



**Stevensville Town Council Meeting
Agenda for
THURSDAY, JUNE 13, 2019
7:00 PM**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval of Minutes
4. Approval of Bi-Weekly Claims
 - a. Claims #15188-15247
5. Administrative Reports
 - a. Airport Manager's Report
 - b. Building Department Report
 - c. Finance Report
 - d. Fire Department Report
 - e. Police Department Report
 - f. Public Works Report
6. Guests
7. Correspondence
8. Public Comments
9. Unfinished Business
 - a. Discussion/Decision/Update regarding the Finance Officer and Town Clerk vacancies and completion of associated functions during the recruitment and on-boarding process
 - b. Discussion/Decision: Ward 2 Council Vacancy
10. New Business
 - a. Discussion/Decision to suspend Council Rules in order nominate and appoint a candidate to the Council from Stevensville, Ward 2 (Michalson/Barker)
 - b. Discussion/Decision Council to Rescind Resolution 281 and 281A (Michalson/Barker)
 - c. Discussion - Council reminder to the Mayor that the Mayor is required by law, § 7-3-203 (1) MCA to enforce Council Resolutions (Michalson/Barker)
 - d. Discussion/Decision: Council consent to Mayor's appointment of Christa Wortman to the Park Board
 - e. Discussion/Decision: Approval of audit services contract with Strom & Associates P.C. for FY2019, FY2020 and FY2021
 - f. Discussion/Decision: Review/selection of legal services proposals
11. Executive Report
12. Town Council Comments
13. Board Report
14. Adjournment

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 the official public comment period should come forward to the podium and state their name and address for the record. Comment during this time maybe time limited, as determined by the chair, to allow as many people as possible to comment. Citizens wishing to comment on a motion for decision before any vote can come forward or stand in place as they wish. Comment must remain on the motion before the council.

Item Attachment Documents:

- a. Claims #15188-15247

06/11/19
16:27:23

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 6/19

Page: 1 of 10
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (5/19) ****									
15188		1267 Witmer Public Safety Group Inc.		63.94					
	E1844329	05/10/19 Helmet Markers		54.95		021518	1000 420460	220	101000
	E1844329	05/10/19 Shipping		8.99		021518	1000 420460	220	101000
*** Claim from another period (5/19) ****									
15189		348 Snow Mountain Electric		185.00					
	3052	05/01/19 Radio Charger		185.00			1000 420460	310	101000
*** Claim from another period (5/19) ****									
15190		1271 Sweet Pea Sewer & Septic		70.00					
	67301	05/20/19 LCP Porta Potty Service		70.00*			1000 460430	350	101000
*** Claim from another period (5/19) ****									
15191		1643 Northwoods Tree Service		2,600.00					
		05/30/19 Tree Removal		2,600.00*			1000 460430	350	101000
Veterans Park									
*** Claim from another period (5/19) ****									
15193		690 Core & Main LP		3,208.31					
	K577691	05/21/19 H2O lines meters		2,868.48*			5210 430550	220	101000
5/8x3/4									
	K577691	05/21/19 H2O lines meters		326.33*			5210 430550	220	101000
1"									
	K577691	05/21/19 Meter Washer		7.50*			5210 430550	220	101000
	K577691	05/21/19 Meter Washer		6.00*			5210 430550	220	101000
*** Claim from another period (5/19) ****									
15194		633 Marcus Daly Memorial Hospital		318.00					
	1081985	05/05/19 Firefighter Physical		318.00			1000 420460	351	101000
*** Claim from another period (5/19) ****									
15195		74 STEVENSVILLE RURAL FIRE DISTRICT		25.93					
	74	05/19/19 Monthly Meal & Supplies		25.93			1000 420460	229	101000
*** Claim from another period (5/19) ****									
15196		690 Core & Main LP		978.99					
	K585138	05/22/19 H2O lines meters		978.99*			5210 430550	220	101000
1"									
*** Claim from another period (5/19) ****									
15197		478 Paul O'Bagy		73.58					
		05/17/19 Travel Reimbursement		73.58*			5610 430300	370	101000
*** Claim from another period (5/19) ****									
15198		748 Allegra Print & Imaging		129.54					
	61744	05/28/19 Inspection Forms		129.54			2394 420531	220	101000
*** Claim from another period (5/19) ****									
15199		89 MORRISON-MAIERLE, INC.		10,521.22					
		05/14/19 Final Design - Pavement Recon		10,521.22			5620 430300	350	101000

06/11/19
16:27:23

TOWN OF STEVENSVILLE
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Page: 2 of 10
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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (5/19) ****									
15201		1373 Watch Guard		32.00					
	0019977	05/02/19 Vest Adapter Clip		32.00			1000 420100	230	101000
15203		285 BITTERROOT TREE SERVICE		1,124.00					
	129509	06/07/19 Tree Spraying - Parks		374.66*			1000 460430	350	101000
	Parks								
	129509	06/07/19 Treet Spraying - Streets		749.34			1000 430200	350	101000
	Main Street & Bike Path								
15204		1026 RTC CONSTRUCTION, LLC		7,150.00					
	June 19	06/03/19 LCP Restroom Remodel		7,150.00*			4000 460430	950	101000
*** Claim from another period (5/19) ****									
15205		85 CENTURYLINK		153.97					
	May 2019	05/22/19 WWTP Internet #0185		68.99			5310 430640	340	101000
	May 2019	05/22/19 H2O Plant Phone #7132		40.04*			5210 430540	340	101000
	May 2019	05/22/19 MBF Reservoir #9934		44.94			5210 430530	340	101000
*** Claim from another period (5/19) ****									
15206		1529 Curtis Tools for Heroes		202.76					
	283602	05/17/19 oxygen sensor for monitor		202.76			1000 420460	369	101000
*** Claim from another period (5/19) ****									
15207		957 FIRE APPARATUS REPAIR, LLC		2,728.53					
	5150	05/08/19 L2050 Fluid Leak Repair		2,728.53			1000 420460	369	101000
*** Claim from another period (5/19) ****									
15208		957 FIRE APPARATUS REPAIR, LLC		315.00					
	5151	05/07/19 Door Lock Issue		315.00			2230 420730	232	101000
15209		1257 MJC & MCCA		35.00					
	June 19	06/01/19 Court Clerk Dues		35.00			1000 410360	330	101000
15210		1436 Maureen M. O'Connor		1,500.00					
	June 19	06/01/19 June Monthly Comp		1,500.00			1000 410360	350	101000
*** Claim from another period (5/19) ****									
15211		16 MONTANA ENVIRONMENTAL LAB LLC		1,631.40					
	May 19	05/31/19 Water testing - Apr 2019		61.00			5210 430540	350	101000
	May 19	05/31/19 Sewer testing - Apr 2019		1,570.40			5310 430640	350	101000
15212		386 MONTANA RAIL LINK, INC.		100.00					
	Annual fee 07/15/19- 07/14/20								
	814469	06/03/19 U/G H20 pipeline Xing		100.00			5210 430550	340	101000

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Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account		
*** Claim from another period (5/19) ****									
15213	728 HDR ENGINEERING, INC.	3,226.66							
Engineering services for Wye annexation study									
	1200194476 05/31/19 Engineering for Wye annexa	3,226.66			2940 410550	350		101000	
*** Claim from another period (5/19) ****									
15214	348 Snow Mountain Electric	4,930.00							
	3068 05/23/19 FD Lighting Upgrades	4,930.00			4000 411201	950		101000	
15215	1146 Motorola Solutions, Inc.	750.00							
Nova Software - Monthly Subscriptions									
	40358 05/07/19 June Nova Subscription	75.00			1000 411100	352		101000	
	40358 05/07/19 June Nova SW Subscription	300.00*			1000 420100	330		101000	
	40557 06/04/19 July Nova Subscription	75.00			1000 411100	352		101000	
	40557 06/04/19 July Nova Subscription	300.00*			1000 420100	330		101000	
*** Claim from another period (5/19) ****									
15216	1623 406 Computer	100.00							
	00226 06/04/19 BD Computer PW reset	25.00*			2394 420531	350		101000	
	0226 06/04/19 Judge Scanner Install	75.00			1000 410360	350		101000	
*** Claim from another period (5/19) ****									
15217	1411 A Ward's Cleaning	100.00							
	3857 05/30/19 May Cleaning Services-Co	6.00			1000 410360	350		101000	
	3857 05/30/19 May Cleaning Services-PD	18.00*			1000 420100	350		101000	
	3857 05/30/19 May Cleaning Services-FD	40.00*			1000 420410	350		101000	
	3857 05/30/19 May Cleaning Services-B	6.00*			2394 420531	350		101000	
	3857 05/30/19 May Cleaning Services-H2	15.00			5210 430510	350		101000	
	3857 05/30/19 May Cleaning Services-Se	15.00			5310 430610	350		101000	
*** Claim from another period (5/19) ****									
15218	E 59 BITTER ROOT DISPOSAL	365.30							
	May 19 06/01/19 Court solid waste	5.00			1000 410360	340		101000	
	May 19 06/01/19 H20 Dept TH facility	29.99*			5210 430510	340		101000	
	May 19 06/01/19 Sewer Dept TH facility	29.99*			5310 430610	340		101000	
	May 19 06/01/19 PD solid waste	14.99			1000 420100	340		101000	
	May 19 06/01/19 TH solid waste	14.99*			1000 411201	340		101000	
	May 19 06/01/19 BD solid waste	5.00			2394 420531	340		101000	
	May 19 06/01/19 StreetsDept solid waste	159.94			1000 430200	340		101000	
	May 19 06/01/19 Sewer plant solid waste	39.98			5310 430640	340		101000	
	May 19 06/01/19 Clean-up Day	65.42			1000 430200	350		101000	
*** Claim from another period (5/19) ****									
15219	33 NORTHWESTERN ENERGY	11,841.82							
	Apr. 19 05/31/19 Spec lighting #3	306.45			2430 430263	340		101000	
	Apr. 19 05/31/19 206 Buck 90% TH Facility	491.55*			1000 411201	340		101000	
	Apr. 19 05/31/19 206 Buck 10% Bldg Dept	54.62			2394 420531	340		101000	
	Apr. 19 05/31/19 Peterson Add'n lighting	210.67			2420 430263	340		101000	
	Apr. 19 05/31/19 Dayton Add'n lighting	289.69			2410 430263	340		101000	
	Apr. 19 05/31/19 Maplewood Cemetery	13.51*			1000 430900	340		101000	

