at the next town council meeting.

Sincerely,



Victoria Howell, Editor
Bitterroot Star

[EXTERNAL] Re: [EXTERNAL] Council appointments

Dan Whitesitt <skibumin1@yahoo.com>

Tue 2/8/2022 12:32 PM

To: Cindy Brown <cindy@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.

I think Bob is very good on council. But I am not sure the timing is right for him to come back. I fear that if he comes back we are going to have even more negativity than we had against Brandon before. And we are in the same place we were with Brandon.

On Monday, February 7, 2022, 09:59:00 PM MST, Cindy Brown <cindy@townofstevensville.com> wrote:

Dan,

Thank you for your input.

CK Brown
Stevensville, MT
Ward 2 Council Member

This e-mail and its attachments may be confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of The Town of Stevensville. If you are not the intended recipient of this e-mail and its attachments, you must take no action based upon them, nor must you copy or show them to anyone. Please contact the sender if you believe you have received this e-mail in error. Messages and attachments sent to or from this e-mail account pertaining to Town of Stevensville business may be considered public record or private records depending on the message content under Montana's Right To Know Laws.

From: Dan Whitesitt <skibumin1@yahoo.com>
Sent: Monday, February 7, 2022 3:43 PM
To: Cindy Brown <cindy@townofstevensville.com>
Subject: [EXTERNAL] Council appointments

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.

Hi Cindy,

Hope you get this before the meeting tonight. I just wanted to say that as much as I like Bob Michaelson I think it would add to toxicity for the council and the town if he were appointed. I think Jerry would be a good choice for now. I think Bob needs some time away from being a council person and let the dust settle to let the town heal.

Just my 2 cents.

Dan Whitesitt

Jenelle Berthoud

From: Marsha and Jim Kalkofen <nisspak@brainerd.net>
Sent: Thursday, February 10, 2022 9:22 AM
To: Cindy Brown; Stacie Barker; Marilyn Wolff
Cc: Jenelle Berthoud; Steve Gibson
Subject: [EXTERNAL] Recommendation re: Fourth Council Member

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.

Council Members,

This evening you will make a choice. I urge you to consider not only the "wants and feelings" of this decision, but the "needs" of the Town.

In my opinion, Bob Michalson has the experience and knowledge that will assist the Council tremendously. I know he can help with a major item ahead -- the budgetary process. He is also very familiar with Council procedures and history. The same applies to his ability to understand regulations and codes.

Past extenuating circumstances that involved others are now history.
Look ahead, not back, for the good of Stevensville.

Thank you for your consideration.

Jim Kalkofen
Stevensville

File Attachments for Item:

a. Claims #17257-#17375

03/08/22
15:12:18

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 3/22

Page: 1 of 10
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
				*** Claim from another period (1/22) ****				
17257		17 MONTANA SAWS LLC	12.50					
	Jan 22	01/06/22 6 pack 1 Gal Oil Mix	6.25			1000 460430	360	101000
	Jan 22	01/06/22 6 pack 1 Gal Oil Mix	6.25			1000 430900	360	101000
				*** Claim from another period (1/22) ****				
17275		1677 Robert Underwood	1,440.00					
	100	01/31/22 Jan 48 hrs x 30	1,440.00*			1000 410550	350	101000
				*** Claim from another period (2/22) ****				
17276		1677 Robert Underwood	1,497.00					
	Feb 22	49.9 hrs x 30	1,497.00*			1000 410550	350	101000
				*** Claim from another period (12/21) ****				
17293		1176 Western States Equipment	1,389.75					
	1879469	12/28/21 Troubleshoot Engine Coolant	1,350.00*			5310 430640	230	101000
	1879469	12/28/21 Enviromental Recovery charge	39.75*			5310 430640	230	101000
				*** Claim from another period (2/22) ****				
17295		1851 Peirce Lock & Safe	997.50					
	6840852	01/03/22 Lock change-Town Hall	997.50*			1000 411201	230	101000
				*** Claim from another period (2/22) ****				
17296		1605 Glenn Bies	103.00					
		Reimbursement CDL Exam						
	1041	01/12/22 Reimbursement CDL Exam	103.00*			1000 430100	350	101000
				*** Claim from another period (2/22) ****				
17299		1852 Cheese Factory Garage	189.62					
	0039116	12/23/21 Snow plow brakes repair	185.90			1000 430100	232	101000
		02/01/22 Finance charge	3.72			1000 430100	232	101000
				*** Claim from another period (2/22) ****				
17300		1710 Les Schwab	476.42					
	7160046535	01/28/22 PW- 2 Backhoe tires	459.98			1000 430100	232	101000
		01/28/22 Finance charge	16.44*			1000 410550	556	101000
				*** Claim from another period (1/22) ****				
17302		533 WESTERN POLICE SUPPLY	882.42					
		Police Dept equipment						
	35883	01/19/22 Weapon light	146.95*			1000 420100	227	101000
	35883	01/19/22 Nickel belt keeper	13.95*			1000 420100	227	101000
	35883	01/19/22 Mens uniform shirt	54.95*			1000 420100	227	101000
	35883	01/19/22 Ladies taclite pant (3)	179.97*			1000 420100	227	101000
	35883	01/19/22 Ladies uniform shirt	58.95*			1000 420100	227	101000
	35883	01/19/22 Mens uniform shirt (3)	149.85*			1000 420100	227	101000
	35883	01/19/22 Jacket softshell	115.95*			1000 420100	227	101000
	35883	01/19/22 Pant 24/7 (2)	99.90*			1000 420100	227	101000
	35883	01/19/22 34" 24/7 pant	49.95*			1000 420100	227	101000
	35883	01/19/22 Alternations/hem (2)	12.00*			1000 420100	227	101000

* ... 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 (1/22) ****								
17322		1711 Office Solutions & Service	25.95					
		Toner for Fire Dept/ Court copier						
	101936	01/31/22 C toner	12.97			1000 410360	320	101000
	101936	01/31/22 FD toner	12.98			1000 420410	320	101000
*** Claim from another period (1/22) ****								
17323		1754 Construct Montana, LLC	1,044.80					
	1036	02/04/22 Building Inspections	1,024.80*			2394 420531	350	101000
	1036	02/04/22 Plan Review	20.00*			2394 420531	350	101000
*** Claim from another period (2/22) ****								
17324		858 MILLER LAW OFFICE, PLLC	1,738.88					
		Review HDR's draft water rights needs assessment						
	1243	02/25/22 Review water production data	600.00			5210 430530	352	101000
	12/09/21							
	1243	02/25/22 Review & Edit water rights	250.00			5210 430530	352	101000
	12/23/21							
	1243	02/25/22 Proposed change application	100.00			5210 430530	352	101000
	01/03/22							
	1243	02/25/22 Global permit application	650.00			5210 430530	352	101000
	01/25/22							
	1243	02/25/22 Work on change application	100.00			5210 430530	352	101000
	02/25/22							
	1243	02/25/22 Mileage/Govt rate	37.44			5210 430530	352	101000
	01/25/22							
	1243	02/25/22 Printing/Copying	1.44			5210 430530	352	101000
	01/25/22							
17325		1790 Taz Properties	300.00					
	Feb 2022	02/28/22 Rent Mar 2022	300.00*			5610 430300	530	101000
*** Claim from another period (2/22) ****								
17326		1841 Overstreet Law Group	3,225.00					
	FEB22	02/01/22 Town Legal Services	675.00*			1000 411100	350	101000
	FEB22	02/01/22 Prosecuting Atty Services	2,550.00*			1000 410364	350	101000
*** Claim from another period (2/22) ****								
17328		1675 Ravalli County Sheriff's Office	126.00					
		Zuercher Mobile users subscriptions						
	345076	02/02/22 Zuercher users subscrip.	126.00*			1000 420100	330	101000
*** Claim from another period (2/22) ****								
17329		1436 Maureen M. O'Connor	1,500.00					
	Mar22	02/23/22 Monthly Compensation	1,500.00			1000 410360	350	101000

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
17330	154 Newman Signs, Inc No outlet signs 038923 02/25/22 PW "No Outlet" Signs	220.06 220.06*			1000 430200	220	101000
	*** Claim from another period (2/22) ****						
17331	1656 COLJ CONFERENCE REGISTRATION Spring 2022 Court Clerk's Conference 02/14/22 Court Clerk's Conference	250.00 250.00			1000 410360	380	101000
	*** Claim from another period (2/22) ****						
17332	1702 DE Lage Landen Finance Services, Printer lease 75483201 02/15/22 Printer lease Jan 22 75483201 02/15/22 Printer lease Feb 22	106.04 53.02 53.02			1000 410360 1000 410360	320 320	101000 101000
17334	1827 Pintler Billing Services Monthly maintenance fee-Medical billing 416 03/01/22 Medical billing-monthly maint.	50.00 50.00			2230 420730	350	101000
	*** Claim from another period (2/22) ****						
17336	1117 Municode Pages to Town ordinance/Town code online 00370170 02/21/22 Pgs for Town ordinance/code	699.19 699.19*			1000 410550	330	101000
	*** Claim from another period (2/22) ****						
17337	1061 WESTERN BUILDING CENTER Lumber to rebuild stages for special events. 1/3 donated by WBC 02/26/22 Parks 2 x 6 treated wood 02/26/22 Parks 4 x 8 CDX 4 ply	1,020.82 510.41* 510.41*			1000 460430 1000 460430	230 235	101000 101000
	*** Claim from another period (2/22) ****						
17339	1855 Chuck's Welding & Fabrication, Steel to rebuild stages for special events 02112022 02/11/22 Parks 2x2 sq. tube stage bui	299.55 299.55*			1000 460430	230	101000
	*** Claim from another period (1/22) ****						
17340	1731 Quadient Finance USA, Inc. Postage 01/12/22 Admin-Postage 01/12/22 Court- Postage 01/12/22 PD-Postage 01/12/22 FD-Postage 01/12/22 BD-Postage 01/12/22 W-Postage 01/12/22 WW- Postage 01/12/22 AP- Postage 01/12/22 Bank fee Late Charge	241.76 40.00 10.00 4.00 10.00 10.00* 58.00 58.00 10.00 41.76*			1000 410550 1000 410360 1000 420100 1000 420410 2394 420531 5210 430510 5310 430610 5610 430300 1000 410550	311 311 311 311 311 311 311 311 555	101000 101000 101000 101000 101000 101000 101000 101000 101000