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	Apr. 19	05/31/19	Main St seasonal lighting	6.08		1000 430263	340	101000
	Apr. 19	05/31/19	Orig Town street lights	333.33		1000 430263	340	101000
	Apr. 19	05/31/19	ESH - 5th St. lights	437.79		1000 430263	340	101000
	Apr. 19	05/31/19	5th St - Lange Park lights	55.66		1000 430263	340	101000
	Apr. 19	05/31/19	Add'l Town lighting	266.66		1000 430263	340	101000
	Apr. 19	05/31/19	NW LDS parking lot	13.51		2430 430263	340	101000
	Apr. 19	05/31/19	MBF H2O plant	271.67*		5210 430540	340	101000
	Apr. 19	05/31/19	102 Main St pump #1	78.54		5210 430530	340	101000
	Apr. 19	05/31/19	Sewer lift station W. Central	12.80		5310 430640	340	101000
	Apr. 19	05/31/19	Sewer trtmnt plant	4,633.50		5310 430640	340	101000
	Apr. 19	05/31/19	Shop	79.94		1000 430100	340	101000
	Apr. 19	05/31/19	L&C yard light	13.51		1000 460430	340	101000
	Apr. 19	05/31/19	L&C parking lot events	6.08		1000 460430	340	101000
	Apr. 19	05/31/19	L&C park r-room/field lights	51.57		1000 460430	340	101000
	Apr. 19	05/31/19	Rvrview Cemetery irrig	44.75*		1000 430900	340	101000
	Apr. 19	05/31/19	Maplewood Cemetery irrig	44.75*		1000 430900	340	101000
	Apr. 19	05/31/19	L&C Park irrigation	49.61		1000 460430	340	101000
	Apr. 19	05/31/19	214 Buck St. - H2O	13.92*		5210 430510	340	101000
	Apr. 19	05/31/19	214 Buck St. - Sewer	13.92*		5310 430610	340	101000
	Apr. 19	05/31/19	214 Buck St. - PD	27.86		1000 420100	340	101000
	Apr. 19	05/31/19	3rd & Park	17.88		1000 430263	340	101000
	Apr. 19	05/31/19	421 Airport Rd - SRE	54.51		5610 430300	340	101000
	Apr. 19	05/31/19	421 Airport Rd - FD	18.17		1000 420422	340	101000
	Apr. 19	05/31/19	Pool	23.14		1000 460450	340	101000
	Apr. 19	05/31/19	MBF Well	3,725.72		5210 430530	340	101000
	Apr. 19	05/31/19	MBF booster station	128.57		5210 430550	340	101000
	Apr. 19	05/31/19	Creamery Park (223 Main)	51.89		1000 460430	340	101000
			*** Claim from another period (5/19) ****					
15220	E	1166 VISA		7,670.55				
	May 19	05/21/19	PD Mailing	6.85		1000 420100	311	101000
	May 19	05/21/19	Council Parking	2.00		1000 410211	370	101000
	May 19	05/21/19	Council Institute Meal 5/8	49.16		1000 410211	370	101000
	May 19	05/21/19	Council Institute Meal 5/7	29.25		1000 410211	370	101000
	May 19	05/21/19	Council Institute Meal 5/7	21.70		1000 410211	370	101000
	May 19	05/21/19	Council Instutute Meal 5/9	27.95		1000 410211	370	101000
	May 19	05/21/19	Council Hotel - Michalson	119.54		1000 410211	370	101000
	May 19	05/21/19	Council Hotel - Barker	119.54		1000 410211	370	101000
	May 19	05/21/19	Council Hotel - Holcomb	119.54		1000 410211	370	101000
	May 19	05/21/19	Judge Conference Hotel	304.74		1000 410360	370	101000
	May 19	05/21/19	stevensillepool.com renewal	18.17		1000 460450	330	101000
	May 19	05/21/19	Pool Heater	3,554.03		1000 460450	930	101000
	May 19	05/21/19	Firearms Training Supplies	229.93		2810 420100	380	101000
	May 19	05/21/19	Firearms Training Supplies	7.66		2810 420100	380	101000
	May 19	05/21/19	Building Dept Office Supplies	26.54*		2394 420531	210	101000
	May 19	05/21/19	Building Dept Office Supplies	46.24*		2394 420531	210	101000

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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	May 19	05/21/19	Dogipot Refills		68.13*		1000 460430	220	101000
	May 19	05/21/19	Court Scanner		790.20*		1000 410360	212	101000
	May 19	05/21/19	LCP Restroom TP Dispensers		39.98*		4000 460430	950	101000
	May 19	05/21/19	Pool Restroom TP Dispensers		39.98		1000 460450	220	101000
	May 19	05/21/19	Firearms Supplies		31.00		1000 420100	227	101000
	May 19	05/21/19	Court Clerk Business Cards		27.08*		1000 410360	320	101000
	May 19	05/21/19	2019 PW Truck Registration 1/3		14.96*		1000 430100	330	101000
	May 19	05/21/19	2019 PW Truck Registration 1/3		14.98		5210 430510	330	101000
	May 19	05/21/19	2019 PW Truck Registration 1/3		14.98		5310 430610	330	101000
	May 19	05/21/19	Copy Paper		29.99		1000 410550	320	101000
	May 19	05/21/19	Streets Supples		65.75		1000 430200	230	101000
	May 19	05/21/19	TH Operating Supplies		38.98*		1000 411201	220	101000
	May 19	05/21/19	Building Dept Office Supplies		36.89*		2394 420531	210	101000
	May 19	05/21/19	Water Office Supplies		10.50*		5210 430510	210	101000
	May 19	05/21/19	Sewer Office Supplies		10.49		5310 430610	210	101000
	May 19	05/21/19	TH Office Supplies		8.39*		1000 410550	220	101000
	May 19	05/21/19	Building Dept Office Supplies		38.99*		2394 420531	210	101000
	May 19	05/21/19	Credit for BD Office Supplies		-38.99*		2394 420531	210	101000
	May 19	05/21/19	PD Subscription		2.99*		1000 420100	350	101000
	May 19	05/21/19	Sewer Conf Hotel		182.04		5310 430610	370	101000
	May 19	05/21/19	Sewer Conf Hotel		182.04		5310 430610	370	101000
	May 19	05/21/19	PD Firearms Supplies		72.78		1000 420100	230	101000
	May 19	05/21/19	PD Firearms Supplies		43.84		1000 420100	227	101000
	May 19	05/21/19	Mayor Adobe Subscription		14.99		1000 410200	330	101000
	May 19	05/21/19	PD Adobe Subscription		24.99*		1000 420100	330	101000
	May 19	05/21/19	Admin Adobe Subscribtion		14.99		1000 410550	330	101000
	May 19	05/21/19	PD Business Cards		27.08		1000 420100	320	101000
	May 19	05/21/19	PD Stickers		9.88		1000 420100	336	101000
	May 19	05/21/19	FD Training Books		58.98		1000 420460	380	101000
	May 19	05/21/19	Th Office Supplies		19.79*		1000 410550	220	101000
	May 19	05/21/19	LCP Restroom Supplies		473.53*		4000 460430	950	101000
	May 19	05/21/19	LCP Restroom Supplies		21.20*		4000 460430	950	101000
	May 19	05/21/19	LCP Restroom Operating Supplie		62.48*		1000 460430	220	101000
	May 19	05/21/19	FD Training Books		107.70		1000 420460	380	101000
	May 19	05/21/19	PD Stickers		19.71		1000 420100	336	101000
	May 19	05/21/19	Road Manager System		50.53		1000 430200	350	101000
	May 19	05/21/19	Building Dept. Hotel		355.89*		2394 420531	370	101000
*** Claim from another period (5/19) ****									
15221			549 ROBIN HOLCOMB		269.12				
	May 19	05/09/19	Council Institute Mileage		269.12		1000 410211	370	101000

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*** Claim from another period (5/19) ****									
15222		183 Bitterroot Valley Tire		283.98					
	333918	05/13/19 PD Trailer Repair		283.98			1000 420100	232	101000
*** Claim from another period (5/19) ****									
15223	E	34 STEVENSVILLE HARDWARE AND RENTAL		665.70					
		05/31/19 WW operating Supplies		2.79*			5310 430610	220	101000
		05/31/19 WWTP Operating Supplies		29.56*			5310 430640	220	101000
		05/31/19 WTP Operating Supplies		16.56			5210 430540	220	101000
		05/31/19 Main St Waste Bags		2.69			1000 430200	230	101000
		05/31/19 PD Operating Supplies		6.49			1000 420100	232	101000
		05/31/19 Airport Well R&M Supplies		91.46*			5610 430300	230	101000
		05/31/19 WWTP Operating Supplies		0.52*			5310 430640	220	101000
		05/31/19 Parks Operating Supplies		28.99*			1000 460430	220	101000
		05/31/19 PD Operating Supplies		8.03			1000 420100	230	101000
		05/31/19 Main St Flowers		75.80			2940 410550	350	101000
		05/31/19 Main St Flowers		3.99			2940 410550	350	101000
		05/31/19 Pool R&M		16.74*			1000 460450	230	101000
		05/31/19 Main St Flowers		361.33			2940 410550	350	101000
		05/31/19 Pool R&M		5.98*			1000 460450	230	101000
		05/31/19 Pool R&M		16.28*			1000 460450	230	101000
		05/31/19 Pool R&M		-1.51*			1000 460450	230	101000
*** Claim from another period (5/19) ****									
15224		23 VALLEY DRUG AND VARIETY		17.14					
		05/31/19 Water office supplies		1.29*			5210 430510	210	101000
		05/31/19 Parks Laminating		3.00*			1000 460430	220	101000
		05/31/19 Parks Poster		0.89*			1000 460430	220	101000
		05/31/19 Court Envelopes		11.96			1000 410360	210	101000
*** Claim from another period (5/19) ****									
15225	E	557 MOUNTAIN WEST CO-OP		62.43					
	123472	05/31/19 FD Fuel		62.43			1000 420460	231	101000
*** Claim from another period (5/19) ****									
15226		690 Core & Main LP		994.48					
	K545747	05/15/19 Lines R&M		994.48*			5210 430550	230	101000
*** Claim from another period (5/19) ****									
15227		53 SUPER 1 FOODS		28.06					
		05/31/19 Water		19.83			5210 430540	220	101000
		05/31/19 PD supplies		8.23			1000 420100	336	101000
*** Claim from another period (5/19) ****									
15229	E	852 CENEX FLEETCARD		1,542.93					
	176917CL	05/31/19 FD Fuel - E2011		42.78			1000 420460	231	101000
	176917CL	05/31/19 PW Fuel - General		222.67			1000 430100	231	101000
	176917CL	05/31/19 PW Fuel - Water		222.67*			5210 430510	231	101000
	176917CL	05/31/19 PW Fuel - Sewer		222.66*			5310 430610	231	101000
	176917CL	05/31/19 WTP Fuel		31.81*			5210 430510	231	101000
	176917CL	05/31/19 WWTP Fuel		31.80*			5310 430610	231	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	176917CL	05/31/19	Parks Fuel	70.00			1000 460430	231	101000
	176917CL	05/31/19	Cemetery Fuel	69.99			1000 430900	231	101000
	176917CL	05/31/19	FD Fuel - C2002	79.04			1000 420460	231	101000
	176917CL	05/31/19	FD Fuel - E2010	66.75			1000 420460	231	101000
	176917CL	05/31/19	FD Fuel - C2001	68.40			1000 420460	231	101000
	176917CL	05/31/19	FD Fuel - L2050	53.75			1000 420460	231	101000
	176917CL	05/31/19	FD Fuel - E2510	59.22			1000 420460	231	101000
	176917CL	05/31/19	FD Fuel - R2040	21.49			2230 420730	231	101000
	176917CL	05/31/19	PD Fuel - 09 Charger	62.25			1000 420100	231	101000
	176917CL	05/31/19	PD Fuel - 13 Ram	81.65			1000 420100	231	101000
	176917CL	05/31/19	PD Fuel - 12 Charger	52.06			1000 420100	231	101000
	176917CL	05/31/19	PD Fuel - 11 Charger	83.94			1000 420100	231	101000
			*** Claim from another period (5/19) ****						
15230		29	STEVENSVILLE NAPA AUTO PARTS	398.43					
		05/31/19	Streets R&M	52.79			1000 430200	230	101000
		05/31/19	PW R&M	48.98*			1000 430100	232	101000
		05/31/19	Water R&M	84.60			5210 430510	232	101000
		05/31/19	Sewer R&M	84.60			5310 430610	232	101000
		05/31/19	PD R&M	24.52			1000 420100	232	101000
		05/31/19	FD Oil	102.94			1000 420460	231	101000
			*** Claim from another period (5/19) ****						
15232		33	NORTHWESTERN ENERGY	258.46					
		May 19 06/03/19	Crksde Mdws Lighting Dist #4	76.19*			2440 430263	340	101000
		May 19 06/03/19	Creekside Meadows	182.27*			2440 430263	340	101000
15233		159	Ravalli County Clerk and	9.00					
			Record land lease	5.00*			5610 430300	350	101000
			Previous Recording Fee	4.00*			5610 430300	350	101000
			*** Claim from another period (5/19) ****						
15234		1044	Brian J. West	1,436.50					
		10279 06/03/19	MAY PROSECUTING ATTY SERVICES	790.50			1000 411100	352	101000
		10279 06/03/19	MAY TOWN LEGAL SERVICES	646.00*			1000 411100	350	101000
			*** Claim from another period (5/19) ****						
15238		1475	Spectrum Chemical Mfg.	333.62					
		11563009 06/06/19	WWTP Checmicals	166.27*			5310 430640	220	101000
		11563009 06/06/19	WWTP Chemicals	167.35*			5310 430640	220	101000
15239		1194	TotalFunds by Hasler	242.13					
			Postage for Town Hall Postage Machine						
		May 19 05/12/19	Court postage	7.00			1000 410360	311	101000
		May 19 05/12/19	Sewer Postage	13.00*			5310 430610	311	101000
		May 19 05/12/19	Water Postage	13.00*			5210 430510	311	101000
		May 19 05/12/19	TH Postage	158.35			1000 410550	311	101000
		May 19 05/12/19	BD postage	0.50*			2394 420531	311	101000
		May 19 05/12/19	FD Postage	1.50			1000 420410	311	101000

06/11/19
16:27:23

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 6/19

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* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Line \$	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	May 19	05/12/19	Airport postage		3.50		5610 430300	311	101000
	May 19	05/12/19	PD postage		3.15		1000 420100	311	101000
	May 19	05/12/19	General Postage		42.13		1000 410550	311	101000
15241			33 NORTHWESTERN ENERGY		472.63				
	May 19	06/04/19	Twin Creeks Phase 1		472.63*		2450 430263	340	101000
15242			1119 Brandon Dewey		110.42				
	Reimbursement for Costco Supplies								
			Pool Cleaning Supplies		7.99		1000 460450	220	101000
			Pool Drinking Water		5.98		1000 460450	220	101000
			Sewer Plant Paper Towels		16.49*		5310 430610	220	101000
			TH Copy Paper		31.99		1000 410550	320	101000
			Pool goggles		47.97		1000 460450	220	101000
	*** Claim from another period (5/19) ****								
15244			228 Norco, Inc.		10.54				
	26609360	05/30/19	Cylinder Rental - Streets		3.51*		1000 430200	220	101000
	26609360	05/30/19	Cylinder Rental - Water		3.52*		5210 430510	220	101000
	26609360	05/30/19	Cylinder Rental - Sewer		3.51*		5310 430610	220	101000
15245			1582 Optical Scientific, Inc.		1,074.57				
	S419132	06/06/19	AWOS service		1,074.57		5610 430300	360	101000
15246			633 Marcus Daly Memorial Hospital		359.20				
	1659475846	06/07/19	Firefighter Physical		359.20		1000 420460	351	101000
15247			728 HDR ENGINEERING, INC.		951.84				
	1200195903	06/06/19	WWTP Discharge Permit Rene		951.84		5310 430610	350	101000
			# of Claims	50	Total:				71,652.68
			Total Electronic Claims		10,306.91		Total Non-Electronic Claims		61345.77

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	\$22,156.19
2230 Ambulance	
101000 Cash - Operating	\$336.49
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	\$686.22
2410 Dayton Lighting #1 District 55	
101000 Cash - Operating	\$289.69
2420 Peterson Addn Lighting #2 District 80	
101000 Cash - Operating	\$210.67
2430 Geo Smith Lighting #3 District 76	
101000 Cash - Operating	\$319.96
2440 Creekside Lighting #4 District 77	
101000 Cash - Operating	\$258.46
2450 Twin Creeks Lighting #5 District	
101000 Cash - Operating	\$472.63
2810 POLICE TRAINING & PENSION	
101000 Cash - Operating	\$237.59
2940 Economic Development	
101000 Cash - Operating	\$3,667.78
4000 CAPITAL IMPROVEMENTS	
101000 Cash - Operating	\$12,614.71
5210 WATER	
101000 Cash - Operating	\$10,109.93
5310 SEWER	
101000 Cash - Operating	\$8,464.52
5610 AIRPORT	
101000 Cash - Operating	\$1,306.62
5620 Airport Project	
101000 Cash - Operating	\$10,521.22
Total:	\$71,652.68

06/11/19
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TOWN OF STEVENSVILLE
Claim Approval Signature Page
For the Accounting Period: 6/19

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

Council Council

Council Council

Mayor

Date Approved _____

Item Attachment Documents:

- b. Building Department Report

MONTHLY REPORT

Building Department

May 2019

<u>Permits Issued</u>	<u>Fees Collected</u>
<u>Building</u> (7 permits)	
1. NSFR	\$3600.00
2. New Commercial Building	\$2378.75
3. Renovation/Remodel	\$115.50
4. Demo	\$50.00
<u>Electrical</u> (8 permits)	
1. NSFR	\$400.00
2. New Commercial Building	\$0.00
3. Renovation/Remodel	\$657.58
4. Demo	\$0.00
<u>Mechanical</u> (1 permits)	
1. NSFR	\$0.00
2. New Commercial Building	\$0.00
3. Renovation/Remodel	\$132.50
4. Demo	\$0.00
<u>Plumbing</u> (7 permits)	
1. NSFR	\$622.00
2. New Commercial Building	\$0.00
3. Renovation/Remodel	\$138.00
4. Demo	\$0.00
Total permits issued: <u>23</u>	Total fees collected: <u>\$8,094.33</u>
<u>Activities</u>	
1. Inspections and consultations.	
2. Active clearing or archiving old and expired permits, depending on age of activity.	
3. Implement uniform strategies to increase records retention and accessibility thereof.	
<u>Items of Interest</u>	
1. Continued exploration of best ways to universally digitize records and day to day functions to be accessible across pertinent staff for greater efficiency.	

Prepared by Tim Netzley, acting Building Official

Item Attachment Documents:

- c. Finance Report

Fund	Account	Received		Estimated Revenue	Revenue	
		Current Month	Received YTD		To Be Received	% Received
1000 GENERAL						
310000 TAXES						
	311010 Real Property Taxes	0.00	196,118.33	279,369.00	83,250.67	70 %
	311020 Personal Property Taxes	0.00	2,044.65	2,533.00	488.35	81 %
	311021 Mobile Homes	0.00	133.08	227.00	93.92	59 %
	312000 P & I on Delinquent Taxes	0.00	979.51	802.00	-177.51	122 %
	314140 Local Option Tax	0.00	52,926.25	48,000.00	-4,926.25	110 %
	Account Group Total:	0.00	252,201.82	330,931.00	78,729.18	76 %
320000 LICENSES AND PERMITS						
	322010 Alcohol Beverage Licenses and Permits	0.00	1,700.00	2,050.00	350.00	83 %
	322030 Franchise Fees	0.00	9,385.27	7,500.00	-1,885.27	125 %
	323030 Animal Licenses	0.00	255.00	276.00	21.00	92 %
	323050 Business Licenses	50.00	4,675.00	4,725.00	50.00	99 %
	Account Group Total:	50.00	16,015.27	14,551.00	-1,464.27	110 %
330000						
	334121 DNRC Grant	0.00	0.00	300.00	300.00	0 %
	335120 Gambling Machine Permits	0.00	5,700.00	5,290.00	-410.00	108 %
	335230 State Entitlement Share (HB124)	0.00	150,232.26	200,310.00	50,077.74	75 %
	Account Group Total:	0.00	155,932.26	205,900.00	49,967.74	76 %
340000 CHARGES FOR SERVICES						
	342010 Law Enforcement	0.00	3,612.75	2,112.00	-1,500.75	171 %
	342013 Law Enforcement - Other Revenue	40.00	1,380.00	9,600.00	8,220.00	14 %
	342020 Fire Protection	0.00	1,500.00	1,500.00	0.00	100 %
	343310 Cemetery Charges	0.00	1,200.00	0.00	-1,200.00	** %
	343320 Sale of Cemetery Plots	0.00	2,100.00	2,000.00	-100.00	105 %
	343340 Opening and Closing Charges	0.00	7,800.00	3,750.00	-4,050.00	208 %
	346030 Swimming Pool Fees	0.00	13,380.35	21,796.00	8,415.65	61 %
	346050 Culture & Recreation Park Fees	0.00	342.50	300.00	-42.50	114 %
	Account Group Total:	40.00	31,315.60	41,058.00	9,742.40	76 %
350000 FINES AND FORFEITURES						
	351030 City Courts	0.00	10,650.81	17,350.00	6,699.19	61 %
	Account Group Total:	0.00	10,650.81	17,350.00	6,699.19	61 %
360000 MISCELLANEOUS REVENUE						
	360000 MISCELLANEOUS REVENUE	0.00	55.79	0.00	-55.79	** %
	361000 Rents/Leases	0.00	10,000.00	12,000.00	2,000.00	83 %
	362000 Other Miscellaneous Revenue	0.00	1,903.30	0.00	-1,903.30	** %
	365000 Contributions and Donations	0.00	4,922.00	4,200.00	-722.00	117 %
	Account Group Total:	0.00	16,881.09	16,200.00	-681.09	104 %
370000 INVESTMENT AND ROYALTY EARNINGS						
	371010 Investment Earnings	0.00	15.27	19.00	3.73	80 %
	Account Group Total:	0.00	15.27	19.00	3.73	80 %
380000 Other Financing Sources						
	383000 Interfund Operating Transfer In	0.00	0.00	29,000.00	29,000.00	0 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
1000 GENERAL						
	Account Group Total:	0.00	0.00	29,000.00	29,000.00	0 %
	Fund Total:	90.00	483,012.12	655,009.00	171,996.88	74 %
2230 Ambulance						
340000 CHARGES FOR SERVICES						
	342050 Ambulance Services	0.00	0.00	9,500.00	9,500.00	0 %
	Account Group Total:	0.00	0.00	9,500.00	9,500.00	0 %
	Fund Total:	0.00	0.00	9,500.00	9,500.00	0 %
2250 PLANNING						
340000 CHARGES FOR SERVICES						
	341070 Planning Fees	0.00	2,547.95	7,005.00	4,457.05	36 %
	Account Group Total:	0.00	2,547.95	7,005.00	4,457.05	36 %
	Fund Total:	0.00	2,547.95	7,005.00	4,457.05	36 %
2310 Tax Increment Finance District						
310000 TAXES						
	311001 TIF Revenue	0.00	18,784.64	27,753.00	8,968.36	68 %
	312000 P & I on Delinquent Taxes	0.00	123.71	0.00	-123.71	** %
	Account Group Total:	0.00	18,908.35	27,753.00	8,844.65	68 %
	Fund Total:	0.00	18,908.35	27,753.00	8,844.65	68 %
2311 Targeted Economic Development District						
310000 TAXES						
	311002 TEDD Revenue	0.00	9,774.41	5,500.00	-4,274.41	178 %
	312000 P & I on Delinquent Taxes	0.00	66.83	25.00	-41.83	267 %
	Account Group Total:	0.00	9,841.24	5,525.00	-4,316.24	178 %
	Fund Total:	0.00	9,841.24	5,525.00	-4,316.24	178 %