* ... 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 (1/22) ****								
17341		1253 Providence Health & Services	1,084.00					
Police Officer Physical								
	22118	02/01/22 Physical (Tirello)	542.00*			1000 420100	350	101000
	22118	02/01/22 Physical (Wortman)	542.00*			1000 420100	350	101000
*** Claim from another period (2/22) ****								
17342		33 NORTHWESTERN ENERGY	14,362.78					
	Feb 22	02/03/22 Spec lighting #3	236.48			2430 430263	340	101000
	Feb 22	02/03/22 206 Buck 90% TH Facility	703.87			1000 411201	340	101000
	Feb 22	02/03/22 206 Buck 10% Bldg Dept	78.21			2394 420531	340	101000
	Feb 22	02/03/22 Peterson Add'n lighting	175.95			2420 430263	340	101000
	Feb 22	02/03/22 Dayton Add'n lighting	241.92			2410 430263	340	101000
	Feb 22	02/03/22 Maplewood Cemetery	10.02			1000 430900	340	101000
	Feb 22	02/03/22 Main St seasonal lighting	33.44			1000 430263	340	101000
	Feb 22	02/03/22 Orig Town street lights	230.63			1000 430263	340	101000
	Feb 22	02/03/22 ESH - 5th St. lights	416.07			1000 430263	340	101000
	Feb 22	02/03/22 5th St - Lange Park lights	33.15			1000 430263	340	101000
	Feb 22	02/03/22 Add'l Town lighting	151.27			1000 430263	340	101000
	Feb 22	02/03/22 NW LDS parking lot	0.00			2430 430263	340	101000
	Feb 22	02/03/22 MBF H2O plant	279.25			5210 430520	340	101000
	Feb 22	02/03/22 102 Main St pump #1	103.15			5210 430520	340	101000
	Feb 22	02/03/22 Riverside Cemetery IRR	0.00			1000 430900	340	101000
	Feb 22	02/03/22 Maplewood Cemetery	0.00			1000 430900	340	101000
	Feb 22	02/03/22 Sewer lift station W. Central	16.67*			5310 430620	340	101000
	Feb 22	02/03/22 Sewer trtmnt plant	4,643.27*			5310 430620	340	101000
	Feb 22	02/03/22 Truck garage South	296.99			1000 430100	340	101000
	Feb 22	02/03/22 L&C Yard Light	10.02			1000 460430	340	101000
	Feb 22	02/03/22 L&C Park Irrigation 5hp IRR	0.23			1000 460430	340	101000
	Feb 22	02/03/22 L&C Park Parking Lot	6.00			1000 460430	340	101000
	Feb 22	02/03/22 L&C Park Restrooms/Field light	37.87			1000 460430	340	101000
	Feb 22	02/03/22 214 Buck St. - H2O 25%	22.29			5210 430520	340	101000
	Feb 22	02/03/22 214 Buck St. - Sewer 25%	22.29*			5310 430620	340	101000
	Feb 22	02/03/22 214 Buck St. - PD 50%	44.57			1000 420100	340	101000
	Feb 22	02/03/22 3rd & Park	12.00			1000 430263	340	101000
	Feb 22	02/03/22 421 Airport Rd - SRE 50%	111.32*			5610 430300	340	101000
	Feb 22	02/03/22 421 Airport Rd - FD 50%	111.32			1000 420422	340	101000
	Feb 22	02/03/22 Pool	46.91			1000 460445	340	101000
	Feb 22	02/03/22 MBF Well Field	5,049.65			5210 430520	340	101000
	Feb 22	02/03/22 MBF booster station	126.18			5210 430520	340	101000
	Feb 22	02/03/22 Creamery Park (223 Main)	45.82			1000 460430	340	101000
	Feb 22	02/03/22 102 Main Street D-PD	42.68			1000 420100	340	101000
	Feb 22	02/03/22 Dickerson Park	6.30			1000 460430	340	101000
	Feb 22	02/03/22 Water 157 Sewer Works Rd Depot	3.27			5210 430520	340	101000
	Feb 22	02/03/22 Sewer 157 Sewer Works Rd Depot	3.27*			5310 430620	340	101000
	Feb 22	02/03/22 Streets 157 Sewer Works Rd Dep	3.27			1000 430200	340	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	Feb 22	02/03/22	Crksde Mdws Lighting Dist #4 1	242.16			2440 430263	340	101000
	Feb 22	02/03/22	Crksde Mdws Lighting Dist #4 2	130.43			2440 430263	340	101000
	Feb 22	02/03/22	Stevensville Cutoff Rd Path	6.00			1000 430263	340	101000
	Feb 22	02/03/22	Twin Creeks Dist #5	415.83			2450 430263	340	101000
	Feb 22	02/03/22	300 Main St seasonal lighting	6.00			1000 430263	340	101000
	Feb 22	02/03/22	206 Buck Fire Dept Lighting	206.76			1000 411201	340	101000
			*** Claim from another period (2/22) ****						
17343		1212	NewFields	520.00					
			Pre-application meeting						
	350.00709	02/09/22	W- Pre application	520.00*			5210 430530	354	101000
			*** Claim from another period (9/21) ****						
17344		1856	Master Meter	1,200.00					
			Water meter reading software and license fee						
	239183	09/17/21	PW- Meter reading software	1,200.00*			5310 430000	331	101000
			*** Claim from another period (12/21) ****						
17345		1176	Western States Equipment	1,389.75					
			Replacement block heater on WWTP						
	1137380	12/28/21	S- Block heater replacement	1,389.75*			5310 430640	360	101000
			*** Claim from another period (2/22) ****						
17346		1787	Valli Information Systems, Inc.	504.71					
			Water and Sewer Billing						
		02/23/22	Water billing	252.35			5210 430510	320	101000
		02/23/22	Sewer billing	252.36			5310 430610	320	101000
			*** Claim from another period (12/21) ****						
17347		1626	Yoder Gravel	370.00					
			Rock for Father Ravalli play structure						
		12/31/21	P- rock for Father Ravalli	370.00*			2987 460430	400	101000
			*** Claim from another period (1/22) ****						
17348		1787	Valli Information Systems, Inc.	607.90					
			Online Maintenance Water & Sewer Billing						
	80610	01/30/22	Water billing	303.95			5210 430510	320	101000
	80610	01/30/22	Sewer billing	303.95			5310 430610	320	101000
			*** Claim from another period (2/22) ****						
17349		1711	Office Solutions & Service	26.81					
			Toner for Fire Dept/ Court copier						
	102758	02/28/22	C toner	13.40			1000 410360	320	101000
	102758	02/28/22	FD toner	13.41			1000 420410	320	101000
			*** Claim from another period (2/22) ****						
17350		1716	Quadient Leaseing USA, Inc	134.10					
	N9288924	02/21/22	C Postage Mach Lease	6.69			1000 410360	311	101000
	N9288924	02/21/22	Admin Postage Mach Lease	20.12			1000 410550	311	101000
	N9288924	02/21/22	PD Postage Mach Lease	13.41			1000 420100	311	101000
	N9288924	02/21/22	FD Postage Mach Lease	6.71			1000 420410	311	101000
	N9288924	02/21/22	W Postage Mach Lease	40.23			5210 430510	311	101000
	N9288924	02/21/22	WW Postage Mach Lease	40.23			5310 430610	311	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	N9288924	02/21/22 A Postage Mach Lease	6.71			5610 430300	311	101000
17351		1758 Ramona Vance	1,000.00					
	March 22	03/01/22 Police Office Lease Mar 22	1,000.00			1000 420100	530	101000
		*** Claim from another period (2/22) ****						
17352		788 Northair, LLC	202.51					
Fleet		Card Charges - Jan 1 - Dec 31, 2021 - Stevensville Police Department						
	2910	02/24/22 Fleet charges for 2021	202.51			1000 420100	231	101000
17353		1722 Local Government Serices	130.00					
AFR late fee								
	4543	02/07/22 AFR Late Fees Jan	130.00*			1000 410550	350	101000
		*** Claim from another period (1/22) ****						
17354		728 HDR ENGINEERING, INC.	1,527.50					
1								
	408634	02/10/22 S- Bio-solid land app	763.75			5310 430640	350	101000
	408634	02/10/22 S- Booster Station trouble	763.75*			5210 430550	350	101000
		*** Claim from another period (1/22) ****						
17355		728 HDR ENGINEERING, INC.	1,976.79					
1								
	408632	02/11/22 W- Engineering rpt	1,976.79*			5210 430550	350	101000
		*** Claim from another period (1/22) ****						
17356		1845 Thomson Reuters-West	200.00					
Software								
	845606936	01/01/22 Software Subscription	200.00*			1000 420100	312	101000
		*** Claim from another period (2/22) ****						
17357		1845 Thomson Reuters-West	200.00					
Software								
	845768310	02/01/22 Software Subscription	200.00*			1000 420100	312	101000
		*** Claim from another period (1/22) ****						
17358		1569 Psychological Resources	270.00					
Police officer psychological exams								
	2201035	01/05/22 PD- psychological evaluations	270.00*			1000 420100	350	101000
17359		289 MONTANA DEPT. OF ENVIRONMENTAL	1,500.00					
Annual fee for discharge permit								
	5L2201476	02/23/22 WW- 2021 annual fee dischar	1,500.00*			5310 430610	355	101000
		*** Claim from another period (2/22) ****						
17360		1710 Les Schwab	883.60					
Fire Truck repair. To be reimbursed by MMIA.								
	71600467	02/16/22 FD- Tires (Wrecked)	883.60*			1000 420460	360	101000

03/08/22
15:12:18

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 3/22

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Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
		*** Claim from another period (2/22) ****						
17361		1171 Rex Olson Trucking Inc.	1,689.43					
		Fire Truck repair. To be reimbursed by MMIA.						
	5207	03/01/22 FD- Towing and repair -wreck	1,689.43*			1000 420460	360	101000
		*** Claim from another period (2/22) ****						
17362		1857 Action Auto Body Shop South	18,853.35					
		Fire Truck repair. To be reimbursed by MMIA.						
	4663	02/01/22 FD- Repair of wrecked truck	18,853.35*			1000 420460	360	101000
		*** Claim from another period (1/22) ****						
17363		23 VALLEY DRUG AND VARIETY	12.99					
		Mayor's calendar						
	482034	01/12/22 M- Calendar	12.99			1000 410200	210	101000
17365		1653 MCKESSON MEDICAL - SURGICAL	8.11					
		Medical supplies, Saline solution						
	58794326	12/31/21 FD- Med supplies (Saline)	8.11			2230 420730	220	101000
17366		74 STEVENSVILLE RURAL FIRE DISTRICT	13.71					
		Meal Split for Training						
		02/02/22 Meal split for training	13.71			1000 420410	229	101000
17367		16 MONTANA ENVIRONMENTAL LAB LLC	1,070.20					
	2200392	02/03/22 Sewer Testing	530.00			5310 430640	355	101000
	2200817	02/03/22 Sewer Testing	179.40			5310 430640	355	101000
	2201037	02/11/22 Sewer Testing	179.40			5310 430640	355	101000
	2201258	02/16/22 Sewer Testing	181.40			5310 430640	355	101000
		*** Claim from another period (12/21) ****						
17369		1858 Billings Gazette-Lee Advertising	373.61					
		Advertisement for Finance Officer Position						
	60127270	12/26/21 Advertisement employment ad	369.00*			1000 410550	330	101000
	60127270	02/27/22 Late fee	4.61*			1000 410550	556	101000
		*** Claim from another period (1/22) ****						
17372		1859 C&S Operations, Inc	2,400.00					
		Annual renewal						
		01/01/22 W- Software license	2,400.00			1000 430100	331	101000
		*** Claim from another period (12/21) ****						
17373		708 USA BLUEBOOK	270.97					
		Ball valve replacement failed at Treatment room in Well house						
		Invoice from 12/08/21 # 814638 and 12/17/21 # 823850						
	973103	02/01/22 Ball valve replacement	270.97*			5310 430640	230	101000

03/08/22
15:12:18

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 3/22

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Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
17374		1754 Construct Montana, LLC	1,244.25					
		March Invoice for Permit fees for Inspection/Consultation (80%) Permit Fees for Plan Review (20%)						
	1040	03/07/22 Building Inspections	1,037.00*			2394 420531	350	101000
	1040	03/07/22 Plan Review	207.25*			2394 420531	350	101000
		*** Claim from another period (1/22) ****						
17375		1744 MMIA-Liability Program	3,000.00					
		MMIA Insurance deductible						
	DR1005197	12/30/21 S- Insurance Dec pymt	1,500.00*			5310 430610	510	101000
		01/25/22 S- Insurance Jan pymt	1,500.00*			5310 430610	510	101000
		# of Claims	55					
		Total:	74,863.33					

TOWN OF STEVENSVILLE
Fund Summary for Claims
For the Accounting Period: 3/22

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	\$43,024.96
2230 AMBULANCE	
101000 Cash - Operating	\$58.11
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	\$2,377.26
2410 DAYTON LIGHTING #1 DISTRICT 55	
101000 Cash - Operating	\$241.92
2420 PETERSON ADDN LIGHTING #2 DISTRICT 80	
101000 Cash - Operating	\$175.95
2430 GEO SMITH LIGHTING #3 DISTRICT 76	
101000 Cash - Operating	\$236.48
2440 CREEKSIDE LIGHTING #4 DISTRICT 77	
101000 Cash - Operating	\$372.59
2450 TWIN CREEKS LIGHTING #5 DISTRICT	
101000 Cash - Operating	\$415.83
2987 JEAN THOMAS PARK BEAUTIFICATIION FUND	
101000 Cash - Operating	\$370.00
5210 WATER	
101000 Cash - Operating	\$11,237.74
5310 SEWER	
101000 Cash - Operating	\$15,924.46
5610 AIRPORT	
101000 Cash - Operating	\$428.03
Total:	\$74,863.33

03/08/22
15:12:19

TOWN OF STEVENSVILLE
Claim Approval Signature Page
For the Accounting Period: 3 / 22

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Report ID: AP100A

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

Stacie Barker, Councilmember

, Councilmember

Cindy Brown, Councilmember

, Councilmember

Steve Gibson, Mayor

Date Approved _____

File Attachments for Item:

a. Airport

TOWN OF STEVENSVILLE AIRPORT ACTIVITY REPORT

February 2022

MONTHLY REPORT:

February is typically a slower month for the airport however, with our population still growing we continue to see the demand for aircraft hangar space and availability. (I typically receive about 3 inquiries weekly.) With Missoula's airspace getting busier and Ravalli County Airport currently having 67 active building permits, I'm anticipating transient traffic will continue to increase and the demand for hangar space will as well.

We received our annual fuel flowage fee payment in February showing that fuel sales are on the rise as well. The flowage fee breaks down to roughly \$330.00 a month in revenue for the airport.

I spoke with members of the USFS who will be utilizing the airport in May for training exercises near Bass Creek. I also spoke with Hamilton's FAO and was told that they will be seeking new lease options around August. They have a lease with Ravalli County Airport that is set to expire in 2023.

With the runway extension now complete in Hamilton, the increased traffic there along with limited ramp space for parking is the Forest Service's biggest headache. The limitations in space make operations for critical seat base aerial support difficult. I continue to maintain our relationship with FAO's in both Hamilton and Lolo as we covet their business and hope to one day be the ideal location for their operations.

On the financial front we received direction from the FAA on how we can use the "up to" \$32,000.00 in Airport Rescue Grant funding from the offer received at the end of December. We anticipate being awarded the full amount but not have notified as of today.

Back in November of 2021 President Biden signed the H.R. 3684-Infrastructure Investment and Jobs Act (Public Law 117-58) of 2021, commonly known as the Bipartisan Infrastructure Law (BIL). Under one section of BIL, the FAA's Office of Airports will administer approximately \$20 billion in grant funds to airport sponsors. Of the \$20 billion available, \$15 billion is available, over 5 years, for Airport Infrastructure Grants (AIG).

Of that \$20 billion in grant funding Stevensville Airport will be awarded \$159,000.00 each year for the next 5 years. While we have not received these funds yet, we have begun receiving direction on how those funds are to be used each year.

We were also just recently notified of \$1 billion in funding available annually the next 5 years through the FAA's Airport Terminal Program. We have not applied for this yet as we are in talks with the FAA on specific criteria.

As part of the AIG Grant requirements, we are to resubmit our CIP for the next five years. I have worked with our Airport Board at the end of last year along with our Airport Engineer to complete our initial CIP which was a very heavy schedule and revisited those items with our Airport Engineer at the end of February to spread the CIP over the next 5 years as instructed.

He is putting together the documents needed now and will submit them by the 15th of March as required.

File Attachments for Item:

b. Building Department

MONTHLY REPORT
Building Department
 FEBRUARY 2022

<u>Permits Issued</u>	<u>Fees Collected</u>
<u>Building</u> (1 permits)	
1. NSFR	\$0
2. New Commercial Building	\$1036.25
3. Renovation/Remodel	\$0
4. Demo	\$0
<u>Electrical</u> (2 permits)	
1. NSFR	\$0
2. New Commercial Building	\$200.00
3. Renovation/Remodel	\$60.00
4. Demo	\$0
<u>Mechanical</u> (0 permits)	
1. NSFR	\$0
2. New Commercial Building	\$0
3. Renovation/Remodel	\$0
4. Demo	\$0
<u>Plumbing</u> (0 permits)	
1. NSFR	\$0
2. New Commercial Building	\$0
3. Renovation/Remodel	\$0
4. Demo	\$0
Total permits issued: 3	Total fees collected: \$1296.25
<u>Activities</u>	
<ol style="list-style-type: none"> 1. Inspections and consultations. 2. Active clearing or archiving old and expired permits, depending on age of activity. 3. Implement uniform strategies to increase records retention and accessibility thereof. 	
<u>Items of Interest</u>	
<ol style="list-style-type: none"> 1. Continued exploration of best ways to universally digitize records and day to day functions to be accessible across pertinent staff for greater efficiency. 	