Fund	Account	Received			Revenue	%
		Current Month	Received YTD	Estimated Revenue	To Be Received	Received
2390 Drug Fines-Forfeitures Account						
370000 INVESTMENT AND ROYALTY EARNINGS						
	371010 Investment Earnings	0.00	1.98	0.00	-1.98	** %
	Account Group Total:	0.00	1.98	0.00	-1.98	** %
	Fund Total:	0.00	1.98	0.00	-1.98	** %
2394 BUILDING CODE ENFORCEMENT						
320000 LICENSES AND PERMITS						
	323010 Building & Related Permits	7,167.35	62,091.50	36,350.00	-25,741.50	171 %
	Account Group Total:	7,167.35	62,091.50	36,350.00	-25,741.50	171 %
	Fund Total:	7,167.35	62,091.50	36,350.00	-25,741.50	171 %
2420 Peterson Addn Lighting #2 District 80						
360000 MISCELLANEOUS REVENUE						
	363000 Special Assessments	0.00	1,750.00	1,750.00	0.00	100 %
	Account Group Total:	0.00	1,750.00	1,750.00	0.00	100 %
	Fund Total:	0.00	1,750.00	1,750.00	0.00	100 %
2440 Creekside Lighting #4 District 77						
360000 MISCELLANEOUS REVENUE						
	363000 Special Assessments	0.00	848.61	1,400.00	551.39	61 %
	Account Group Total:	0.00	848.61	1,400.00	551.39	61 %
	Fund Total:	0.00	848.61	1,400.00	551.39	61 %
2450 Twin Creeks Lighting #5 District						
310000 TAXES						
	312000 P & I on Delinquent Taxes	0.00	9.29	0.00	-9.29	** %
	Account Group Total:	0.00	9.29	0.00	-9.29	** %
360000 MISCELLANEOUS REVENUE						
	363000 Special Assessments	0.00	5,545.45	7,800.00	2,254.55	71 %
	Account Group Total:	0.00	5,545.45	7,800.00	2,254.55	71 %
	Fund Total:	0.00	5,554.74	7,800.00	2,245.26	71 %

Fund	Account	Received			Revenue	%
		Current Month	Received YTD	Estimated Revenue	To Be Received	Received
2810 POLICE TRAINING & PENSION						
330000						
	335050 Insurance Premium Apportionment	0.00	0.00	3,708.00	3,708.00	0 %
	Account Group Total:	0.00	0.00	3,708.00	3,708.00	0 %
	Fund Total:	0.00	0.00	3,708.00	3,708.00	0 %
2820 GAS APPORTIONMENT TAX						
330000						
	335040 Gasoline Tax Apportionment	0.00	31,555.81	34,425.00	2,869.19	92 %
	Account Group Total:	0.00	31,555.81	34,425.00	2,869.19	92 %
	Fund Total:	0.00	31,555.81	34,425.00	2,869.19	92 %
2821 BaRSAA (HB 473)						
330000						
	335040 Gasoline Tax Apportionment	0.00	12,772.94	44,705.00	31,932.06	29 %
	Account Group Total:	0.00	12,772.94	44,705.00	31,932.06	29 %
380000 Other Financing Sources						
	383000 Interfund Operating Transfer In	0.00	639.00	639.00	0.00	100 %
	Account Group Total:	0.00	639.00	639.00	0.00	100 %
	Fund Total:	0.00	13,411.94	45,344.00	31,932.06	30 %
2940 Economic Development						
330000						
	334075 Big Sky Economic Development Grant	0.00	150,000.00	150,000.00	0.00	100 %
	Account Group Total:	0.00	150,000.00	150,000.00	0.00	100 %
	Fund Total:	0.00	150,000.00	150,000.00	0.00	100 %
4000 CAPITAL IMPROVEMENTS						
360000 MISCELLANEOUS REVENUE						
	367000 Sale of Junk or Salvage	0.00	35,000.00	0.00	-35,000.00	** %
	Account Group Total:	0.00	35,000.00	0.00	-35,000.00	** %
370000 INVESTMENT AND ROYALTY EARNINGS						
	371010 Investment Earnings	0.00	339.22	200.00	-139.22	170 %
	Account Group Total:	0.00	339.22	200.00	-139.22	170 %
	Fund Total:	0.00	35,339.22	200.00	-35,139.22	*** %

Fund	Account	Received			Revenue	%
		Current Month	Received YTD	Estimated Revenue	To Be Received	Received
4001 Sidewalk Improvements						
370000 INVESTMENT AND ROYALTY EARNINGS						
	371010 Investment Earnings	0.00	21.87	24.00	2.13	91 %
	Account Group Total:	0.00	21.87	24.00	2.13	91 %
	Fund Total:	0.00	21.87	24.00	2.13	91 %
4002 Fire Engine Capital Improvement						
360000 MISCELLANEOUS REVENUE						
	367000 Sale of Junk or Salvage	0.00	10,000.00	0.00	-10,000.00	** %
	Account Group Total:	0.00	10,000.00	0.00	-10,000.00	** %
370000 INVESTMENT AND ROYALTY EARNINGS						
	371010 Investment Earnings	0.00	22.82	46.00	23.18	50 %
	Account Group Total:	0.00	22.82	46.00	23.18	50 %
	Fund Total:	0.00	10,022.82	46.00	-9,976.82	*** %
5210 WATER						
330000						
	334131 USDA Grant	0.00	1,424.40	5,252.00	3,827.60	27 %
	Account Group Total:	0.00	1,424.40	5,252.00	3,827.60	27 %
340000 CHARGES FOR SERVICES						
	343022 Metered & Unmetered Water Sales	0.00	270,440.68	290,503.00	20,062.32	93 %
	343025 Water Permits	0.00	57,750.00	26,950.00	-30,800.00	214 %
	343027 Miscellaneous Water Revenue	0.00	225.00	0.00	-225.00	** %
	Account Group Total:	0.00	328,415.68	317,453.00	-10,962.68	103 %
370000 INVESTMENT AND ROYALTY EARNINGS						
	371010 Investment Earnings	0.00	2,770.52	3,500.00	729.48	79 %
	Account Group Total:	0.00	2,770.52	3,500.00	729.48	79 %
	Fund Total:	0.00	332,610.60	326,205.00	-6,405.60	102 %
5250 WATER BOND Principal & Interest						
360000 MISCELLANEOUS REVENUE						
	363020 Bond Principal and Interest Assessments	0.00	172,663.37	185,624.00	12,960.63	93 %
	Account Group Total:	0.00	172,663.37	185,624.00	12,960.63	93 %
	Fund Total:	0.00	172,663.37	185,624.00	12,960.63	93 %

TOWN OF STEVENSVILLE
Statement of Revenue Budget vs Actuals
For the Accounting Period: 6 / 19

Fund	Account	Received			Revenue	%
		Current Month	Received YTD	Estimated Revenue	To Be Received	Received
5310 SEWER						
330000						
	334131 USDA Grant	0.00	1,424.39	5,202.00	3,777.61	27 %
	Account Group Total:	0.00	1,424.39	5,202.00	3,777.61	27 %
340000 CHARGES FOR SERVICES						
	343030 Sewer Revenues	0.00	165.00	0.00	-165.00	** %
	343031 Sewer Service Charges	0.00	307,473.66	343,019.00	35,545.34	90 %
	343033 Sewer Permits	0.00	15,525.00	7,245.00	-8,280.00	214 %
	Account Group Total:	0.00	323,163.66	350,264.00	27,100.34	92 %
370000 INVESTMENT AND ROYALTY EARNINGS						
	371010 Investment Earnings	0.00	2,110.15	1,850.00	-260.15	114 %
	Account Group Total:	0.00	2,110.15	1,850.00	-260.15	114 %
	Fund Total:	0.00	326,698.20	357,316.00	30,617.80	91 %
5350 SEWER BOND PRINCIPAL & INTEREST						
360000 MISCELLANEOUS REVENUE						
	363020 Bond Principal and Interest Assessments	0.00	206,310.22	216,318.00	10,007.78	95 %
	Account Group Total:	0.00	206,310.22	216,318.00	10,007.78	95 %
	Fund Total:	0.00	206,310.22	216,318.00	10,007.78	95 %
5610 AIRPORT						
310000 TAXES						
	311010 Real Property Taxes	0.00	5,028.88	4,000.00	-1,028.88	126 %
	312000 P & I on Delinquent Taxes	0.00	60.28	0.00	-60.28	** %
	Account Group Total:	0.00	5,089.16	4,000.00	-1,089.16	127 %
340000 CHARGES FOR SERVICES						
	343062 Aviation Fuel	0.00	930.60	500.00	-430.60	186 %
	343063 Tie Down Fees	0.00	909.00	900.00	-9.00	101 %
	343064 Hanger and Land Lease	184.32	12,938.16	8,421.00	-4,517.16	154 %
	343065 User and Business Fees	125.00	9,037.50	11,000.00	1,962.50	82 %
	Account Group Total:	309.32	23,815.26	20,821.00	-2,994.26	114 %
360000 MISCELLANEOUS REVENUE						
	365000 Contributions and Donations	0.00	560.00	0.00	-560.00	** %
	Account Group Total:	0.00	560.00	0.00	-560.00	** %
370000 INVESTMENT AND ROYALTY EARNINGS						
	371010 Investment Earnings	0.00	205.81	185.00	-20.81	111 %
	Account Group Total:	0.00	205.81	185.00	-20.81	111 %
380000 Other Financing Sources						
	383000 Interfund Operating Transfer In	0.00	11,250.00	11,250.00	0.00	100 %

TOWN OF STEVENSVILLE
Statement of Revenue Budget vs Actuals
For the Accounting Period: 6 / 19

Fund	Account	Received		Estimated Revenue	Revenue	
		Current Month	Received YTD		To Be Received	% Received
5610 AIRPORT						
	Account Group Total:	0.00	11,250.00	11,250.00	0.00	100 %
	Fund Total:	309.32	40,920.23	36,256.00	-4,664.23	113 %
5620 Airport Project						
330000						
	331129 Federal Aeronautics Administration (FAA)	0.00	143,453.65	165,465.00	22,011.35	87 %
	Account Group Total:	0.00	143,453.65	165,465.00	22,011.35	87 %
	Fund Total:	0.00	143,453.65	165,465.00	22,011.35	87 %
7120 FIREMEN'S DISABILITY						
330000						
	335050 Insurance Premium Apportionment	0.00	4,012.00	3,708.00	-304.00	108 %
	Account Group Total:	0.00	4,012.00	3,708.00	-304.00	108 %
	Fund Total:	0.00	4,012.00	3,708.00	-304.00	108 %
	Grand Total:	7,566.67	2,051,576.42	2,276,731.00	225,154.58	90 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
1000 GENERAL							
410000 General Government							
410200 Executive Services							
	110 Salaries and Wages	187.49	1,562.38	2,250.00	2,250.00	687.62	69 %
	140 Employer Contributions	31.28	260.37	375.00	375.00	114.63	69 %
	210 Office Supplies & Materials	0.00	43.73	75.00	75.00	31.27	58 %
	320 Printing, Duplicating, Typing &	0.00	0.00	22.00	22.00	22.00	0 %
	330 Publicity, Subscriptions & Dues	0.00	519.89	525.00	525.00	5.11	99 %
	340 Utility Services	0.00	374.10	450.00	450.00	75.90	83 %
	350 Professional Services	0.00	388.30	150.00	150.00	-238.30	259 %
	370 Travel	0.00	467.64	958.00	958.00	490.36	49 %
	380 Training Services	0.00	150.00	100.00	100.00	-50.00	150 %
	510 Insurance	0.00	96.93	273.00	97.00	0.07	100 %
	Account Total:	218.77	3,863.34	5,178.00	5,002.00	1,138.66	77 %
410211 Council							
	110 Salaries and Wages	600.00	9,000.00	9,600.00	9,600.00	600.00	94 %
	140 Employer Contributions	48.63	729.23	776.00	776.00	46.77	94 %
	210 Office Supplies & Materials	0.00	208.17	64.00	64.00	-144.17	325 %
	212 Small Non-capitalized Equipment	0.00	1,288.12	750.00	1,741.36	453.24	74 %
	229 Food	0.00	44.90	0.00	0.00	-44.90	*** %
	320 Printing, Duplicating, Typing &	0.00	10.45	0.00	0.00	-10.45	*** %
	330 Publicity, Subscriptions & Dues	0.00	261.54	125.00	125.00	-136.54	209 %
	350 Professional Services	0.00	1,520.34	0.00	0.00	-1,520.34	*** %
	370 Travel	0.00	757.80	1,876.00	1,876.00	1,118.20	40 %
	380 Training Services	0.00	921.61	900.00	900.00	-21.61	102 %
	510 Insurance	0.00	337.36	830.00	337.00	-0.36	100 %
	Account Total:	648.63	15,079.52	14,921.00	15,419.36	339.84	98 %
410360 City/Municipal Court							
	110 Salaries and Wages	467.61	18,905.10	18,720.00	18,720.00	-185.10	101 %
	120 Overtime Wages	0.00	0.00	1,296.00	1,296.00	1,296.00	0 %
	140 Employer Contributions	40.94	3,083.16	3,463.00	3,463.00	379.84	89 %
	210 Office Supplies & Materials	0.00	249.96	260.00	260.00	10.04	96 %
	212 Small Non-capitalized Equipment	0.00	975.17	950.00	950.00	-25.17	103 %
	311 Postage, Box Rent, etc.	7.00	87.30	234.00	234.00	146.70	37 %
	320 Printing, Duplicating, Typing &	0.00	95.42	0.00	0.00	-95.42	*** %
	330 Publicity, Subscriptions & Dues	35.00	139.63	269.00	269.00	129.37	52 %
	340 Utility Services	0.00	183.81	222.00	222.00	38.19	83 %
	350 Professional Services	1,500.00	19,347.46	19,840.00	19,840.00	492.54	98 %
	370 Travel	0.00	1,442.46	3,300.00	3,300.00	1,857.54	44 %
	380 Training Services	0.00	850.00	850.00	850.00	0.00	100 %
	394 Jury and Witness Fees	0.00	0.00	600.00	600.00	600.00	0 %
	510 Insurance	0.00	728.99	263.00	729.00	0.01	100 %
	520 Premiums on Surety Bond	0.00	20.00	8.00	8.00	-12.00	250 %
	Account Total:	2,050.55	46,108.46	50,275.00	50,741.00	4,632.54	91 %

TOWN OF STEVENSVILLE
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 19

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
1000 GENERAL							
410530	Yearly Audit						
	350 Professional Services	0.00	3,288.00	4,110.00	4,110.00	822.00	80 %
	Account Total:	0.00	3,288.00	4,110.00	4,110.00	822.00	80 %
410550	Adminstration						
	110 Salaries and Wages	2,619.78	49,536.28	47,929.00	47,929.00	-1,607.28	103 %
	120 Overtime Wages	0.00	81.48	1,990.00	1,990.00	1,908.52	4 %
	140 Employer Contributions	598.12	14,539.97	14,657.00	14,657.00	117.03	99 %
	142 MMIA Retired Employee	120.15	240.30	0.00	0.00	-240.30	*** %
	210 Office Supplies & Materials	0.00	660.57	500.00	500.00	-160.57	132 %
	212 Small Non-capitalized Equipment	0.00	364.24	239.00	239.00	-125.24	152 %
	220 Operating Supplies	0.00	61.97	0.00	0.00	-61.97	*** %
	229 Food	0.00	44.90	0.00	0.00	-44.90	*** %
	230 Repair & Maintenance Supplies	0.00	170.33	0.00	0.00	-170.33	*** %
	231 Gas, Oil, Diesel Fuel, Grease, etc.	0.00	79.07	60.00	60.00	-19.07	132 %
	311 Postage, Box Rent, etc.	200.48	1,244.89	1,280.00	1,280.00	35.11	97 %
	320 Printing, Duplicating, Typing &	31.99	293.37	400.00	400.00	106.63	73 %
	330 Publicity, Subscriptions & Dues	0.00	1,289.80	1,365.00	1,365.00	75.20	94 %
	350 Professional Services	0.00	2,771.71	1,474.00	1,474.00	-1,297.71	188 %
	355 Codify Ordinances	0.00	550.00	0.00	0.00	-550.00	*** %
	370 Travel	0.00	205.30	711.00	711.00	505.70	29 %
	380 Training Services	0.00	150.00	623.00	623.00	473.00	24 %
	510 Insurance	0.00	1,296.23	1,501.00	1,296.00	-0.23	100 %
	520 Premiums on Surety Bond	0.00	40.00	21.00	21.00	-19.00	190 %
	Account Total:	3,570.52	73,620.41	72,750.00	72,545.00	-1,075.41	101 %
411100	Legal Services						
	350 Professional Services	0.00	10,891.50	5,100.00	5,100.00	-5,791.50	214 %
	352 Legal Services	150.00	8,939.00	11,100.00	11,100.00	2,161.00	81 %
	Account Total:	150.00	19,830.50	16,200.00	16,200.00	-3,630.50	122 %
411201	Town Hall/Annex Building						
	212 Small Non-capitalized Equipment	0.00	80.74	100.00	100.00	19.26	81 %
	220 Operating Supplies	0.00	288.21	90.00	90.00	-198.21	320 %
	230 Repair & Maintenance Supplies	0.00	297.36	1,063.00	1,063.00	765.64	28 %
	235 Building Repair and Maintenance	0.00	379.16	295.00	295.00	-84.16	129 %
	311 Postage, Box Rent, etc.	0.00	10.66	0.00	0.00	-10.66	*** %
	340 Utility Services	0.00	5,650.44	5,277.00	5,277.00	-373.44	107 %
	350 Professional Services	0.00	21.15	21.00	21.00	-0.15	101 %
	360 Repair & Maintenance Services	0.00	1,024.00	952.00	952.00	-72.00	108 %
	510 Insurance	0.00	140.10	140.00	140.00	-0.10	100 %
	940 Machinery & Equipment	0.00	-101.53	0.00	0.00	101.53	*** %
	Account Total:	0.00	7,790.29	7,938.00	7,938.00	147.71	98 %
	Account Group Total:	6,638.47	169,580.52	171,372.00	171,955.36	2,374.84	99 %

TOWN OF STEVENSVILLE
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 19

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
1000 GENERAL							
420000 Public Safety							
420100 Law Enforcement Services							
	110 Salaries and Wages	6,989.46	103,800.29	106,246.00	106,246.00	2,445.71	98 %
	120 Overtime Wages	0.00	2,159.69	3,113.00	3,113.00	953.31	69 %
	140 Employer Contributions	2,580.62	37,415.87	39,413.00	39,413.00	1,997.13	95 %
	210 Office Supplies & Materials	0.00	84.90	150.00	150.00	65.10	57 %
	212 Small Non-capitalized Equipment	0.00	2,684.47	1,510.00	1,510.00	-1,174.47	178 %
	220 Operating Supplies	0.00	520.65	829.00	829.00	308.35	63 %
	226 Clothing and Uniforms	0.00	2,898.22	2,430.00	2,430.00	-468.22	119 %
	227 Firearm Supplies	0.00	187.33	218.00	218.00	30.67	86 %
	229 Food	0.00	73.61	50.00	50.00	-23.61	147 %
	230 Repair & Maintenance Supplies	0.00	817.74	940.00	940.00	122.26	87 %
	231 Gas, Oil, Diesel Fuel, Grease, etc.	0.00	2,067.46	6,020.00	6,020.00	3,952.54	34 %
	232 Motor Vehicle Repair & Maintenance	0.00	2,311.26	5,700.00	5,700.00	3,388.74	41 %
	236 Tires and Tubes	0.00	0.00	850.00	850.00	850.00	0 %
	311 Postage, Box Rent, etc.	3.15	157.30	254.00	254.00	96.70	62 %
	317 Vehicle Tow-In Services	0.00	83.00	200.00	200.00	117.00	42 %
	320 Printing, Duplicating, Typing &	0.00	248.94	381.00	381.00	132.06	65 %
	330 Publicity, Subscriptions & Dues	600.00	4,410.06	4,215.00	4,215.00	-195.06	105 %
	336 Public Relations	0.00	170.57	500.00	500.00	329.43	34 %
	340 Utility Services	0.00	1,989.07	3,467.00	3,467.00	1,477.93	57 %
	350 Professional Services	0.00	4,185.88	2,075.00	2,075.00	-2,110.88	202 %
	370 Travel	0.00	0.00	300.00	300.00	300.00	0 %
	510 Insurance	0.00	6,652.07	5,535.00	6,652.00	-0.07	100 %
	520 Premiums on Surety Bond	0.00	20.00	8.00	8.00	-12.00	250 %
	940 Machinery & Equipment	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
	Account Total:	10,173.23	172,938.38	189,404.00	190,521.00	17,582.62	91 %
420410 Fire Department - Administration							
	110 Salaries and Wages	719.77	15,930.90	19,391.00	19,391.00	3,460.10	82 %
	140 Employer Contributions	271.48	6,032.12	6,546.00	6,546.00	513.88	92 %
	210 Office Supplies & Materials	0.00	67.15	100.00	100.00	32.85	67 %
	212 Small Non-capitalized Equipment	0.00	105.00	0.00	0.00	-105.00	*** %
	220 Operating Supplies	0.00	6.49	0.00	0.00	-6.49	*** %
	228 FFR Reimbursement	0.00	2,500.00	2,500.00	2,500.00	0.00	100 %
	229 Food	0.00	-52.19	350.00	350.00	402.19	-15 %
	231 Gas, Oil, Diesel Fuel, Grease, etc.	0.00	112.14	0.00	0.00	-112.14	*** %
	311 Postage, Box Rent, etc.	1.50	154.36	175.00	175.00	20.64	88 %
	320 Printing, Duplicating, Typing &	0.00	450.00	225.00	225.00	-225.00	200 %
	330 Publicity, Subscriptions & Dues	0.00	349.50	198.00	198.00	-151.50	177 %
	336 Public Relations	0.00	60.00	0.00	0.00	-60.00	*** %
	340 Utility Services	0.00	129.21	162.00	162.00	32.79	80 %
	350 Professional Services	0.00	1,214.43	0.00	0.00	-1,214.43	*** %
	370 Travel	0.00	244.72	426.00	426.00	181.28	57 %
	380 Training Services	0.00	330.00	374.00	374.00	44.00	88 %
	510 Insurance	0.00	1,024.06	825.00	825.00	-199.06	124 %
	520 Premiums on Surety Bond	0.00	10.00	0.00	0.00	-10.00	*** %
	Account Total:	992.75	28,667.89	31,272.00	31,272.00	2,604.11	92 %