Prepared by Jenelle Berthoud, Town Clerk

File Attachments for Item:

d. Fire Department



STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

Activity Report – February 2022

Calls for the Month of February: 42

Calls for Stevensville Town: 20

Calls for Stevensville Rural: 19

Mutual Aid: 3

Medical Response: 33

Fire Calls: 5

Motor Vehicle Crash: 4

Total Calls: 42

Calls for the Year to Date: 88

Calls for Stevensville Town: 41

Calls for Stevensville Rural: 44

Mutual Aid: 3

Missed call: 0

Medical Response: 76

Fire Calls: 8

Motor Vehicle Crash: 4

Total Calls: 88

File Attachments for Item:

e. Police Department

**TOWN OF STEVENSVILLE
POLICE DEPARTMENT ACTIVITY REPORT**

February 2022

MONTHLY REPORT: February 2022 - Police Activity Report

Officer engaged in no arrest and seven citations for the month of February. We began covering Stevensville 24/7 in the month of January with on call officers to supplement coverage. The officers have opted to earn compensatory time, which will help our budget. We are now capturing all incidents and crime data for the town, which will allow us to develop crime reduction approaches based on 24/7 data. We added two new officers on February 7, 2022, and they are going through a training process.

PROACTIVE POLICING, CALLS FOR SERVICE, and Investigations: Call for Service tallies do not include traffic citations, Traffic Warnings, Vacation Checks, Extra Patrols or Agency Assists

PERSONNEL WORKLOAD	1/22	2/22	3/22	4/22	5/22	6/22	7/22	8/22	9/22	10/22	11/22	12/22	Total
PATROL													
Arrests	1	1											2
Traffic Citations	2	7											9
Traffic Warnings	25	25											50
Calls for Service 2021	55	59	63	76	58	95	72	103	83	50	34	36	784
Calls for Service	59	66											125
INVESTIGATIONS													
Robbery/Homicide 2021	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery/Homicide	0	0											0
Assault 2021	0	0	0	1	1	1	2	1	1	1	0	0	8
Assault	0	1											1
Sex Crime 2021	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Crime	0	0											0
Burglary/Theft 2021	2	2	1	1	1	2	1	2	4	0	2	1	19
Burglary/Theft	4	0											4
Crim Mischief 2021	1	0	0	0	0	0	3	1	0	0	0	0	6
Crim Mischief	3	1											4
Fraud 2021	2	0	2	0	0	0	1	0	1	1	1	1	9
Fraud	0	0											0
Suspicious Incident 2021	0	0	3	3	1	6	3	1	7	6	0	2	32
Suspicious Incident	4	3											7
Disturbance 2021	2	2	6	5	2	2	10	5	3	1	1	3	42
Disturbance	4	6											10
Found Property 2021	0	0	1	0	1	2	1	1	0	0	0	1	7
Found Property	0	0											0
Traffic Hazard 2020	2	0	1	0	0	2	3	0	1	0	1	0	10
Traffic Hazard	0	0											0
Traffic Accidents 2020	0	0	0	0	2	1	3	4	2	1	0	0	13
Traffic Accident	0	0											0
Vacation Checks 2020	0	0	0	0	0	4	10	2	1	2	0	0	19
Vacation Checks	0	0											0
SPD AGENCY ASSISTS													
Ravalli County S.O	4	6											10

File Attachments for Item:

f. Public Works

WO Number	Type	Status	Description	Locations	Assigned To	Requester
000612	CORRECTIVE	Closed	Pick up trash in Parks, especially Lewis and CLark	Town of Stevensville	Ian Murray	Steve Kruse
000610	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville		Steve Kruse
000607	CORRECTIVE	Closed	Bird Box and Pantry Partners manual meter reads	Town of Stevensville Water / Town of Stevensville	Cody Anderson	Steve Kruse
000606	CORRECTIVE	Closed	Read water meters for February	Town of Stevensville Water / Town of Stevensville	Cody Anderson	Steve Kruse
000605	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
000602	CORRECTIVE	Closed	Inspect and repair pavillion roofs at L and C park	Town of Stevensville	Cody Anderson Dustin Tribby Ian Murray Steve Kruse	Steve Kruse
000601	CORRECTIVE	Closed	Do sign inventory of all parks and determine what needs replacing	Town of Stevensville	Cody Anderson	Steve Kruse
000599	CORRECTIVE	Closed	Fix loose handrails at pool	Town of Stevensville	Cody Anderson Dustin Tribby Ian Murray Steve Kruse	Steve Kruse
000597	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville	Cody Anderson	Steve Kruse
000594	CORRECTIVE	Closed	Meter change out at 500 Charlos, old meter stopped reading several months ago	Water / Town of Stevensville	Steve Kruse	Steve Kruse
000590	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
000588	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville	Ian Murray	Steve Kruse
000586	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
000585	CORRECTIVE	Closed	Troubleshoot scum pit problems		Cody Anderson Dustin Tribby	Steve Kruse
000584	CORRECTIVE	Closed	Check meter at 318 Buck St meet resident first thing Friday morning	Water / Town of Stevensville	Steve Kruse	Steve Kruse
000582	CORRECTIVE	Closed	Fix safe at Town Hall	Town of Stevensville	Steve Kruse	Steve Kruse
000581	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville	Cody Anderson	Steve Kruse
000580	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville	Cody Anderson Glenn Bies	Steve Kruse
000578	CORRECTIVE	Closed	Area in front of cluster mailboxes at the East end of 6th settling needs brought up to grade, probably 1 bucket of road base	Streets	Cody Anderson Dustin Tribby	Steve Kruse
000577	CORRECTIVE	Closed	Fix potholes on 2nd Avenue with road grindings	Streets	Cody Anderson	Steve Kruse
000576	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
				/ Town of Stevensville		
000575	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
000574	SCHEDULED	Closed	Backhoe Status fluids/tires/air filter/filters/clean exterior and interior		Glenn Bies Ian Murray	Steve Kruse
000573	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
000570	SCHEDULED	Closed	Inspect Mini Excavator		Ian Murray	Steve Kruse
000569	SCHEDULED	Closed	Inspect skidsteer		Ian Murray	Steve Kruse
000568	CORRECTIVE	Closed	Water leak at curb stop duplex Barbara St	Water / Town of Stevensville	Cody Anderson Dustin Tribby Ian Murray	Steve Kruse
000567	CORRECTIVE	Closed	Straighten stop sign at 3rd and Buck	Streets	Cody Anderson Dustin Tribby Ian Murray	Steve Kruse
000566	CORRECTIVE	Closed	Potholes in alley behind Police Dept and DMV	Streets	Ian Murray	Steve Kruse
000564	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
000561	CORRECTIVE	Closed	Fix potholes firehall parking lot and Spring St near 3rd going to need 4 or 5 bags	Streets	Ian Murray	Steve Kruse
000560	CORRECTIVE	Closed	Trouble call sewer backup 5th and Park area	Wastewater / Town of Stevensville	Cody Anderson Steve Kruse	Steve Kruse
000559	SCHEDULED	Closed	Wednesday Manhole Inspection and	Town of Stevensville Wastewater / Town of	Cody Anderson	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
			degreasing and bio treatment	Stevensville		
000557	CORRECTIVE	Closed	Replace meter at 4071 Eastside Hwy B and E Forest Products Meter change form completed and turned into Town Hall	Water / Town of Stevensville	Cody Anderson Dustin Tribby Ian Murray Steve Kruse	Steve Kruse
000555	CORRECTIVE	Closed	Inventory all meters and interpreters by size and type	Town of Stevensville	Cody Anderson Dustin Tribby Ian Murray	Steve Kruse
000554	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
000553	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
000551	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
000550	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville	Ian Murray	Steve Kruse
000549	CORRECTIVE	Closed	Fix CL17 at reservoir	07-Surface Water Filter Plant / Water / Town of Stevensville	Dustin Tribby	Steve Kruse
000548	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
000547	CORRECTIVE	Closed	Casket burial at Riverside 1:00 ceremony Monday dig grave on Friday	Town of Stevensville	Cody Anderson Dustin Tribby Ian Murray	Steve Kruse
000546	CORRECTIVE	Closed	Fix water leak at fitting at front of sweeper		Ian Murray	Steve Kruse
000545	CORRECTIVE	Closed	Blow off Veterans Park,	Town of Stevensville	Ian Murray	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
			Lang Park Creamery Park and townhall and fire hall decide if bike path needs clearing			
000544	CORRECTIVE	Closed	PUMP CHLORINE AND ORTHO AT WELL HOUSE, DETERMINE WHAT WE NEED TO ORDER	11-Well Field / Water / Town of Stevensville	Cody Anderson Dustin Tribby Ian Murray	Steve Kruse
000542	CORRECTIVE	Closed	Plowing/Sanding all town grids, Parks and sidewalks, bike path and footbridge, townhall and Fire Hall	Town of Stevensville	Cody Anderson Glenn Bies Ian Murray	Steve Kruse
000541	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville	Cody Anderson Ian Murray	Steve Kruse
000539	CORRECTIVE	Closed	Replace Yield signs at 3rd and 4th and Buck with Stop signs	Streets	Cody Anderson	Steve Kruse
000538	CORRECTIVE	Closed	Do utility locate at 208 Mission, sewer is just outside back of house with MH	Water / Town of Stevensville Wastewater / Town of Stevensville	Dustin Tribby	Steve Kruse
000537	CORRECTIVE	Closed	plow and sand all grids, all parks and sidewalks	Streets	Glenn Bies Ian Murray Steve Kruse	Steve Kruse
000536	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
000535	SCHEDULED	Closed	Grease Huber sludge press		Glenn Bies	Steve Kruse
000534	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
000533	SCHEDULED	Closed	Grgrease perf screen and influent pumps		Glenn Bies	Steve Kruse
000532	CORRECTIVE	Closed	Skidsteer to Veterans and other parks, bike path	Streets	Ian Murray	Steve Kruse
000531	CORRECTIVE	Closed	Shut off water 208 Mission on Monday 7th for 2 months	Town of Stevensville	Cody Anderson Dustin Tribby	Steve Kruse
000530	CORRECTIVE	Closed	Casket burial at Riverside, 1:00	Town of Stevensville	Cody Anderson Ian Murray Steve Kruse	Steve Kruse
000268	CORRECTIVE	Closed	Town hall generator start up, fuel tank/battery	Town of Stevensville	Dustin Tribby Ian Murray	Steve Kruse
000190	CORRECTIVE	Closed	Change oil in AB1 see pages 8-9 in O and M manual in attachments for oil type and process		Glenn Bies	Steve Kruse

TOWN OF STEVENSVILLE PUBLIC WORKS ACTIVITY REPORT February 2022

UTILITIES REPORT

Water Production

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	16,256,000	17,378,000

- 💧 Monthly, weekly and Annual reports to the state
- 💧 Monthly Meter Readings
- 💧 Unread Meters: 143
- 💧 Satisfied Permit reporting and testing requirements

Waste Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	5,340,000	5,801,109

- 💧 State Reports and EPA, weekly monthly and Annual samples taken and reports submitted.
- 💧 Started polymer press, shut down mid month to save polymer, 35,000 gal sludge produced
- 💧 Satisfied Permit reporting, testing and regulatory requirements

○

OTHER

- 💧 Preemptive Sanitary Sewer Jetting in all Grids
- 💧 Snow removal and sanding in all grids following Town snow removal protocol
- 💧 Meter reads and billing cycle
- 💧 Street maintenance, potholes, sign installation and replacement
- 💧 2 Burials
- 💧 Utility Locates
- 💧 Park and pool maintenance, sign inventory
- 💧 2 3rd party contractor locates
- 💧 4 meter replacements
- 💧 DOD generator for Town Hall fired up
- 💧 Well Field generator repair scheduled for early February
- 💧 Repaired 2 substantial water leaks
- 💧 Vehicle Maintenance
- 💧 Park building maintenance
- 💧 Wrote job descriptions for seasonal positions
- 💧 Meetings with Mayor and developers
- 💧 Water distribution system repairs and improvements
- 💧 Trouble Calls

- Cleared sewer main backup Park and 5th
- Trained with Utility Clerk on water billing process
- Tribby and Kruse passed Certified Pool Operator certification
-

File Attachments for Item:

a. Discussion/Decision: CDBJ Grant, North Valley Public Library, Mayors Signature Needed for Grant Application Completion

III. CDBG PLANNING GRANT APPLICATION

MONTANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM MONTANA DEPARTMENT OF COMMERCE – COMMUNITY DEVELOPMENT DIVISION

SECTION A – APPLICANT CERTIFICATION

The Applicant hereby certifies that: It will comply with all applicable parts of Title 1 of the Federal Housing and Community Development Act of 1974, as amended, which have not been cited herein, as well as with other applicable federal laws and regulations.

It will comply with all requirements established by the Montana Department of Commerce and applicable State laws, regulations, and administrative procedures.

It accepts the terms, conditions, selection criteria, and procedures established by the Montana Community Development Block Grant (CDBG) Program and expressly waives any statutory or common law right it may have to challenge the legitimacy and propriety of these terms, conditions, criteria, and procedures in the event that it is not selected for an award of CDBG funds.

To the best of my knowledge and belief, the information provided in this application and in the attached documents is true and correct.

Name (printed):

Steve Gibson

Title (printed):

Mayor of Stevensville

Signature:

Signature pending

Date:

Chief Elected Official or Authorized Representative

SECTION B – APPLICANT INFORMATION

1. Name of Applicant:

Town of Stevensville

2. Mailing Address:

206 Buck Street

Stevensville MT 59870

3. Type of Entity:

Local government / Town

4. Federal Tax ID Number:

81-6001313

5. Type of Project:

North Valley Public Library
Preliminary Architectural Report

6. DUNS Number:

055038707

SECTION C -- CONTACT INFORMATION SUMMARY -- ALL FIELDS MUST BE COMPLETED UNLESS OTHERWISE NOTED. FAILURE TO COMPLETE ALL FIELDS MAY RESULT IN A DELAY IN PROCESSING YOUR APPLICATION	
CHIEF ELECTED OFFICIAL/AUTHORIZED REPRESENTATIVE:	PRIMARY CONTACT PERSON (If different from CEO/ Auth Rep):
Steve Gibson	Victoria Howell
(Name)	(Name)
Mayor of Stevensville	Chair, North Valley Library Board
(Title)	(Title)
206 Buck Street	609 Mid. Bwmt Fork Rd.
(Street/PO Box)	(Street/PO Box)
Stevensville MT 59870	Stevensville MT 59870
(City) (Zip)	(City) (Zip)
406-777-5271 (office)	406-207-8793 (cell)
(Telephone) 406-439-2203 (cell)	(Telephone) 406- 207 -3928 (work)
steve.gibson@townofstevensville.com	editor@bitterrootstar.com
(Email)	(Email)
PROJECT ENGINEER/ARCHITECT (if applicable):	GRANT/LOAN ADMINISTRATOR (if applicable):
pending	Denise Ard
(Name)	(Name)
	North Valley Library Director
(Title)	(Title)
	208 Main
(Street/PO Box)	(Street/PO Box)
	Stevensville MT 59870

(City)	(Zip)	(City)	(Zip)
			406-777-5061
(Telephone)		(Telephone)	
			denisea@northvalleylibrary.org
(Email)		(Email)	
LEGAL COUNSEL/ATTORNEY:		CLERK/CONTRACT ATTESTER:	
Greg Overstreet		Jenelle Berthond	
(Name)		(Name)	
Town Attorney		Town Clerk	
(Title)		(Title)	
300 Main, Suite 203		206 Buck Street	
(Street/PO Box)		(Street/PO Box)	
Stevensville MT 59870		Stevensville MT 59870	
(City)	(Zip)	(City)	(Zip)
			406-777-5271, x 102
(Telephone)		(Telephone)	
greg@overstreetlawgroup.com		jenelle@townofstevensville.com	
(Email)		(Email)	

SECTION D – REQUIRED DOCUMENTATION

TO BE SUBMITTED AS ATTACHMENTS AT THE END OF THE APPLICATION (AS APPLICABLE):

- I. **PROJECT IMPLEMENTATION SCHEDULE**
Provide a project implementation schedule using Exhibit 1 attached. Include a brief narrative to explain your proposed project schedule.
- II. **PROPOSED PROJECT BUDGET AND BUDGET JUSTIFICATION NARRATIVE**
Use Exhibit 2 attached to list your project budget and to provide a detailed narrative that explains and justifies each line item of your proposed budget.
- III. **WAIVER OF MATCH REQUESTED?**
If waiver of match is requested, provide supporting documentation and narrative justification as part of the budget narrative (See Guidelines, page 6).

IV. LETTER(S) OF COMMITMENT

For funds or resources to be provided by a non-profit agency, water and sewer district, or similar organization. (See Guidelines, page 5).

V. DETERMINATION OF ENVIRONMENTAL EXEMPTION

Provide a resolution or letter, signed by the chief elected official, documenting determination of environmental exemption. Use Exhibit 3-A and 3-B.

VI. NATIONAL OBJECTIVE IDENTIFICATION WORKSHEET

Using Exhibit 4 attached, determine which national objective your proposed planning activity meets or whether your proposed planning activity is a general community planning activity that does not need to meet a national objective. Use Exhibit 4 to submit required documentation as specified in the Guidelines pages 9-10.

VII. LETTERS EXPRESSING COMMUNITY SUPPORT FOR THE PROPOSED PLANNING PROJECT (if available)

SECTION E – PLANNING ACTIVITY PROPOSAL

Planning activities proposed to be funded by the CDBG program must meet the national objectives of serving primarily low- to moderate-income person or preventing or eliminating the presence of slums and blight (see *Guidelines*, pages 9-10) and should align with the objectives outlined within Montana's Annual Action Plan which include: supporting existing Montana communities; investing in vital public infrastructure; enhancing Montana's economic competitiveness; promoting equitable, affordable housing in Montana; and reducing homelessness in Montana. General Community Planning activities (e.g. Growth Policies, CIPs, Community Needs Assessments, etc.) are assumed to meet a CDBG national objective. Community Planning Staff will review all applications to determine that the proposed project meets these objectives.

MEETING A CDBG NATIONAL OBJECTIVE

Identify the type of planning activity you are proposing for CDBG funding. Check the appropriate box and follow the instructions for providing the required information and documentation. If you have any questions about what type of planning activity you are proposing, please contact the CDD staff.

- General Community Planning activity
 - If you checked this box, please provide a map of the service area for the proposed planning activity and describe in the Project Description (below) how the activity will, to the greatest extent possible, benefit low- and moderate-income persons and, if applicable, aid in the prevention or elimination of slums and blight.
- Site-specific and will meet the national objective of benefitting low- and moderate-income persons (LMI)
 - If you checked this box, use the National Objective Worksheet (Exhibit 4) to provide the required information and documentation.
- Site-specific and will prevent or eliminate slums and blight
 - If you checked this box, use the National Objective Worksheet (Exhibit 4) to provide the required information and documentation.

PAST PLANNING ACTIVITIES

Indicate what long-range planning projects the applicant has completed in the last 10 years, check all that apply and indicate year of most recent update:

- Growth Policy, year 2016
- Capital Improvements Plan, year 2012-2017
- Downtown Master Plan, year _____
- Comprehensive Economic Development Strategy, year _____
- Community Needs Assessment, year _____

- Housing Needs Assessment, year _____
- Transportation Plan, year _____
- Trails/Parks Master Plan, year _____
- Other (describe) 2010 - Development Code
2010 - North Stevensville TIFID

PROJECT DESCRIPTION, IMPACT, OUTCOME, NEXT STEPS, AND CAPACITY

Using separate sheets, address each of the questions below. Links to supplemental documents or community specific data and related information are encouraged to help support or illustrate the planning activity that funding is being requested for.

1. **Problem and Intended Outcome:** In 100 words or less, describe the problem that the proposed planning activity will address and the intended outcome of the planning activity (e.g. preparation of a Growth Policy, PAR, PER, CIP, or other planning document);
2. **Impact:** In 500 words or less, describe the impact of the proposed planning project in the community including (all that apply):
 - a. on economic development and preparing for or responding to changes in the economy (if possible, indicate potential numbers of jobs retained or created);
 - b. on addressing the needs of the community's most vulnerable;
 - c. on preventing or eliminating the presence of slums and blight;
 - d. on preparing for or responding to change in population (provide population numbers from U.S. Census Bureau to indicate change);
 - e. on community revitalization including making use of existing infrastructure;
 - f. on making the community more walkable; and/or
 - g. on the community's ability to attract future investment and/or leverage additional grant funding to address changes/challenges the community faces.
3. **Next Steps:** In 250 words or less, describe the next steps the community will take following the conclusion of the planning activity (e.g. additional grant funds sought and sources, implementation, project construction, etc.).
4. **Community Support:** In 100 words or less, indicate the community's support for the planning project. Attach any copies of letters expressing community support for the proposed planning project at the end of the application.
5. **Need for Financial Assistance:** In 100 words or less, describe the need for financial assistance to complete the planning project.
6. **Capacity:** In 100 words or less, describe the fiscal capacity of the applicant to meet the grant conditions required by the Department including, but not limited to, managing the planning project and utilizing generally accepted accounting principles.

Note – Because the amount of funding is limited, applicants will be expected to absorb most costs associated with the administration of the CDBG Planning Grant.

The budget justification narrative **must** thoroughly explain the rationale or basis for all proposed budget costs for each line item.

Quotes from qualified professionals may be requested by MDOC to justify the proposed budget; applicants are encouraged to provide estimates from qualified contractors as part of the application package, in support of the amount of funds requested.

The thoroughness of the budget justification will be a consideration in the review of the application.

The budget for the planning project must be accompanied by a detailed narrative that explains:

- 1) The justification for each budget line item for the CDBG funds requested;
- 2) Local matching funds; and
- 3) Other sources and amounts of local, state, federal, or private funds to be involved.

Reminder: Planning grants may not be used for reimbursement of activities undertaken or completed prior to the date of announcement of grant award by the Department of Commerce.

Budget Justification Narrative Response (response below or attached):

The North Valley Public Library is in the beginning stages of a Preliminary Architectural Report. The funds requested will address the ADA compliance component.

EXHIBIT 4
NATIONAL OBJECTIVE IDENTIFICATION WORKSHEET

*The National Objectives Identification Worksheet is included to ensure that the project meets an objective of the federal CDBG program. On this page, all applicants **must indicate which national objective the proposed planning activity meets. If the proposed planning activity is "General Community Planning", you do not need to complete this Worksheet. See Guidelines pages 4-5 and 9-10 for an explanation of the national objectives and what is required to meet each. Documentation supporting this section may be added to your application as Appendix A. Please cite page number for reference within this section (ex. A-00).***

I. Identify which of the CDBG National Objectives your proposed planning activity will meet (only one):

Benefit to Low- and Moderate-Income Persons (LMI)—if you checked this box, proceed to II (do not complete section III).

Prevention or Elimination of Slums or Blight—if you checked this box, proceed to III (do not complete section II).

II. Indicate how you plan to determine the percentage of benefit of LMI persons to meet the national objective of serving LMI persons (check one):

Direct Benefit to LMI Households ("Direct Benefit")—if you checked this box, proceed to II-A

Area-wide Benefit to LMI Persons ("Area Basis")—if you checked this box, proceed to II-B

Limited Clientele Benefit ("Limited Clientele")—If you checked this box, proceed to II-C

II-A Direct Benefit—complete the following items. For detailed guidance about how to document benefitting LMI persons through Direct Benefit see the "Documenting Benefit to Low and Moderate Income Persons" handbook [here](#).

1. Does the project provide direct assistance to an income-eligible household (e.g. through planning for rehabilitation of housing occupied by LMI households or planning for a public facility project that will pay utility hookup charges or assessments for only LMI households)? If so, provide documentation indicating the gross annual income of the household applicants that will be served.

II-B Area Basis—complete the following items. For detailed guidance about how to document benefitting LMI persons on an Area Basis see the "Documenting Benefit to Low and Moderate Income Persons" handbook [here](#). Census data must be provided even if a Certified Income Survey is used. Census information can be found through the HUD LMI mapping application [here](#).

Supporting materials should be included in Appendix A.

1. Percentage served by the project from HUD Low/Mod Summary Data (Census): %
 2. List the census tract number(s) that are included in the project area:
 3. List the census tract block group(s) that are included in each of the census tracts listed in the previous question:
- If a Certified Income Survey was used, please complete the following items. For detailed guidance about how to conduct an Income Survey see the "Documenting Benefit to Low and Moderate Income Persons" handbook .
1. Include a letter from the authorized representative justifying why an Income Survey should be used over Census data Appendix A.
 2. Low/Mod percentage from that survey: %

3. Date the Income Survey was started:

Date the Income Survey was completed:

4. Describe the methodology that was used to conduct the Income Survey. Specifically, how was the data collected, who did the collection, and how was the calculation completed?

II-C Limited Clientele—complete the following items. For detailed guidance about how to document benefitting LMI persons through Limited Clientele see the “Documenting Benefit to Low and Moderate Income Persons” handbook here.

To satisfy the LMI objective through Limited Clientele, the proposed planning activity meets one of the following tests (check one):

Benefit a clientele group established by HUD to be principally LMI persons (check those that apply):

- Abused children
- Battered spouses
- Elderly persons
- Adults meeting the Bureau of the Census’ Current Population Report’s definition of “severely disabled”
- Homeless persons
- Illiterate adults
- Persons living with AIDS
- Migrant farm workers

Benefit a clientele that it may be reasonably concluded to be primarily (greater than 51%) LMI persons (for example, a Head Start Center because Head Start’s federal requirements mandate that at least 90% of the children served come from lower income families). If you check this box, provide any supporting documentation in Appendix A.

Y Will result in the removal of material or architectural barriers that restrict the mobility and accessibility of elderly or disabled persons to publicly owned and privately owned nonresidential buildings, improvements, and the common areas of residential structures containing more than one dwelling unit. If you check this box, provide any supporting documentation in Appendix A.

- o *The following kinds of activities are unlikely to qualify under the “limited clientele category” (confer with CDD staff on a project-by-project basis):*
 - *Activities where the benefits are available to all residents of an area;*
 - *Activities involving the acquisition, construction, or rehabilitation of property for housing; and*
 - *Activities where the benefit to LMI persons is the creation or retention of jobs.*

III. To meet the Prevention or Elimination of Slums and Blight national objective complete the following items. Supporting materials should be included in Appendix A.

To meet the objective, the following are required:

Applicant has a Slum/Blight resolution or designation for project area from the appropriate local government; and

Photographic documentation with captions and dates of the slum or blighted conditions that prompted the local government resolution; **AND one of the two conditions below:**

Public improvements or facilities throughout the area are in a general state of deterioration; or

At least 25% of the properties throughout the area exhibit one or more of the following:

- Physical deterioration of buildings/improvements;
- Abandonment of properties;
- Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings;
- Significant declines in property values or abnormally low property values relative to

- other areas in the community; or
- Known or suspected environmental contamination.

AND:

Applicant has documentation establishing the boundaries of the area and that the conditions that qualified the area as a slum or blight at the time of its designation by the appropriate local government and that designation (or re-designation) occurred within the past 10 years; and

Planning activities assisted with CDBG funds will be limited to those that address one or more of the conditions that contributed to the decline of the area.

IV. In 250 words or less, explain why the National Objective was selected and how this project meets the criteria of that Objective. Refer to these Guidelines pages 4-5 and 9-10 for further guidance on the criteria and information that must be included. Specifically, make sure to address the questions listed here (in Exhibit 4) for the chosen national objective.

Attached

1. Problem and Intended Outcome

The current North Valley Public Library, located on Main Street in downtown Stevensville, is a facility cobbled together from three buildings. The facility is old and continues to deteriorate, despite numerous attempts to address the various issues. A Preliminary Architectural Review is needed to help the library board determine what the next course of action should be. Requested grant funds will address the ADA compliance component of the PAR. Once the PAR is complete, the board will make a decision on whether to rebuild in place or find a new location to build a new library.

2. Impact

The North Valley Public Library, located in the 200 block of Main in downtown Stevensville, is a hub of the community. The library is a busy place, open 6 days a week. Pre-covid, the library was a central meeting place for many kinds of programs, for both children and adults. Business owners recognized that having the library in the heart of downtown actually increased foot traffic into their establishments. (As we ease out of pandemic constraints, the library will no doubt become the busy place the community cherishes.) Additionally, the library provides a safe, clean, well-lighted place for senior citizens to linger. And it doesn't cost anything to use.