TOWN OF STEVENSVILLE
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 19

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
1000 GENERAL							
420421	Fire Department - Facilities Station #1						
	230 Repair & Maintenance Supplies	0.00	200.12	100.00	100.00	-100.12	200 %
	369 Other Repair & Maint Service	0.00	0.00	500.00	500.00	500.00	0 %
	Account Total:	0.00	200.12	600.00	600.00	399.88	33 %
420422	Fire Department - Facilities Station #2						
	220 Operating Supplies	0.00	28.18	50.00	50.00	21.82	56 %
	340 Utility Services	0.00	259.61	305.00	305.00	45.39	85 %
	369 Other Repair & Maint Service	0.00	0.00	500.00	500.00	500.00	0 %
	510 Insurance	0.00	0.00	109.00	109.00	109.00	0 %
	930 Improvements Other than Buildings	0.00	7,706.50	5,000.00	5,000.00	-2,706.50	154 %
	Account Total:	0.00	7,994.29	5,964.00	5,964.00	-2,030.29	134 %
420440	Fire Department - Fire Prevention						
	223 Educational Supplies	0.00	280.57	250.00	250.00	-30.57	112 %
	Account Total:	0.00	280.57	250.00	250.00	-30.57	112 %
420460	Fire Department - Suppression						
	212 Small Non-capitalized Equipment	0.00	620.99	3,500.00	3,500.00	2,879.01	18 %
	220 Operating Supplies	0.00	966.98	2,500.00	2,500.00	1,533.02	39 %
	226 Clothing and Uniforms	0.00	3,700.33	5,050.00	5,050.00	1,349.67	73 %
	229 Food	0.00	142.19	150.00	150.00	7.81	95 %
	230 Repair & Maintenance Supplies	0.00	47.61	0.00	0.00	-47.61	*** %
	231 Gas, Oil, Diesel Fuel, Grease, etc.	0.00	2,970.92	4,500.00	4,500.00	1,529.08	66 %
	232 Motor Vehicle Repair & Maintenance	0.00	366.33	4,000.00	4,000.00	3,633.67	9 %
	310 Communication & Transportation	0.00	1,185.00	2,000.00	2,000.00	815.00	59 %
	336 Public Relations	0.00	0.00	100.00	100.00	100.00	0 %
	338 Firefighter Recruitment	0.00	0.00	200.00	200.00	200.00	0 %
	350 Professional Services	0.00	3,867.90	7,000.00	7,000.00	3,132.10	55 %
	351 Medical Services	359.20	1,951.20	4,620.00	4,620.00	2,668.80	42 %
	360 Repair & Maintenance Services	0.00	327.50	0.00	0.00	-327.50	*** %
	369 Other Repair & Maint Service	0.00	3,744.51	6,000.00	6,000.00	2,255.49	62 %
	380 Training Services	0.00	428.67	1,200.00	1,200.00	771.33	36 %
	510 Insurance	0.00	1,818.00	1,719.00	1,739.00	-79.00	105 %
	Account Total:	359.20	22,138.13	42,539.00	42,559.00	20,420.87	52 %
420730	Emergency Medical Services						
	220 Operating Supplies	0.00	-29.58	0.00	0.00	29.58	*** %
	Account Total:	0.00	-29.58	0.00	0.00	29.58	*** %
	Account Group Total:	11,525.18	232,189.80	270,029.00	271,166.00	38,976.20	86 %
430000	Public Works						
430100	Public Works Administration						
	110 Salaries and Wages	2,268.05	31,599.89	45,901.00	45,901.00	14,301.11	69 %
	120 Overtime Wages	0.00	323.70	1,689.00	1,689.00	1,365.30	19 %
	140 Employer Contributions	528.33	9,451.25	11,533.00	11,533.00	2,081.75	82 %
	210 Office Supplies & Materials	0.00	22.41	0.00	0.00	-22.41	*** %
	212 Small Non-capitalized Equipment	0.00	1,725.25	1,843.00	1,843.00	117.75	94 %
	220 Operating Supplies	0.00	1,070.99	450.00	450.00	-620.99	238 %
	230 Repair & Maintenance Supplies	0.00	113.76	200.00	200.00	86.24	57 %