The Town of Stevensville's Updated Growth Policy from 2016 stated that people 45 years of age and older made up 45% of the population, an increase in that category from the 2000 numbers. The aging population as a whole in Ravalli County is expected to continue to increase, according to the Growth Policy. Current U.S. Census Bureau figures for Stevensville put the 65 and over population at 18.4% and 25.1% county-wide. The latest figures for Ravalli County also show that 19.7% of the population has some type of disability.

The mission of the North Valley Public Library is to strengthen and support our community by:

- fostering a welcoming and comfortable setting for all people to gather, explore, and discover;
- promoting literacy and lifelong learning;
- providing exemplary programming, service, and quality, timely materials.

It is clearly stated in our mission that we will foster a "welcoming and comfortable setting for ***all*** people to gather, explore and discover." (bold italics mine). To that end we must improve our building to make it even more fully accessible to all and the PAR process is our first step in that direction.

Over the years, it has been expressed many times by community members (including in an informal survey) that they want the library to remain in the downtown, in recognition of the importance of the library as a hub of public life. However, as the library's physical infrastructure continues to deteriorate, there is a real possibility that moving to a new location will be the most cost-effective solution. In its deliberations, the board will consider walkability and accessibility, including parking. We don't want the library to be isolated or hard to get to

Hopefully, the PAR will give the board the information it needs to present the facts to the public in a credible, informed manner. In the end, whether the library is on or off Main Street, the board's goal is to make the best decision possible and to ensure the continuation of the library as a center of knowledge, inclusion, and community.

3. Next Steps

An important component of our PAR process will be involving the community. The firm we hire will help us gather input from the residents of our library district, using a variety of means that could include surveys, public meetings, outreach to other groups, etc. Once all the data and community input is compiled, and the PAR process has been completed, the library board will use that to make a decision about whether to renovate in place or buy a piece of ground on which to build a new library.

We will then have to begin a capital campaign. The North Valley Library Foundation will be involved in the effort to raise the necessary funding. We will be actively exploring any and all grant opportunities. Additionally, the board will have to consider the possibility of a bond election to pay for the project which will no doubt have a price tag in the millions.

We have met with key players from the Missoula Public Library board of trustees and staff to hear their story. We have also met with our county Clerk & Recorder to learn the what is required to run a bond election. Our director is also in regular communication with the State Library for suggestions and advice.

Our board understands that this is a longterm commitment. In fact, we have been working on this for at least two years already.

4. Community Support

Generally speaking, the North Valley Public Library enjoys wide support in the community. I have very little time to gather any letters of support (only heard about this grant opportunity on February 22). If additional letters of support are needed, with more time I could easily provide more.

I have attached three letters of support.

5. Need for Financial Assistance

We don't know yet what the cost of the complete Preliminary Architectural Report will be. However, we have been told it can be in the \$50,000 range. The North Valley Public Library runs on a tight budget, relying on property taxes, some state aid, and grants and donations.

Any long-lasting solution to our building problems is expected to cost in the range of several million dollars.

Help with the PAR through this grant is important and will be much appreciated.

6. Capacity

The Town of Stevensville is the applicant. The North Valley Public Library is the beneficiary. Both the Town and the Library use Black Mountain accounting software and adhere to generally accepted accounting principles.

**EXHIBIT 1
CDBG COMMUNITY PLANNING GRANTS
PROJECT IMPLEMENTATION SCHEDULE**

TASK	MONTH
PROJECT START UP	
Preparation of MT Dept. of Commerce Contract	unknown
PROCUREMENT OF PROFESSIONAL ASSISTANCE	
<i>Including professional engineers, architects, and planning consultants, etc.</i>	
Submit Request for Proposals (RFP) to DOC for review <i>(Architectural and engineering services must be procured in compliance with Section 18-8-201, MCA)</i>	May 2021
Publish RFP or RFQ/Conduct limited solicitation	June 2021
Select professional	March 2022
Execute agreement with professional	March 2022
PROJECT IMPLEMENTATION	
Prepare draft plan/report	September 2022
Submit interim Request for Funds, and 50% draft of final product (digital copy)	
Public review and comment	September 2022
Finalize plan/report	October 2022
PROJECT CLOSEOUT	
Submit final product, both in digital and printed formats	
Submit final Request for Funds and Project Completion Report	

**EXHIBIT 2
CDBG COMMUNITY PLANNING GRANTS
PRELIMINARY PROJECT BUDGET & BUDGET NARRATIVE**

APPLICANT NAME:

CDBG Planning Grant Funds Requested: \$ 7500.00

Community Benefit - 1:3 match required
 Site-Specific/Private Entity Benefit - 1:1 match required

(Note: Required matching funds and amounts must be included in this preliminary budget)

	SOURCE: CDBG Planning Grant	SOURCE: Match (Specify)	SOURCE: (Specify)	TOTAL
Status of non-CDBG funds (<i>Pending or approved</i>)		<i>North Valley Public Library</i>		
Professional Planning Activities				
Professional Architectural/Engineering Services	<i>7500.00</i>	<i>2500.00</i>		<i>10000.00</i>
Other (Describe)				
TOTAL PLANNING PROJECT	\$ <i>7500.00</i>	\$ <i>2500.00</i>	\$	\$ <i>10000.00</i>

NORTH VALLEY PUBLIC LIBRARY

The North Valley Library District Board of Trustees currently has \$105,524.63 in its Library Depreciation Fund. This money is reserved for our longterm renovations, improvements, new building, or anything else required to develop our library building facility for the future.

The match of \$2500 for the PAR will come from these funds. This expenditure is contingent on the CDBG funds being awarded.

Sincerely,

Victoria Howell, Chair

North Valley Library Board of Trustees

EXHIBIT 3-B
CDBG COMMUNITY PLANNING GRANTS
FINDING OF EXEMPT ACTIVITIES
(Sample - Complete on Local Government Letterhead)

(Date)

(Name of Community Planning Program Liaison)

Montana Department of Commerce
Community Development Division
301 S. Park
P.O. Box 200523
Helena, MT 59620-0523

Dear *(Name of Community Planning Program Liaison)*:

It is the finding of the *(Name of Grantee: City, Town or County of _____)*, Montana, that the following activities approved for funding under the Montana CDBG program are defined as exempt activities under 24 Part 58.34, and meet the conditions specified therein for such exemption, of the Environmental Review Process for Title I Community Development Block Grant Programs, and that these activities are in compliance with the environmental requirements of related federal authorities. The activities and the statutory authority for exemption are listed below:

List applicable activities, descriptions, and authority. **For example:**

1. *Planning activities to include preparation of a preliminary engineering report.*

Authority -- Section 58.34(a)(1): Environmental and other studies, resource identification and the development of plans and strategies.

Sincerely,

pending

Signature of Environmental Certifying
Official or Chief Elected Official

VI. Exhibit 4

The upcoming Preliminary Architectural Review for the North Valley Public Library will assess the current condition of our library in downtown Stevensville, compare options of demolishing and rebuilding in place or building in a new location.

Two of the most important components of a library, or any public building, are safety and accessibility.

This is of critical importance to elderly people and people with severe disabilities, two segments of the population who qualify as Limited Clientele under the Benefit to Low- and Moderate-Income Persons (LMI) under the National Objectives.

The CDBG grant we are applying for will be used for Americans with Disabilities Act (ADA) compliance related issues in the PAR, which will evaluate current safety and accessibility issues such as entrances and exits, bathrooms, floor surfaces, etc. in the current building.

The completed PAR will identify any safety and accessibility issues we currently have and provide solutions on how we can meet our goal of eliminating any materials or architectural barriers that restrict the safety, mobility and accessibility of elderly or disabled persons, whether we decide to rebuild in place or build at a new location.

February 27, 2021

Re: North Valley Public Library, Stevensville, Montana

From: Carla Sanders, NVPL Foundation President

The NVPL Foundation is a nonprofit organization that raises funds through various events in support of the North Valley Public Library. With the growth in the Bitterroot Valley, our sights are set on helping to secure funding for an eventual new library that will meet the demand for services far into the future.

The first step toward this is the Preliminary Architectural Report (PAR), which will review and lay out the library's options for the Board of Trustees. Our current library is housed in an old, deteriorating building that has numerous structural and health hazards and issues, including the lack of accessibility for compliance with the Americans with Disabilities Act.

Your funding will help complete the PAR so we can create a library that is not only a wonderful community asset and resource but is safe and welcoming for everyone. We seek to ensure that all library patrons can access the programs and offerings at the library and are not held back by an outdated structure that hinders their ability to take advantage of all a community library has to offer.

On behalf of the NVPL Foundation, I want to offer our wholehearted support for this grant application and the Board of Trustees' efforts.



PO Box 133
Stevensville, MT 59870
406-777-3928
www.bitterrootstar.com

February 25, 2022

Montana Dept. of Commerce
CDBG Grant Application
Letter of Support

To Whom It May Concern;

The Bitterroot Star extends its support for the Town of Stevensville's grant application for the North Valley Public Library. The Library is an integral component of not just our community, but our democracy. Through the library, a world of ideas and information is available for free to every member of our community, and at every stage of life. It is through the acquisition of knowledge that citizens have the chance to realize their full potentials as unique and valued members of our society.

The grant will aid the library board in its efforts to make sure that every single person, no matter their age or physical condition, has the greatest opportunity for access to library materials and services.

Sincerely,

Victoria Howell, Editor, Bitterroot Star
Chair, North Valley Public Library Board of Trustees

NORTH VALLEY PUBLIC LIBRARY

February 24, 2022

I have been the director of the North Valley Public Library for close to eight years and am writing my support for the grant application for the Preliminary Architecture Report.

It is vital that the North Valley Public Library have a healthy, clean, functional building to serve the community and the PAR is the first step in addressing the current limitations of the facility.

The North Valley Public Library is one of the major hubs in the community, especially for the less affluent members of the community. As a public library we are open to all ages from birth to senior citizen. We teach literacies to all ages.

Currently computer literacy may be one of our most vital uses. There is a digital divide and many community members come in frustrated saying, “I don’t know how to use a computer and I need help.” We are here to help. These individuals that walk in don’t want to take a class, they just need immediate help with an immediate need. We have staff here that can help them navigate the web and technology. There is no other place to go to have those services. Even simple technology procedures that others may take for granted such as printing important forms from email or finding a government forms, or business forms online that they need to fill out to receive services or complete business transactions are difficult for some in the community and the library is appreciated for the assistance we give. This computer type literacy is mostly required by adults and seniors.

So the library is depended upon not only for access to computers and internet and the free Wi-Fi and the lending of hotspots that we offer to those that cannot afford it, but also, and probably more importantly, the help we give to those without computer skills. I’ll provide just one example. An elderly gentleman was directed to the library from the department of motor vehicles because they had no appointments. He needed help with his on-line driver’s license renewal.

Early literacy is a program we offer to our youngest patrons. Starting ages 0-3 we have a lap sit program that help babies get ready to read. Research has shown that children that have been exposed to letters, books, nursery rhymes etc. are getting reading ready and will be more successful learning to read and in school. We offer a weekly *Mother Goose on the Loose™* program for that age group that is appreciated by the mothers and their children.

The next step is *Storytime and More* for ages 4-5. This is where we read more and have the children participate in the books as well as other activities.

Next we offer a fun afterschool STEAM (Science, Technology, Art, and Math) program. We hold this at 4pm so kids can come after school but it is most popular with the homeschooling crowd that enjoy the assistance they get from the library in teaching topics that may be challenging for some homeschooling parents.

The library also started offering teen programs. At one time I considered closing early on Fridays but I was told by teens there was nowhere to go in town on Friday night. Teens not

208 Main St., Stevensville, MT 59870, 406-777-5061

northvalleylibrary.org

Monday – Friday 10 a.m. to 7 p.m.

Saturday 10 a.m. to 5 p.m.

involved in sports or other clubs found themselves with no place to go when waiting for rides. We now offer a teen program on Tuesday and Fridays 4-6:30.

In addition we have opportunities for adults to recreate and learn by holding an adult focused event about once a week. This can be adults anywhere from 18-senior.

The library of course has its traditional uses offering resources for lifelong learning. The library purchases materials in many formats such as books, digital books and audiobooks, large print books and DVDs on all subjects. A patron one time came to the library after searching how to do something on the internet and was so happy to find a book in the library to teach her the skills she needed.

The library also has been serving as a location for the Stevensville Town Council to meet as well as a monthly book club. The North Valley Public Library's Community Room & Makerspace are designed primarily to meet the operational needs of the Library but the rooms are also available for use by organizations engaged in civic, educational, cultural, or intellectual activities as well as other programs for the entertainment or benefit to our community.

The library is one of the places in the community that is open to all ages and serves all abilities. Public Libraries are always in flux modifying materials and programs to suit the needs of their community. Having a safe, welcoming, clean, comfortable facility is necessary to meeting our mission to "strengthen and support our community." The North Valley Public Library's motto is "Discovery starts here."

Sincerely,

Denise E. Ard, Library Director

Legals

Naomi J. Cheeney
 Cheeney Law, PLLC
 Box 212
 Hamilton, MT 59840
 Phone: (406) 363-9060
 Attorney for Personal Representative

MONTANA TWENTY-FIRST JUDICIAL DISTRICT COURT, RAVALLI COUNTY
 IN THE MATTER OF THE ESTATE OF
 GEORGE WILLIAM SECHRIST,
 Deceased.

Case No.: DP-21-54
 Dept. No. 1

NOTICE TO CREDITORS

NOTICE IS HEREBY GIVEN that the undersigned has been appointed Personal Representative of the above-named Estate. All persons having claims against the Decedent are required to present their claims within four months after the date of the first publication of this notice or said claims will be forever barred. Claims must either be mailed to Naomi J. Cheeney, the Personal Representative, return receipt requested to Cheeney Law, PLLC, Box 212, Hamilton, MT 59840, or filed with the Clerk of the above-named Court.

DATED this 10th day of June 2021.
 Naomi J. Cheeney, Personal Representative
 BS 6/16, 6/23, 6/30

Naomi J. Cheeney
 Cheeney Law, PLLC
 Box 212
 Hamilton, MT 59840
 Phone: (406) 363-9060
 Attorney for Personal Representative

MONTANA TWENTY-FIRST JUDICIAL DISTRICT COURT, RAVALLI COUNTY
 IN THE MATTER OF THE ESTATE OF

Case No.: DP-21-68
 Dept. No. 1

NOTICE TO CREDITORS

NOTICE IS HEREBY GIVEN that the undersigned has been appointed Personal Representative of the above-named Estate. All persons having claims against the Decedent are required to present their claims within four months after the date of the first publication of this notice or said claims will be forever barred. Claims must either be mailed to Naomi J. Cheeney, the Personal Representative, return receipt requested to Cheeney Law, PLLC, Box 212, Hamilton, MT 59840, or filed with the Clerk of the above-named Court.

\$450.00 each
 Several Miscellaneous textbooks-make an offer
 Several Miscellaneous computers/monitors-make an offer
 Several school lockers
 Bids will be accepted until 4:00 p.m., June 23, 2021. Bids need to be sealed and mailed or delivered to the business office located at 300 Park Ave, Stevensville MT, 59870 before the deadline. Along with your bid amount please include your name and phone number so you can be contacted if you win the bid.
 BS 6/16

Naomi J. Cheeney
 Cheeney Law, PLLC
 PO Box 212
 Hamilton, MT 59840
 Phone: (406) 363-9060
 Attorney for Personal Representative
 MONTANA TWENTY-FIRST JUDICIAL DISTRICT COURT, RAVALLI COUNTY
 IN THE MATTER OF THE ESTATE OF
 RANDALL C. KEITH,
 Deceased.
 Case No.: DP-21-67
 Dept. No. 1

NOTICE TO CREDITORS

NOTICE IS HEREBY GIVEN that the undersigned has been appointed Personal Representative of the above-named estate. All persons having claims against the decedent are required to present their claims within four months after the date of the first publication of this notice or said claims will be forever barred. Claims must either be mailed to Coreen G. Keith, the Personal Representative, return receipt requested, at Cheeney Law PLLC, PO Box 212, Hamilton, MT 59840, or filed with the Clerk of the above-entitled Court.

DATED this 8th day of June 2021
 /s/ Coreen G. Keith, Personal Representative
 BS 6/16, 6/23, 6/30

John D. Greef
 ATTORNEY AT LAW
 302 W. Main St.
 Sidney, MT 59270
 (406) 360-8117
 Personal Representative
 MONTANA TWENTY-FIRST JUDICIAL DISTRICT COURT, RAVALLI COUNTY
 IN THE MATTER OF THE ESTATE OF

John D. Greef, Personal Representative
 BS 6/16, 6/23, 6/30

REQUEST FOR PROPOSALS
 PREPARATION OF PRELIMINARY ARCHITECTURAL REPORT AND FINAL CONSTRUCTION DESIGN AND INSPECTION
 North Valley Public Library District, Stevensville, MONTANA
 North Valley Public Library District (NVPLD) is requesting proposals from qualified Architectural / Engineering firms for a Preliminary Architectural Report (PAR). The scope of the PAR is a comprehensive evaluation and cost analysis of part renovation in place vs. full renovation in place vs. building a new facility, as well as feasible location options in Stevensville to bring the North Valley Public Library into compliance with all building codes as well as a larger healthy updated facility that meets the needs of the community now and in the future. A facilities vision can be found at the North Valley Public Library District's website at <https://www.northvalleylibrary.org/facilities-plan>. The facility is located in Stevensville, Montana.

Following pre-design approval, the selected consultant may also be asked at the discretion of the North Valley Public Library District to assist in grant writing, develop a final construction design, prepare construction bid documents, assist in bidding the project, and oversee construction activities, including related grant administration and management.

The detailed Request for Proposal (RFP), including a description of the services to be provided by respondents, the minimum content of responses, and the factors to be used to evaluate the responses, can be obtained by going to the NVPLD website <https://www.northvalleylibrary.org/rfp-for-par>
 Responses to this RFP will be received by the North Valley Public Library District, 208 Main St., Stevensville, MT until 2:30 p.m. on September 15, 2021. North Valley Public Library District and its agents reserve the right to reject any or all proposals and to waive any formality and technicality.
 BS 6/16, 6/23

make an application to the Town of Stevensville. Applications are available online at www.townofstevensville.com/council and at Town Hall at 206 Buck Street Stevensville, MT 59870. Completed applications can be dropped off at Town Hall or mailed to PO Box 30, Stevensville, MT 59870.

Applications must be received by 5:00 pm, Wednesday, June 23, 2021.

For more information contact Town Hall at (406) 777-5271.

Attest:
 Jenelle S. Berthoud, Town Clerk
 Laura Miller, Deputy Clerk
 B.S. 6/16-6/23

Daniel Browder, Esq.
 Browder Law, PLLC
 217 North 3rd Street, Suite J
 Hamilton, MT 59840
 Telephone: (406) 361-3677
 Email: browderlawmont@gmail.com

Attorney for Judith L. Fraser, Personal Representative
 MONTANA TWENTY FIRST JUDICIAL DISTRICT COURT
 RAVALLI COUNTY
 IN THE MATTER OF THE ESTATE OF JAMES ED STUBBLEFIELD,
 Deceased.
 Cause No. DP-21-70
 Dept. No. 2

NOTICE TO CREDITORS

NOTICE IS HEREBY GIVEN that the undersigned has been appointed Personal Representative of the above-named estate. All persons having claims against the decedent are required to present their claims within four months after the date of the first publication of this notice or said claims will be forever barred. Claims must either be mailed to the Personal Representative, Judith L. Fraser, return receipt requested, c/o Browder Law PLLC, 217 North Third Street, Suite J Hamilton, MT 59870, or filed with the Clerk of the above Court.

Dated this 14th day of June, 2021.
 /s/ Daniel Browder, Attorney for P.R.
 217 N. 3rd Street, Ste. J
 Hamilton, Montana 59840
 /s/ Judith L. Fraser, Personal Representative
 BS 6/16, 6/23, 6/30/21.

**REQUEST FOR PROPOSALS
PREPARATION OF PRELIMINARY ARCHITECTURAL REPORT
AND FINAL CONSTRUCTION DESIGN AND INSPECTION
North Valley Public Library District, Stevensville, MONTANA**

North Valley Public Library District (NVPLD) is requesting proposals from qualified Architectural / Engineering firms for a Preliminary Architectural Report (PAR). The scope of the PAR is a comprehensive evaluation and cost analysis of part renovation in place vs. full renovation in place vs. building a new facility, as well as feasible location options in Stevensville to bring the North Valley Public Library District into compliance with all building codes as well as a larger healthy updated facility that meets the needs of the community now and in the future. A facilities vision can be found at the North Valley Public Library District's website at <https://www.northvalleylibrary.org/facilities-plan>. The facility is located in Stevensville, Montana.

I. INSTRUCTIONS TO APPLICANTS / SUBMISSION PROCEDURES

All questions concerning the request or scope of work should be directed to Victoria Howell, Chairperson of the North Valley Public Library District at victoriahowell53@gmail.com

Respondents are required to submit their response to this Request for Proposals no later than 2:30 p.m. on September 15, 2021 to:

North Valley Public Library District
208 Main Street, Stevensville, MT 59870

Respondents will need to submit five (5) copies of their response to this Request for Proposals (hereafter "RFP"). Responses to this RFP are to be delivered in one box or envelope. The outside of the box must be clearly labeled on the front with:

**"Response to Request for Proposals
North Valley Public Library Preliminary Architectural Report"**

II. PROJECT DESCRIPTION and SCOPE OF WORK

The PAR will combine a facility needs assessment with a building review to evaluate the cost to renovate at the current site or build new at different site. The evaluation should include bringing the structure into compliance with current building codes, addressing heating/cooling issues, appropriate ADA handicap accessibility inside and outside of the building, addressing any asbestos and lead-based paint, adequate parking, and installation of a fire alarm and fire suppression system. The overall purpose of the Preliminary Architectural Report is to determine the cost effectiveness and efficiency of a facility renovation and expansion or build new to meet code compliance and to serve as a basis for a grant application to federal and State loan and grant programs, including, but not limited to, Community Development Block Grant, USDA Rural Development, Low Income Housing Tax Credit, Historic Preservation Tax Credits, as well as other programs. The PAR will also include an examination of potential residential, commercial, and other uses of the space within the building, including exploration of the provision of housing for seniors, low and moderate income persons, and market rate units. The PAR will take into account the growth of the community and the size of the facility.

Following pre-design approval, the selected consultant may also be asked at the discretion of North Valley Public Library to assist in grant writing, develop a final construction design, prepare construction bid documents, assist in bidding the project, and monitor construction activities, including related grant administration and management. Disadvantaged business enterprises (DBE's) are encouraged to apply.

The services to be provided will include the preparation of the Uniform Environmental Checklist as found in the latest version of the Uniform Application for Montana Housing Loan, Grant and Tax Credit Programs located at the following website:

<http://housing.mt.gov/UniformApplication>

- See Uniform Application for Housing Programs / UNIAPP Form and Instructions / Uniform Application (UNIAPP Fillable Form)

III. EVALUATION

Respondents RFPs will be evaluated according to the following listed criteria and weight of each factor:

1. The qualifications of professional personnel to be assigned to the project -- 30 %
2. Related experience on similar projects, particularly public libraries – 30 %
3. Capability to meet time and project budget requirements – 20 %
4. Location – 5 %
5. Present and projected workloads – 10 %
6. Recent and current work for public libraries – 5 %

IV. GUIDELINES FOR RESPONSES

Responses should include:

1. the firm's legal name, address, and telephone number;
2. the principal(s) of the firm and their experience and qualifications;
3. the experience and qualifications of the staff to be assigned to project;
4. a description of the firm's prior experience, including any similar projects, size of community, location, total construction cost, and name of a local official knowledgeable regarding the firm's performance;
5. a description of the firm's current work activities and how these would be coordinated with the project, as well as the firm's anticipated availability during the term of the project; and,
6. the proposed work plan and schedule for activities to be performed; and
7. any proposed subcontractors should also be clearly identified and their profiles described.

V. COST AND AWARD PROCEDURE

The North Valley Public Library District utilizes a “proposals based” selection process to negotiate a contract with the firm determined to be the most qualified at a price, which is determined to be fair and reasonable.

The North Valley Public Library District reserves the right to accept or reject any and all Proposals, or parts of Proposals; waive technicalities; and to make its decision on the basis of merit, appropriateness, and any other factor. Unless all Proposals are rejected or the solicitation is canceled, a contract will be awarded to the Respondent whose Proposal best meets the requirements and criteria set forth in this solicitation.

APPENDIX D

PAR PRELIMINARY ARCHITECTURAL REPORT (PAR) REQUIREMENTS

A. A PAR MUST BE SUBMITTED AS PART OF CDBG APPLICATIONS FOR:

- Public Facility projects that are non-water/non-wastewater projects -- such as a senior center, Head Start facility, nursing home, food bank; and
- Housing and Neighborhood Renewal projects that involve new housing construction or rehabilitation of an existing building (excluding rehabilitation of single family residences).

B. A PAR MUST:

- be prepared by a professional architect licensed to practice in the State of Montana;
- adequately describe existing building conditions and problems, present and analyze reasonable alternatives, and propose a specific course of action for solving the identified problems;
- provide sufficient information to adequately assess the need for, feasibility, and general, estimated cost of the proposed project; and
- thoroughly address all of the other issues identified in this PAR outline

C. WHY PARs ARE IMPORTANT IN THE CBDG APPLICATION RANKING PROCESS:

- Information and analysis contained in the PAR is crucial in CDBG's scoring of Criterion 2 (Need), Criterion 3 (Project Strategy), and Criterion 5 (Implementation and Management) for CDBG Housing and Neighborhood Renewal applications and Criterion 2 (Need for Project), Criterion 3 (Project Concept and Technical Design), and Criterion 7 (Implementation and Management) for CDBG Public Facilities applications.
- If the PAR does not provide the required information -- including a clear analysis of existing conditions, a thorough and reasonable proposal to address the deficiencies, and reasonable cost estimates -- the application may receive fewer points in the competitive ranking for CDBG grants and, as a result, may not receive funding.
- Architects and project representatives can call CDBG staff (406-841-2770) to request clarification and guidance regarding this PAR outline.
- The PAR outline presented here is by no means all-inclusive. The architect should use his or her professional judgment to present sufficient information during preparation of the PAR, taking into account that different projects require varying levels of detail (rehabilitation of an existing building versus construction of a new building) and consideration of reasonable alternatives.
- The architect should provide appropriate documentation, wherever possible, to support the analysis of alternatives and the final proposal submitted.
- The public should be involved in the selection of the preferred architectural alternative, especially representatives or members of any groups that are expected to be the principal users the proposed facility.

D. ENVIRONMENTAL CONSIDERATIONS RELATED TO THE PAR

NOTE: All state and CDBG funded projects are subject to the Montana Environmental Policy Act (MEPA) and the National Environmental Policy Act of 1969 (NEPA). Both laws seek to avoid adverse impacts on the environment by mandating careful consideration of the potential impacts of any development assisted with federal funds or approved by a state agency.

- NEPA establishes national policy, goals, and procedures for protecting, restoring, and enhancing environmental quality within the United States as a whole.
- MEPA seeks to avoid or mitigate adverse impacts on the natural and human environment by mandating careful consideration of the potential impacts of any development assisted with state funds or approved by a Montana state agency.
- Architects and project representatives should consult the Uniform Environmental Checklist, which must be completed and submitted as part of any application to CDBG.
 - o This checklist is Section D of the Uniform Application for Montana Housing Loan, Grant & Tax Credit Programs and the same checklist is also found in the Uniform Application for Montana Public Facility Projects.
- In order to avoid delays, all applicants to state or federal infrastructure or housing funding programs should consider potential environmental impacts during project planning. As a result, local officials may be able to avoid or mitigate potential environmental impacts through project design or location decisions by carefully considering potential, adverse environmental consequences of projects and the actions that could be required to mitigate any adverse consequences.
- Various funding agencies have different requirements related to the environmental review process, the selection of the preferred alternative, and adoption of the PAR. Applicants should contact those agencies that they are considering applying to so that each agency's specific requirements can be met concurrently and avoid any unnecessary delays in project completion.