TOWN OF STEVENSVILLE
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 19

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
1000 GENERAL							
	231 Gas, Oil, Diesel Fuel, Grease, etc.	0.00	291.77	1,750.00	1,750.00	1,458.23	17 %
	232 Motor Vehicle Repair & Maintenance	0.00	1,079.54	955.00	955.00	-124.54	113 %
	330 Publicity, Subscriptions & Dues	0.00	14.96	7.00	7.00	-7.96	214 %
	340 Utility Services	0.00	1,520.05	1,657.00	1,657.00	136.95	92 %
	350 Professional Services	0.00	234.73	465.00	465.00	230.27	50 %
	510 Insurance	0.00	2,756.13	2,128.00	1,256.00	-1,500.13	219 %
	Account Total:	2,796.38	50,204.43	68,578.00	67,706.00	17,501.57	74 %
430200 Road & Street Services							
	212 Small Non-capitalized Equipment	0.00	164.99	183.00	183.00	18.01	90 %
	220 Operating Supplies	0.00	394.60	150.00	150.00	-244.60	263 %
	230 Repair & Maintenance Supplies	0.00	1,072.02	2,593.00	2,593.00	1,520.98	41 %
	231 Gas, Oil, Diesel Fuel, Grease, etc.	0.00	2,431.52	3,500.00	3,500.00	1,068.48	69 %
	340 Utility Services	0.00	2,023.35	2,666.00	2,666.00	642.65	76 %
	350 Professional Services	749.34	3,360.56	5,300.00	5,300.00	1,939.44	63 %
	360 Repair & Maintenance Services	0.00	1,366.34	4,000.00	4,000.00	2,633.66	34 %
	510 Insurance	0.00	265.71	307.00	266.00	0.29	100 %
	940 Machinery & Equipment	0.00	21,346.00	23,333.00	23,333.00	1,987.00	91 %
	Account Total:	749.34	32,425.09	42,032.00	41,991.00	9,565.91	77 %
430263 Street Lighting							
	340 Utility Services	0.00	11,945.97	13,000.00	13,000.00	1,054.03	92 %
	Account Total:	0.00	11,945.97	13,000.00	13,000.00	1,054.03	92 %
430900 Cemetery Services							
	110 Salaries and Wages	200.00	2,400.00	2,400.00	2,400.00	0.00	100 %
	140 Employer Contributions	27.58	329.94	323.00	323.00	-6.94	102 %
	212 Small Non-capitalized Equipment	0.00	479.95	534.00	534.00	54.05	90 %
	220 Operating Supplies	0.00	69.33	400.00	400.00	330.67	17 %
	230 Repair & Maintenance Supplies	0.00	474.73	250.00	250.00	-224.73	190 %
	231 Gas, Oil, Diesel Fuel, Grease, etc.	0.00	111.71	400.00	400.00	288.29	28 %
	330 Publicity, Subscriptions & Dues	0.00	970.00	0.00	0.00	-970.00	*** %
	340 Utility Services	0.00	1,686.01	1,472.00	1,472.00	-214.01	115 %
	360 Repair & Maintenance Services	0.00	29.51	250.00	250.00	220.49	12 %
	510 Insurance	0.00	379.44	248.00	379.00	-0.44	100 %
	940 Machinery & Equipment	0.00	6,559.56	7,000.00	7,000.00	440.44	94 %
	Account Total:	227.58	13,490.18	13,277.00	13,408.00	-82.18	101 %
	Account Group Total:	3,773.30	108,065.67	136,887.00	136,105.00	28,039.33	79 %
460000 Culture and Recreation							
460430 Parks							
	212 Small Non-capitalized Equipment	0.00	479.93	533.00	533.00	53.07	90 %
	220 Operating Supplies	0.00	429.03	400.00	400.00	-29.03	107 %
	230 Repair & Maintenance Supplies	0.00	1,079.82	1,250.00	1,250.00	170.18	86 %
	231 Gas, Oil, Diesel Fuel, Grease, etc.	0.00	111.72	400.00	400.00	288.28	28 %
	340 Utility Services	0.00	2,020.60	2,200.00	2,200.00	179.40	92 %
	350 Professional Services	374.66	5,495.66	840.00	840.00	-4,655.66	654 %
	360 Repair & Maintenance Services	0.00	325.51	250.00	250.00	-75.51	130 %
	390 Other Purchased Services	0.00	4,664.15	4,915.00	4,915.00	250.85	95 %
	510 Insurance	0.00	1,255.93	1,256.00	1,256.00	0.07	100 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
1000 GENERAL							
	940 Machinery & Equipment	0.00	6,559.56	7,000.00	7,000.00	440.44	94 %
	Account Total:	374.66	22,421.91	19,044.00	19,044.00	-3,377.91	118 %
460450 Spectator Recreation - Pool							
	110 Salaries and Wages	120.00	18,692.19	35,936.00	35,936.00	17,243.81	52 %
	140 Employer Contributions	17.33	2,703.42	5,063.00	5,063.00	2,359.58	53 %
	220 Operating Supplies	61.94	277.33	2,210.00	2,210.00	1,932.67	13 %
	226 Clothing and Uniforms	0.00	0.00	100.00	100.00	100.00	0 %
	230 Repair & Maintenance Supplies	0.00	684.94	345.00	345.00	-339.94	199 %
	330 Publicity, Subscriptions & Dues	0.00	605.74	660.00	660.00	54.26	92 %
	340 Utility Services	0.00	2,618.03	2,619.00	2,619.00	0.97	100 %
	350 Professional Services	0.00	264.60	175.00	175.00	-89.60	151 %
	360 Repair & Maintenance Services	0.00	245.51	297.00	297.00	51.49	83 %
	510 Insurance	0.00	1,128.11	1,075.00	1,128.00	-0.11	100 %
	555 Bank Service Charges	0.00	95.65	0.00	0.00	-95.65	*** %
	930 Improvements Other than Buildings	0.00	3,554.03	5,000.00	5,000.00	1,445.97	71 %
	Account Total:	199.27	30,869.55	53,480.00	53,533.00	22,663.45	58 %
	Account Group Total:	573.93	53,291.46	72,524.00	72,577.00	19,285.54	73 %
470000							
470280 Code Enforcement							
	220 Operating Supplies	0.00	17.77	0.00	0.00	-17.77	*** %
	Account Total:	0.00	17.77	0.00	0.00	-17.77	*** %
	Account Group Total:	0.00	17.77	0.00	0.00	-17.77	*** %
520000 Other Financing Uses							
521000 Interfund Operating Transfers Out							
	820 Transfers to Other Funds	0.00	639.00	639.00	639.00	0.00	100 %
	Account Total:	0.00	639.00	639.00	639.00	0.00	100 %
	Account Group Total:	0.00	639.00	639.00	639.00	0.00	100 %
	Fund Total:	22,510.88	563,784.22	651,451.00	652,442.36	88,658.14	86 %
2230 Ambulance							
420000 Public Safety							
420730 Emergency Medical Services							
	212 Small Non-capitalized Equipment	0.00	2,296.07	1,855.00	1,855.00	-441.07	124 %
	220 Operating Supplies	0.00	851.78	3,500.00	3,500.00	2,648.22	24 %
	226 Clothing and Uniforms	0.00	0.00	160.00	160.00	160.00	0 %
	230 Repair & Maintenance Supplies	0.00	0.00	100.00	100.00	100.00	0 %
	231 Gas, Oil, Diesel Fuel, Grease, etc.	0.00	21.49	600.00	600.00	578.51	4 %
	232 Motor Vehicle Repair & Maintenance	0.00	473.79	600.00	600.00	126.21	79 %
	311 Postage, Box Rent, etc.	0.00	0.00	25.00	25.00	25.00	0 %
	320 Printing, Duplicating, Typing &	0.00	0.00	525.00	525.00	525.00	0 %
	336 Public Relations	0.00	0.00	100.00	100.00	100.00	0 %
	350 Professional Services	0.00	569.00	45.00	45.00	-524.00	*** %
	370 Travel	0.00	0.00	300.00	300.00	300.00	0 %
	380 Training Services	0.00	0.00	500.00	500.00	500.00	0 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
2230 Ambulance							
	510 Insurance	0.00	379.50	760.00	760.00	380.50	50 %
	Account Total:	0.00	4,591.63	9,070.00	9,070.00	4,478.37	51 %
	Account Group Total:	0.00	4,591.63	9,070.00	9,070.00	4,478.37	51 %
	Fund Total:	0.00	4,591.63	9,070.00	9,070.00	4,478.37	51 %
2250 PLANNING							
410000 General Government							
410210 Administration							
	110 Salaries and Wages	0.00	841.48	4,064.00	4,064.00	3,222.52	21 %
	140 Employer Contributions	0.00	150.11	921.00	921.00	770.89	16 %
	311 Postage, Box Rent, etc.	0.00	0.00	40.00	40.00	40.00	0 %
	320 Printing, Duplicating, Typing &	0.00	0.00	15.00	15.00	15.00	0 %
	330 Publicity, Subscriptions & Dues	0.00	36.99	30.00	30.00	-6.99	123 %
	350 Professional Services	0.00	389.92	88.00	88.00	-301.92	443 %
	Account Total:	0.00	1,418.50	5,158.00	5,158.00	3,739.50	28 %
	Account Group Total:	0.00	1,418.50	5,158.00	5,158.00	3,739.50	28 %
	Fund Total:	0.00	1,418.50	5,158.00	5,158.00	3,739.50	28 %
2310 Tax Increment Finance District							
410000 General Government							
410210 Administration							
	110 Salaries and Wages	41.67	500.04	500.00	500.00	-0.04	100 %
	140 Employer Contributions	6.94	83.26	83.00	83.00	-0.26	100 %
	350 Professional Services	0.00	0.00	500.00	500.00	500.00	0 %
	Account Total:	48.61	583.30	1,083.00	1,083.00	499.70	54 %
	Account Group Total:	48.61	583.30	1,083.00	1,083.00	499.70	54 %
	Fund Total:	48.61	583.30	1,083.00	1,083.00	499.70	54 %
2311 Targeted Economic Development District							
520000 Other Financing Uses							
521000 Interfund Operating Transfers Out							
	820 Transfers to Other Funds	0.00	11,250.00	11,250.00	11,250.00	0.00	100 %
	Account Total:	0.00	11,250.00	11,250.00	11,250.00	0.00	100 %
	Account Group Total:	0.00	11,250.00	11,250.00	11,250.00	0.00	100 %
	Fund Total:	0.00	11,250.00	11,250.00	11,250.00	0.00	100 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
2390 Drug Fines-Forfeitures Account							
410000 General Government							
410200 Executive Services							
	212 Small Non-capitalized Equipment	0.00	399.99	0.00	0.00	-399.99	*** %
	Account Total:	0.00	399.99	0.00	0.00	-399.99	*** %
	Account Group Total:	0.00	399.99	0.00	0.00	-399.99	*** %
	Fund Total:	0.00	399.99	0.00	0.00	-399.99	*** %
2394 BUILDING CODE ENFORCEMENT							
420000 Public Safety							
420531 Building Inspector							
	110 Salaries and Wages	1,294.73	34,636.36	25,396.00	25,396.00	-9,240.36	136 %
	140 Employer Contributions	260.69	7,985.29	5,884.00	5,884.00	-2,101.29	136 %
	210 Office Supplies & Materials	0.00	395.92	200.00	200.00	-195.92	198 %
	212 Small Non-capitalized Equipment	0.00	1,396.75	716.00	716.00	-680.75	195 %
	220 Operating Supplies	0.00	165.31	700.00	700.00	534.69	24 %
	311 Postage, Box Rent, etc.	0.50	12.93	0.00	0.00	-12.93	*** %
	320 Printing, Duplicating, Typing &	0.00	130.49	205.00	205.00	74.51	64 %
	330 Publicity, Subscriptions & Dues	0.00	548.96	150.00	150.00	-398.96	366 %
	340 Utility Services	0.00	1,861.48	2,189.00	2,189.00	327.52	85 %
	350 Professional Services	0.00	1,575.95	1,095.00	1,095.00	-480.95	144 %
	370 Travel	0.00	613.33	475.00	475.00	-138.33	129 %
	380 Training Services	0.00	609.44	75.00	75.00	-534.44	813 %
	510 Insurance	0.00	1,153.31	543.00	543.00	-610.31	212 %
	Account Total:	1,555.92	51,085.52	37,628.00	37,628.00	-13,457.52	136 %
	Account Group Total:	1,555.92	51,085.52	37,628.00	37,628.00	-13,457.52	136 %
	Fund Total:	1,555.92	51,085.52	37,628.00	37,628.00	-13,457.52	136 %
2410 Dayton Lighting #1 District 55							
430000 Public Works							
430263 Street Lighting							
	340 Utility Services	0.00	3,003.21	3,275.00	3,275.00	271.79	92 %
	Account Total:	0.00	3,003.21	3,275.00	3,275.00	271.79	92 %
	Account Group Total:	0.00	3,003.21	3,275.00	3,275.00	271.79	92 %
	Fund Total:	0.00	3,003.21	3,275.00	3,275.00	271.79	92 %

TOWN OF STEVENSVILLE
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 19

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	%
2420 Peterson Addn Lighting #2 District 80							
430000 Public Works							
430263 Street Lighting							
	340 Utility Services	0.00	2,184.10	2,896.00	2,896.00	711.90	75 %
	Account Total:	0.00	2,184.10	2,896.00	2,896.00	711.90	75 %
	Account Group Total:	0.00	2,184.10	2,896.00	2,896.00	711.90	75 %
	Fund Total:	0.00	2,184.10	2,896.00	2,896.00	711.90	75 %
2430 Geo Smith Lighting #3 District 76							
430000 Public Works							
430263 Street Lighting							
	340 Utility Services	0.00	3,313.95	3,620.00	3,620.00	306.05	92 %
	Account Total:	0.00	3,313.95	3,620.00	3,620.00	306.05	92 %
	Account Group Total:	0.00	3,313.95	3,620.00	3,620.00	306.05	92 %
	Fund Total:	0.00	3,313.95	3,620.00	3,620.00	306.05	92 %
2440 Creekside Lighting #4 District 77							
430000 Public Works							
430263 Street Lighting							
	340 Utility Services	0.00	2,935.68	2,923.00	2,923.00	-12.68	100 %
	Account Total:	0.00	2,935.68	2,923.00	2,923.00	-12.68	100 %
	Account Group Total:	0.00	2,935.68	2,923.00	2,923.00	-12.68	100 %
	Fund Total:	0.00	2,935.68	2,923.00	2,923.00	-12.68	100 %
2450 Twin Creeks Lighting #5 District							
430000 Public Works							
430263 Street Lighting							
	340 Utility Services	472.63	5,371.06	5,300.00	5,300.00	-71.06	101 %
	Account Total:	472.63	5,371.06	5,300.00	5,300.00	-71.06	101 %
	Account Group Total:	472.63	5,371.06	5,300.00	5,300.00	-71.06	101 %
	Fund Total:	472.63	5,371.06	5,300.00	5,300.00	-71.06	101 %
2810 POLICE TRAINING & PENSION							
420000 Public Safety							