E. PAR OUTLINE

I. PROBLEM DEFINITION

A. DESCRIBE AND DOCUMENT THE NEED FOR THE PROJECT AND THE PROBLEM(S) TO BE SOLVED. Describe the need for the project according to the following criteria:

1. HEALTH AND SAFETY - Describe concerns and deficiencies, compliance issues, and relevant regulations such as the International Building Code, (and other codes as listed in "Special Requirements Concerning Code and Standards Enforcement"), asbestos, lead-based paint, handicapped accessibility, zoning ordinances, and other federal, state, local, or tribal requirements concerning the existing facility(ies).

Attach pertinent correspondence to or from appropriate federal, state, and local regulatory agencies, especially information that provides documentation of health and safety concerns and deficiencies.

2. FACILITY OPERATION & MAINTENANCE (O&M) - Describe O&M concerns regarding the existing facility(ies) with an emphasis on those with the greatest financial and operational impact.

If the high cost of maintaining the existing facility(ies) is related to a proposal to modify or replace the existing facility, describe and document these concerns and potential cost savings.

3. GROWTH - Describe the facility's capacity to meet projected growth needs from the completion of construction through the anticipated useful life of the building

Discuss any potential for future expansion, if applicable, or any consideration given to designing for phased construction or incremental expansion of the facility in the future.

Provide both the number of current users served by the facility(ies) and the projected number of users to be served by the proposed project upon completion.

B. IDENTIFY THE PLANNING AND SERVICE AREA, INCLUDING THE EXISTING LOCATION AND POTENTIAL, ALTERNATE LOCATIONS OF THE FACILITY.

Using narrative and drawings, describe the planning and service area and alternate building(s) or sites under review or consideration. The description should include the following information:

1. LOCATION - Indicate legal and natural boundaries, major obstacles, environmental constraints, etc., using maps, photographs, and sketches of the planning and service area, including both the existing location and potential alternate locations for the facility.
2. GROWTH AREAS AND PROJECTED POPULATION TRENDS - Identify specific areas of projected, concentrated population growth and relate these to the forecasted growth in the clientele to be served by the proposed project.

Provide population projections for the project's planning and service area (and for the persons and/or groups the facility will serve) as well as for the projected design period (i.e., the anticipated useful life of the proposed facility).

Base projections for the clientele to be served upon historical records, Census data, or economic projections, citing recognized sources.

C. EVALUATE THE CONDITION OF THE EXISTING FACILITY(IES), including the following:

1. HISTORY - Provide a brief history of the facility(ies), including when the structure was constructed, major improvements implemented in the past, and any past problems.
2. CONDITION OF FACILITIES - Describe the present condition and any problems such as code deficiencies, general structural decay, presence of asbestos, mold or moisture, lead based paint, subsidence issues, overcrowding, or handicapped accessibility. Describe the adequacy or capacity of the existing facility(ies) to meet existing and long-term needs.

II. ALTERNATIVE ANALYSIS

A. DESCRIPTION OF ALTERNATIVE SOLUTIONS. Describe each alternative design, building, or site considered -- i.e., identify and describe existing buildings with potential for rehabilitation or alteration, or alternative building sites considered for new construction.

1. IF PROPOSING REHABILITATION OR ALTERATION OF EXISTING BUILDINGS - Describe existing buildings within the community that could be modified or rehabilitated to accommodate the proposed facility or need.

Describe the potential benefits and possible deficiencies with each alternative design, building or site considered, including code compliance issues, floor space, handicapped accessibility, and potential for long-term expansion, as applicable.

2. IF PROPOSING NEW CONSTRUCTION - If proposing new construction, describe alternative building sites considered for new construction, any existing structures on the site(s), potential for long-term expansion, proximity to other services, environmental constraints, etc.

B. REGULATORY COMPLIANCE AND PERMITS. Describe issues that need to be addressed concerning compliance (for either a new building or a rehabilitated building) with appropriate regulations such as the International Building Code and other relevant codes, zoning issues, asbestos, lead-based paint, permits, handicapped accessibility (American Disabilities Act and HUD 504 regulations), designated 100-year floodplains, and other applicable federal, state, local or tribal requirements.

C. LAND ACQUISITION ISSUES. Identify sites to be purchased or leased and any easements needed, if applicable. Specify whether these properties are currently owned, to be purchased or leased, and whether options have been obtained, contingent upon receipt of funding.

D. ENVIRONMENTAL CONSIDERATIONS. For the alternative selected for the project, discuss the following:

1. POTENTIAL ENVIRONMENTAL IMPACTS - The information described in the completed Uniform Environmental Checklist (found in the [Uniform Application for Montana Housing Loan, Grant & Tax Credit Programs](#)) is the basis for discussing environmental resources in the area that might be impacted or that might impact the proposed facility. The Uniform Environmental Checklist must be attached as part of the PAR. If there has been a previous environmental assessment completed for the project, please include a copy of that assessment in addition to the completed Uniform Environmental Checklist. With the exception of coastal zones and coastal barriers, possible impacts on each environmental issue must be investigated and discussed.
2. MITIGATION - Evaluate appropriate short and long-term measures to mitigate each potentially adverse impact.

Describe the mitigation measure(s) necessary to minimize potentially adverse impacts upon identified environmental resources. Projects contemplating the renovation of existing structures should thoroughly discuss mitigation measures to address any existing hazards, such as asbestos and lead-based paint, where identified, in accordance with federal and state requirements.

3. CORRESPONDENCE - Include any environmentally-related correspondence and agency comments (e.g., comments from the State Historic Preservation Office) as required by the Uniform Environmental Checklist, found in the [Uniform Application for Montana Housing Loan, Grant & Tax Credit Programs](#).
4. EXHIBITS/MAPS - Include any exhibits, maps, or drawings as applicable to describe potential environmental impacts.

E. CONSTRUCTION PROBLEMS. Discuss potential concerns such as geological constraints, limited access, underground storage tanks, high water table, asbestos, lead-based paint, contaminated soil, noise, odors, or other conditions that may affect cost of construction or long-term operation of the proposed (new or rehabilitated) facility.

F. COST ESTIMATES FOR EACH ALTERNATIVE. For each alternative considered, include both:

1. PROJECT COSTS (i.e., administrative, financial, engineering, architecture, and construction costs) and
2. PROJECTED ANNUAL OPERATION AND MAINTENANCE COSTS

- In responding to items 1 and 2 for HOUSING projects, consult Section C (Financial Analysis, Parts I-VI) of the [Uniform Application for Montana Housing Loan, Grant & Tax Credit Programs](#).
- In responding to items 1 and 2 for PUBLIC FACILITIES projects, consult the [Uniform Application for Montana Public Facility Projects](#); and Appendix F for Special Requirements for Projects Involving Non-Profit Agencies or For-Profit Organizations or other Public Agencies of the CDBG Application Guidelines. Section C, Financial Analysis of the [Uniform Application for Montana Housing Loan, Grant & Tax Credit Programs](#) provides a form to compute annual operation and maintenance costs that would be useful for Public Facilities projects as well as housing proposals.

III. SELECTION OF THE PREFERRED ALTERNATIVE

- A. ANALYSIS OF ALTERNATIVE SOLUTIONS.** Provide an analysis of why the preferred alternative (design, building, or location) was selected over other alternatives.
- B. SITE LOCATION AND CHARACTERISTICS.** Discuss the site location of any current or proposed facilities, and why the preferred alternative was selected over other alternatives.
- C. PRELIMINARY ARCHITECTURAL PLANS.** Provide preliminary architectural plans (including a proposed floor plan) for the proposed (new or rehabilitated) facility.
- D. OPERATIONAL REQUIREMENTS.** Discuss the expertise required to operate the facility and any unique operational requirements or benefits of the facility and describe why the preferred alternative was selected over other alternatives.
- E. PROJECT COST SUMMARY / PROJECT COST ESTIMATE.** Provide an itemized estimate of the project cost based on the anticipated period of construction including administrative, development and construction, land and utilities, legal, engineering, interest, equipment, contingencies, refinancing, and other costs associated with the proposed project. See 'II. F. COST ESTIMATES FOR EACH ALTERNATIVE', above.

For HOUSING projects, consult Section C (Financial Analysis, Part I) of the [Uniform Application for Montana Housing Loan, Grant & Tax Credit Programs](#).

For PUBLIC FACILITIES projects, consult the [Uniform Application for Montana Housing Loan, Grant & Tax Credit Programs](#) and the CDBG website discussing Special Requirements for Projects Involving Non-Profit Agencies or For-Profit Organizations or other Public Agencies.

Section C, Financial Analysis, Part V of the [Uniform Application for Montana Housing Loan, Grant](#)

[& Tax Credit Programs](#) provides a form to compute annual operation and maintenance costs that would be useful for both Public Facilities and Housing projects.

IV. CONCLUSIONS AND RECOMMENDATIONS

Provide any other conclusions and recommendations and any additional findings that should be considered in the evaluation of the proposed project and the selected alternative.

Strategic Plan 2019-2022

North Valley Public Library Mission Statement

The mission of the North Valley Public Library is to strengthen and support our community by:

- fostering a welcoming and comfortable setting for all people to gather, explore, and discover;
- promoting literacy and lifelong learning;
- providing exemplary programming, service, and quality, timely materials.

Goal/Strategic Area: Operations & Access

Objectives:

1. Improve operational efficiencies.
2. Evaluate hours of operations and determine options for improvement.
3. Evaluate current staffing model and determine options for improvement.

Goal/Strategic Area: Evaluate and Optimize Programming

Objectives:

1. Streamline program management.
2. Provide programs that complement our mission and collaborate with community groups and organizations as much as possible.
3. Library as Facilitator & Civic Engagement.

Goal/Strategic Area: Financial Sustainability/Funding

Objectives:

1. Nurture partnership with Foundation.

Goal/Strategic Area: Building/Facility Issues

Objectives:

Short Term

1. Continue to provide a safe, well-maintained welcoming facility that encourages community use.
2. Decide on scope of projects, finances and limits on current building versus how much funds to put in Library Depreciation Fund for possible new building in the future.
3. Find out about Missoula's successful bond issue; stay informed of current bond law and grant opportunity

Long Term

1. Evaluate properties with facilities plan and keep options open for new building.
2. Teen space in a new library.
3. Increase awareness of what the library offers to funders/non-library users.

Contact Us

North Valley Public Library
208 Main St
Stevensville, MT 59870

Phone: (406) 777-5061
Text: (406) 370-0947

Hours

Monday through Friday
10 a.m. to 7 p.m.
Saturday
10 a.m. to 5 p.m.

Quick Links

[Libby for eLibrary](#)

[Seed Library](#)

[Mobile Print](#)

[Request for Material](#)

[Book Bundles](#)



File Attachments for Item:

b. Discussion/Decision: Resolution No. 501, Resolution to Authorize the Town of Stevensville to Enter into the Montana Community Development Block Grant Program

RESOLUTION NO. 501

A Resolution To Authorize the Town of Stevensville To Enter Into The Montana Community Development Block Grant Program Montana Department Of Commerce-Community Development Division

WHEREAS, the Town of Stevensville is the recipient of the Montana Community Development Block Grant;

WHEREAS, the purpose of this Grant is to assist with the Preliminary Architectural Report for the North Valley Public Library;

WHEREAS, Steve Gibson, Town of Stevensville Mayor, is authorized to sign this Grant, on behalf of the Town of Stevensville, to act on behalf of the Town of Stevensville, and to provide such additional information as may be required.

DATED this 10th day of March, 2022, after motion and second at a regular meeting of the Stevensville Town Council.

Approved:

Attest:

Steve Gibson, Mayor

Jenelle Berthoud, Town Clerk

File Attachments for Item:

c. Termination of Contract with BVS, Inc. and the Town of Stevensville

VEHICLE USE AGREEMENT

Definitions: The "Owner" is the person who has legal ownership of the vehicle. The "User" is the person who has right of temporary use of the vehicle for the specified period. The "Owner's Agent" is the person designated to act on behalf of the owner.

We, the undersigned, agree to the following conditions. This agreement is between **TOWN OF STEVENSVILLE**, herein called "Owner," and **BVS INC.** herein called "User."

1. DESIGNATED VEHICLE INFORMATION

Make _____
Model _____
VIN _____ Color _____
Year _____ Tag _____
Mileage _____

2. TERM

The dates for use of the vehicle will be: from _____ to _____ (DD/MM/YYYY).

3. INSURANCE

The Owner is to provide the User with the registration papers and a copy of the insurance policy for the borrowed vehicle. The Owner, or Owner's Agent, will pay all insurance and registration fees. The User will pay all personal insurance fees and provide proof of current driver's insurance. In addition, the User is to provide a letter to the Owner's insurance company to verify his/her safe-driving record and proof of insurance.

4. CONDITION OF VEHICLE

The Owner will ensure that the vehicle is clean and in good mechanical condition. All major systems should be recently checked (steering, brakes, electrical components, ignition, cooling, transmission, suspension, motor and tires) and "Certificate of Mechanical Fitness" obtained. The motor should be tuned and serviced. The replacement of oil and air filters should be carried out just prior to the start date in this agreement. The Owner should provide the User with a list of any minor defects in the vehicle.

5. MAINTENANCE AND REPAIR

A. Routine Maintenance

1. The vehicle is to be serviced according to the service manual provided. (Or as instructed by the Owner.)
2. The User is responsible for all basic service costs.

B. Breakdowns and Repairs

1. The Owner is responsible for any costs that can be attributed to mechanical failure due to normal usage for which the vehicle was designed.
2. The User is to contact the Owner or the Owner's Agent if such a mechanical failure should occur to obtain authorization to have repairs carried out quickly. Accounts are to be presented to the Owner or the Owner's Agent for payment.
3. The User is responsible for any costs incurred that can be attributed to neglect or misuse of the vehicle.

C. Accidents and Repairs

1. The conditions of the insurance policy for the vehicle is to be complied with if accidents, theft, and damage associated with theft occur.
2. The User is responsible for the basic excess on the policy.
3. Repair costs, if less than \$500, are to be paid by the User.
4. Accidents are to be reported to the police within 24 hours if damage has occurred or a person has been injured.
5. Any increased premium rates placed on the policy are to be paid by the User for two years.
6. In the case of an accident for which the User is not at fault, claims will be made on the other party's insurance at no cost to the Owner of the vehicle.
7. If the Owner's Insurer refuses to meet a claim as a result of any action by the User allowing the Insurer to void the claim (eg., drunk driving, invalid license, negligence) then the User shall be responsible for the claim, or claims, in its, or their, entirety.

6. USE

The vehicle is to be driven on properly constructed road surfaces in good condition or on leveled-off road surfaces only. The vehicle shall not be driven by any person other than those specified without the permission of the owner.

7. LICENSE/LAW

All designated drivers will obtain the appropriate license for the vehicle and will comply with the relevant laws concerning motor vehicle use.

8. FEES

The User is responsible for all fees and fines (including, but not limited to, speeding tickets, parking tickets, etc.) relating to use of vehicle.

The Town will permit use of the vehicle in exchange for regular COVID-19 testing of staff and volunteers.

9. MILEAGE

The vehicle may be driven an unlimited distance.

10. OTHER POINTS MUTUALLY AGREED UPON

The vehicle shall be returned in substantially the same condition as the beginning of the agreement.

Existing markings shall be covered so that the naming on the vehicle is not associated with user's activities.

Owner's Name _____

Owner's Signature _____

Date _____

User's Name _____

User's Signature _____

Date _____

Effective Date _____

Ending Date _____



**TOWN COUNCIL
Agenda Communication**

**Regular Meeting
March 10, 2022**

Agenda Item: Discussion/Decision: Termination of Contract with BVS, Inc. and the Town of Stevensville

Other Council Meetings:

February 11, 2021

This agenda item provides Council with the ability to terminate the contract with BVS, Inc and the Town of Stevensville.

Background:

February 11, 2021 Town Council Meeting, council approved a vehicle use agreement with BVS, Inc providing use of backup ambulance for mobile COVID-19 testing. Mr. David Wick, owner of BVS, Inc. entered into an agreement with the Town of Stevensville to use the backup ambulance under terms that were listed in the vehicle use agreement.

Board/Commission Recommendation: Applicable - Not Applicable

MOTION

I move to: terminate the contract with BVS, Inc and the Town of Stevensville.



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Robert Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Council Member
Submitter Phone:	406-274-1946
Submitter Email:	bob@townofstevensville.com
Requested Council Meeting Date for Item:	03/10/2022
Agenda Topic:	Termination of Contract with BVS, Inc. and the Town of Stevensville
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	03/10/2022
Notes:	

File Attachments for Item:

d. Discussion/Decision: Consent to the Mayor's Appointment of Jeff Motley to the Police Commission

received
2/11/22

BOARD APPLICATION FORM
STEVENSVILLE, MONTANA

*Disclosure: any information on this application is available for public view

Name: Jeff Motley

Home Phone: 717 2739

Address: 318 9th

Work/Cell Phone: 581 6355

City: Stevensville

State: MT Zip: 59870

Email Address: motleycrew@a.com

Business or Occupation: Sales

Board or Committee applying for: Police Commission

- ✓ Please describe your experience or background which you believe qualifies you for service on this Board or Committee (attached additional sheets if-needed):

Served as a member of the Commission for the past twenty plus years

- ✓ Why do you wish to serve on this Board or Committee?

- ✓ Additional information which you feel is pertinent:

Signature: 

Date: 2/10/22

Return Application to: Town of Stevensville, P.O. Box 30, Stevensville, MT 59870

File Attachments for Item:

e. Discussion/Decision: Consent to the Mayor's Appointment of Mike Mickelson to the Police Commission

BOARD APPLICATION FORM
STEVENSVILLE, MONTANA

*Disclosure: any information on this application is available for public view

Name: MIKE MICKELSON

Home Phone: 777-5774

Address: SID CENTRAL

Work/Cell Phone: 239 6476

City: STEVENSVILLE

State: MT Zip: 59870

Email Address: MIKE MICKELSON 35@G.MAIL.COM

Business or Occupation: RETIRED EDUCATOR

Board or Committee applying for: POLICE COMMISSIONER

- ✓ Please describe your experience or background which you believe qualifies you for service on this Board or Committee (attached additional sheets if needed):

1 TERM AS POLICE COMMISSIONER
47 YEAR RESIDENT OF STEVENSVILLE
HAVE FOLLOWED CITY ISSUES AND POLICIES
INTERESTED IN LAW ENFORCEMENT

- ✓ Why do you wish to serve on this Board or Committee?

- WANT TO BE OF SERVICE IN MY COMMUNITY
- LIKE HAVING INVOLVEMENT IN CITY GOVERNMENT
- WANT A STRONG, COMPLETE AND SUPPORTED
LAW ENFORCEMENT STAFF

- ✓ Additional information which you feel is pertinent:

I WAS A HIGH SCHOOL TEACHER, BUS DRIVER,
AND HAVE LIVED IN THE TOWN OF
STEVENSVILLE FOR 41 YEARS. I AM INTERESTED
IN OUR COMMUNITY!

Signature: Mike Mickelson

Date: 2/17/22

Return Application to: Town of Stevensville, P.O. Box 30, Stevensville, MT 59870

File Attachments for Item:

f. Discussion/Decision: Consent to the Mayor's Appointment of Angela Lyons to the Planning & Zoning Board

BOARD APPLICATION FORM
STEVENSVILLE, MONTANA

*Disclosure: any information on this application is available for public view

Name: ANGELA LYONS

Home Phone: _____

Address: 3288 New Hope Ln

Work/Cell Phone: 406.298.5118

City: Stevensville

State: MT Zip: 59870

Email Address: Angela-Lyons@msn.com

Business or Occupation: Digital Marketing Manager

Board or Committee applying for: Planning & zoning Board

- ✓ Please describe your experience or background which you believe qualifies you for service on this Board or Committee (attached additional sheets if needed):

BA & MBA; Plus 20+ years of experience working with all kinds of people in all kinds of companies - from 5 person start-ups to Intel and Symantec. Many years of volunteer experience as well.

- ✓ Why do you wish to serve on this Board or Committee?

As someone who would be impacted by more development in the area, I feel it's important to step up and help ensure that it's responsible and reasonable. I have a wide range of knowledge and experience that will be useful. Lastly, I have no ties to any

- ✓ Additional information which you feel is pertinent: local developers or business that relies on developers.

Signature: Angela Lyons

Date: 4 Mar 22

Return Application to: Town of Stevensville, P.O. Box 30, Stevensville, MT 59870

File Attachments for Item:

g. Discussion: Preparation of the Town of Stevensville Annual Financial Report by Jennifer Cote, CPA

COTE & ASSOCIATES, CPA, PLLC

Phone: 406-543-8088
Fax: 406-543-8088

1225 Cleveland, Suite 1
P.O. Box 430
Missoula, MT 59806

August 30, 2021

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

PREPARATION OF THE TOWN OF STEVESNVILLE ANNUAL FINANCIAL REPORT

Objective

This letter is an engagement letter to assist the Town of Stevensville (Town) with closing the year ended June 30, 2021 and compile the Annual Financial Report (AFR) for the Town as of and for the year ended June 30, 2021 in accordance with accounting standards generally accepted in the United States of Americas as required by the State of Montana. Closing work for fiscal 21 will include examination of beginning balances in the town's Black Mountain software and communicating any missing closing journal vouchers from work I performed to close the year ended June 30, 2020.

Management Responsibility

It is the responsibility of the business manager of the Town of Stevensville (Town) to provide the underlying accounting representation of the balances and activities of the Town for the fiscal year ended June 30, 2021. The business manager will also be expected to complete schedules for capital assets, debt and other balances at the end of the fiscal year; the manager may make these adjusting entries before forwarding the Town's financial information to the compiler or present the schedules for review by the compiler and receipt of draft journal entries.

My Responsibility

My responsibility is to deliver financial statements which will consist of a management discussion and analysis, basic financial statements, notes to the financial statements, required supplemental information, and other information in accordance with all governmental accounting standards applicable at the fiscal year ended June 30, 2021. In addition, the basic financial statements will be entered in a standard excel worksheet provided by Local Government Services to serve as a "database ledger load" when filing the AFR with the State of Montana

Once the engagement is completed, most schedules or work papers that I have created will be available electronically to the business manager and may be forwarded to the Town's auditor. For any detail work papers I consider to be proprietary to my business, summarized information will still be available for the business manager and auditor.

My compilation should not be considered a review or audit though I may ask some questions of management to clarify information or question balances.

Timing

The goal will be to start work about September 1, 2021 and complete work by October 31, 2021 for Town management review and AFR filing by December 31, 2021. This time line assumes that the new business manager will have time to prepare schedules and the audit report for June 30, 2020 will be available for consideration.

Fee for closing FY 21, Annual Financial Report and accompanying DLL

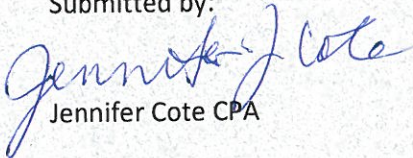
The fees for this engagement will be \$45 per hour with an estimate of 60 to 100 hours.

OPTION FOR ADDITIONAL WORK

Should accounting issues arise during the year from the time of this engagement letter until twelve months after the date of this engagement letter I will be available to provide assistance. Short emails with Wendi Planty or others are not charged. Questions which require research on my part will be charged by ¼ hours at a rate of \$65 per hour. Issues requiring compilation, consulting or other time will be quoted before starting work but will usually be \$45 per hour. I will no longer be available for review or other attestation work since I am no longer independent with respect to the Town of Stevensville.

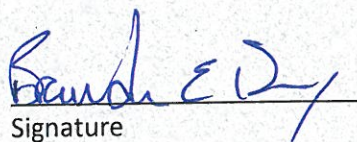
Within the time estimate for closing fiscal 2021 and completing the AFR is the assumption that some time will be used acquainting Wendi with reporting for the State of Montana and related accounting issues so that the task at hand can be completed. If further training is desired, please ask for a quote.

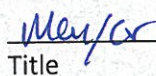
Submitted by:

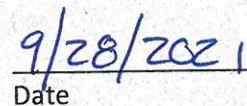

Jennifer Cote CPA

I have read and agreed to the terms of the preceding engagement letter:

For the Town of Stevensville:


Signature


Title


Date

COTE & ASSOCIATES, CPA, PLLC

Phone: 406-543-8088
Fax: 406-543-8088

1225 Cleveland, Suite 1
P.O. Box 430
Missoula, MT 59806

March 1, 2022

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

PREPARATION OF THE TOWN OF STEVESNVILLE ANNUAL FINANCIAL REPORT

This engagement letter will replace a previous letter dated August 2021.

Objective

This letter is an engagement letter to assist the Town of Stevensville (Town) with closing the year ended June 30, 2021 and compile the Annual Financial Report (AFR) for the Town as of and for the year ended June 30, 2021 in accordance with accounting standards generally accepted in the United States of Americas as required by the State of Montana. Closing work for fiscal 21 will include examination of beginning balances in the town's Black Mountain software and communicating any missing closing journal vouchers from work I performed to close the year ended June 30, 2020.

Management Responsibility

It is the responsibility of the finance officer of the Town of Stevensville (Town) to provide the underlying accounting representation of the balances and activities of the Town for the fiscal year ended June 30, 2021. The finance officer will also be expected to complete schedules for capital assets, debt and other balances at the end of the fiscal year; the fiscal officer may make these adjusting entries before forwarding the Town's financial information to me or present the schedules for my review and my list of recommended journal entries.

My Responsibility

My responsibility is to deliver financial statements which will consist of a management discussion and analysis, basic financial statements, notes to the financial statements, required supplemental information, and other information in accordance with all governmental accounting standards applicable at the fiscal year ended June 30, 2021. In addition, the basic financial statements will be entered in a standard excel worksheet provided by Local Government Services to serve as a "database ledger load" when filing the AFR with the State of Montana

Once the engagement is completed, most schedules or work papers that I have created will be available electronically to the finance officer and may be forwarded to the Town's auditor. For any detail work papers I consider to be proprietary to my business, summarized information will still be available for the business manager and auditor.

My compilation should not be considered a review or audit though I may ask some questions of management to clarify information or question balances.

Timing

The goal will be to start work about March 11, 2022 and complete work by April 8, 2022 for Town management review. This time line assumes that the new finance officer will have time to prepare schedules and the audit report for June 30, 2020 will be available for consideration.

Fee for closing FY 21, Annual Financial Report and accompanying DLL

The fees for this engagement will be \$45 per hour with an estimate of 60 to 100 hours.

OPTION FOR ADDITIONAL WORK

Should accounting issues arise during the year from the time of this engagement letter until twelve months after the date of this engagement letter I will be available to provide assistance. Short emails with finance officer, Pam Sosa, or others are not charged. Questions which require research on my part will be charged by ¼ hours at a rate of \$65 per hour. Issues requiring compilation, consulting or other time will be quoted before starting work but will usually be \$45 per hour. I will no longer be available for review or other attestation work since I am no longer independent with respect to the Town of Stevensville.

Within the time estimate for closing fiscal 2021 and completing the AFR is the assumption that some time will be used acquainting Pam with reporting for the State of Montana and related accounting issues so that the task at hand can be completed. If further training is desired, please ask for a quote.

Submitted by:

Jennifer Cote CPA

I have read and agreed to the terms of the preceding engagement letter:

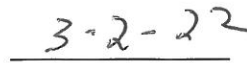
For the Town of Stevensville:



Signature



Title



Date



**TOWN COUNCIL
Agenda Communication**

**Regular Meeting
March 10, 2022**

Agenda Item: Discussion: Preparation of the Town of Stevensville Annual Financial Report by Jennifer Cote, CPA

Attachments:

August 30, 2021 and March 1,
2022 Engagement letters

Background:

September 23, 2021, Town Council Meeting, council approved Jennifer Cote, CPA with Cote & Associates for AFR preparation and financial statement preparation services. Jennifer Cote reached out to the new administration on February 23, 2022, about starting this process and if the Town of Stevensville would like her to complete the fiscal year 2021 AFR. She has provided an updated engagement letter for her services.