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
2810 POLICE TRAINING & PENSION							
420100	Law Enforcement Services						
	370 Travel	0.00	26.45	1,000.00	1,000.00	973.55	3 %
	380 Training Services	0.00	3,095.17	5,885.00	5,885.00	2,789.83	53 %
	Account Total:	0.00	3,121.62	6,885.00	6,885.00	3,763.38	45 %
	Account Group Total:	0.00	3,121.62	6,885.00	6,885.00	3,763.38	45 %
	Fund Total:	0.00	3,121.62	6,885.00	6,885.00	3,763.38	45 %
2820 GAS APPORTIONMENT TAX							
430000 Public Works							
430200	Road & Street Services						
	350 Professional Services	0.00	23,895.00	0.00	0.00	-23,895.00	*** %
	950 Construction	0.00	0.00	70,588.00	70,588.00	70,588.00	0 %
	Account Total:	0.00	23,895.00	70,588.00	70,588.00	46,693.00	34 %
	Account Group Total:	0.00	23,895.00	70,588.00	70,588.00	46,693.00	34 %
	Fund Total:	0.00	23,895.00	70,588.00	70,588.00	46,693.00	34 %
2821 BaRSAA (HB 473)							
430000 Public Works							
430200	Road & Street Services						
	950 Construction	0.00	0.00	13,412.00	13,412.00	13,412.00	0 %
	Account Total:	0.00	0.00	13,412.00	13,412.00	13,412.00	0 %
	Account Group Total:	0.00	0.00	13,412.00	13,412.00	13,412.00	0 %
	Fund Total:	0.00	0.00	13,412.00	13,412.00	13,412.00	0 %
2889 Heyer Foundation Grant							
420000 Public Safety							
420460	Fire Department - Suppression						
	212 Small Non-capitalized Equipment	0.00	1,136.50	1,667.00	1,667.00	530.50	68 %
	Account Total:	0.00	1,136.50	1,667.00	1,667.00	530.50	68 %
	Account Group Total:	0.00	1,136.50	1,667.00	1,667.00	530.50	68 %
	Fund Total:	0.00	1,136.50	1,667.00	1,667.00	530.50	68 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
2940 Economic Development							
410000 General Government							
410550 Administration							
	110 Salaries and Wages	87.00	2,118.84	1,260.00	1,260.00	-858.84	168 %
	140 Employer Contributions	12.56	304.18	178.00	178.00	-126.18	171 %
	350 Professional Services	0.00	7,992.40	13,000.00	13,000.00	5,007.60	61 %
	730 Grants to Other Institutions	0.00	152,400.00	157,800.00	157,800.00	5,400.00	97 %
	Account Total:	99.56	162,815.42	172,238.00	172,238.00	9,422.58	95 %
	Account Group Total:	99.56	162,815.42	172,238.00	172,238.00	9,422.58	95 %
	Fund Total:	99.56	162,815.42	172,238.00	172,238.00	9,422.58	95 %
4000 CAPITAL IMPROVEMENTS							
410000 General Government							
411201 Town Hall/Annex Building							
	950 Construction	0.00	7,051.63	15,500.00	15,500.00	8,448.37	45 %
	Account Total:	0.00	7,051.63	15,500.00	15,500.00	8,448.37	45 %
	Account Group Total:	0.00	7,051.63	15,500.00	15,500.00	8,448.37	45 %
420000 Public Safety							
420421 Fire Department - Facilities Station #1							
	930 Improvements Other than Buildings	0.00	0.00	5,400.00	5,400.00	5,400.00	0 %
	Account Total:	0.00	0.00	5,400.00	5,400.00	5,400.00	0 %
	Account Group Total:	0.00	0.00	5,400.00	5,400.00	5,400.00	0 %
460000 Culture and Recreation							
460430 Parks							
	950 Construction	7,150.00	7,684.71	5,000.00	5,000.00	-2,684.71	154 %
	Account Total:	7,150.00	7,684.71	5,000.00	5,000.00	-2,684.71	154 %
	Account Group Total:	7,150.00	7,684.71	5,000.00	5,000.00	-2,684.71	154 %
520000 Other Financing Uses							
521000 Interfund Operating Transfers Out							
	820 Transfers to Other Funds	0.00	0.00	21,600.00	21,600.00	21,600.00	0 %
	Account Total:	0.00	0.00	21,600.00	21,600.00	21,600.00	0 %
	Account Group Total:	0.00	0.00	21,600.00	21,600.00	21,600.00	0 %
	Fund Total:	7,150.00	14,736.34	47,500.00	47,500.00	32,763.66	31 %
4002 Fire Engine Capital Improvement							
420000 Public Safety							
420460 Fire Department - Suppression							
	940 Machinery & Equipment	0.00	0.00	0.00	10,500.00	10,500.00	0 %
	Account Total:	0.00	0.00	0.00	10,500.00	10,500.00	0 %
	Account Group Total:	0.00	0.00	0.00	10,500.00	10,500.00	0 %

TOWN OF STEVENSVILLE
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 19

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
Fund Total:		0.00	0.00	0.00	10,500.00	10,500.00	0 %
5210 WATER							
430000 Public Works							
430510 Administration							
110	Salaries and Wages	5,349.78	99,968.64	97,536.00	97,536.00	-2,432.64	102 %
120	Overtime Wages	0.00	685.89	5,109.00	5,109.00	4,423.11	13 %
140	Employer Contributions	1,591.40	35,519.59	31,592.00	31,592.00	-3,927.59	112 %
210	Office Supplies & Materials	0.00	339.72	302.00	302.00	-37.72	112 %
212	Small Non-capitalized Equipment	0.00	4,636.25	4,815.00	4,815.00	178.75	96 %
220	Operating Supplies	0.00	2,166.26	600.00	600.00	-1,566.26	361 %
230	Repair & Maintenance Supplies	0.00	256.58	100.00	100.00	-156.58	257 %
231	Gas, Oil, Diesel Fuel, Grease, etc.	0.00	2,429.75	1,750.00	1,750.00	-679.75	139 %
232	Motor Vehicle Repair & Maintenance	0.00	599.00	955.00	955.00	356.00	63 %
311	Postage, Box Rent, etc.	163.33	2,116.47	1,890.00	1,890.00	-226.47	112 %
320	Printing, Duplicating, Typing &	0.00	551.70	441.00	441.00	-110.70	125 %
330	Publicity, Subscriptions & Dues	0.00	2,077.12	2,291.00	2,291.00	213.88	91 %
335	Membership & Registration Fees	0.00	480.00	609.00	609.00	129.00	79 %
340	Utility Services	0.00	1,777.86	1,619.00	1,619.00	-158.86	110 %
350	Professional Services	0.00	10,382.45	12,669.00	12,669.00	2,286.55	82 %
360	Repair & Maintenance Services	0.00	1,366.34	2,500.00	2,500.00	1,133.66	55 %
370	Travel	0.00	835.69	1,520.00	1,520.00	684.31	55 %
380	Training Services	0.00	660.00	900.00	900.00	240.00	73 %
500	Help 4 You Assistance	0.00	1,068.51	983.00	983.00	-85.51	109 %
510	Insurance	0.00	4,810.35	4,561.00	4,561.00	-249.35	105 %
520	Premiums on Surety Bond	0.00	15.00	0.00	0.00	-15.00	*** %
940	Machinery & Equipment	0.00	22,469.50	23,333.00	23,333.00	863.50	96 %
Account Total:		7,104.51	195,212.67	196,075.00	196,075.00	862.33	100 %
430530 Source of Supply & Pumping (Wells)							
212	Small Non-capitalized Equipment	0.00	244.40	2,750.00	2,750.00	2,505.60	9 %
220	Operating Supplies	0.00	399.51	270.00	270.00	-129.51	148 %
230	Repair & Maintenance Supplies	0.00	577.94	200.00	200.00	-377.94	289 %
340	Utility Services	0.00	51,734.18	58,750.00	58,750.00	7,015.82	88 %
350	Professional Services	0.00	5,480.00	1,000.00	1,000.00	-4,480.00	548 %
360	Repair & Maintenance Services	0.00	6,036.55	1,488.00	1,488.00	-4,548.55	406 %
510	Insurance	0.00	765.00	765.00	765.00	0.00	100 %
930	Improvements Other than Buildings	0.00	42,199.20	1,000,000.00	1,000,000.00	957,800.80	4 %
Account Total:		0.00	107,436.78	1,065,223.00	1,065,223.00	957,786.22	10 %
430540 Purification and Treatment (Plant)							
220	Operating Supplies	0.00	11,184.33	12,930.00	12,930.00	1,745.67	86 %
230	Repair & Maintenance Supplies	0.00	752.09	200.00	200.00	-552.09	376 %
231	Gas, Oil, Diesel Fuel, Grease, etc.	0.00	0.00	476.00	476.00	476.00	0 %
340	Utility Services	0.00	3,451.40	2,885.00	2,885.00	-566.40	120 %
350	Professional Services	0.00	1,394.00	4,000.00	4,000.00	2,606.00	35 %
510	Insurance	0.00	2,204.33	2,204.00	2,204.00	-0.33	100 %
Account Total:		0.00	18,986.15	22,695.00	22,695.00	3,708.85	84 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
5210 WATER							
430550 Transmission & Distribution (Lines)							
	220 Operating Supplies	0.00	38,474.06	6,060.00	6,060.00	-32,414.06	635 %
	230 Repair & Maintenance Supplies	0.00	3,619.99	1,105.00	1,105.00	-2,514.99	328 %
	340 Utility Services	100.00	1,614.71	1,633.00	1,633.00	18.29	99 %
	350 Professional Services	0.00	0.00	11,000.00	11,000.00	11,000.00	0 %
	360 Repair & Maintenance Services	0.00	8,621.00	11,750.00	11,750.00	3,129.00	73 %
	510 Insurance	0.00	0.00	99.00	99.00	99.00	0 %
	Account Total:	100.00	52,329.76	31,647.00	31,647.00	-20,682.76	165 %
	Account Group Total:	7,204.51	373,965.36	1,315,640.00	1,315,640.00	941,674.64	28 %
	Fund Total:	7,204.51	373,965.36	1,315,640.00	1,315,640.00	941,674.64	28 %
5250 WATER BOND Principal & Interest							
490000 Debt Service Reserve							
490200 Revenue Bonds							
	610 Principal	0.00	29,242.62	35,170.00	35,170.00	5,927.38	83 %
	620 Interest	0.00	54,181.38	55,838.00	55,838.00	1,656.62	97 %
	Account Total:	0.00	83,424.00	91,008.00	91,008.00	7,584.00	92 %
	Account Group Total:	0.00	83,424.00	91,008.00	91,008.00	7,584.00	92 %
	Fund Total:	0.00	83,424.00	91,008.00	91,008.00	7,584.00	92 %
5310 SEWER							
430000 Public Works							
430610 Administration							
	110 Salaries and Wages	5,348.67	99,962.05	97,536.00	97,536.00	-2,426.05	102 %
	120 Overtime Wages	0.00	685.50	5,109.00	5,109.00	4,423.50	13 %
	140 Employer Contributions	1,590.97	35,517.21	31,592.00	31,592.00	-3,925.21	112 %
	210 Office Supplies & Materials	0.00	264.85	277.00	277.00	12.15	96 %
	212 Small Non-capitalized Equipment	0.00	6,528.06	7,444.00	7,444.00	915.94	88 %
	220 Operating Supplies	16.49	1,763.07	500.00	500.00	-1,263.07	353 %
	230 Repair & Maintenance Supplies	0.00	171.57	100.00	100.00	-71.57	172 %
	231 Gas, Oil, Diesel Fuel, Grease, etc.	0.00	2,421.06	1,750.00	1,750.00	-671.06	138 %
	232 Motor Vehicle Repair & Maintenance	0.00	598.99	955.00	955.00	356.01	63 %
	311 Postage, Box Rent, etc.	163.32	2,125.57	1,790.00	1,790.00	-335.57	119 %
	320 Printing, Duplicating, Typing &	0.00	424.92	341.00	341.00	-83.92	125 %
	330 Publicity, Subscriptions & Dues	0.00	215.98	3,274.00	3,274.00	3,058.02	7 %
	335 Membership & Registration Fees	0.00	0.00	269.00	269.00	269.00	0 %
	340 Utility Services	0.00	1,777.76	1,755.00	1,755.00	-22.76	101 %
	350 Professional Services	951.84	11,290.86	12,669.00	12,669.00	1,378.14	89 %
	360 Repair & Maintenance Services	0.00	1,470.30	4,000.00	4,000.00	2,529.70	37 %
	370 Travel	0.00	457.79	1,470.00	1,470.00	1,012.21	31 %
	380 Training Services	0.00	107.04	800.00	800.00	692.96	13 %
	500 Help 4 You Assistance	0.00	2,288.52	2,106.00	2,106.00	-182.52	109 %
	510 Insurance	0.00	4,707.67	4,360.00	4,360.00	-347.67	108 %
	520 Premiums on Surety Bond	0.00	15.00	0.00	0.00	-15.00	*** %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
5310 SEWER							
	940 Machinery & Equipment	0.00	22,469.50	23,333.00	23,333.00	863.50	96 %
	Account Total:	8,071.29	195,263.27	201,430.00	201,430.00	6,166.73	97 %
430630 Collection & Transmission - Main Lines							
	220 Operating Supplies	0.00	26.06	200.00	200.00	173.94	13 %
	230 Repair & Maintenance Supplies	0.00	2,499.49	3,970.00	3,970.00	1,470.51	63 %
	340 Utility Services	0.00	92.00	92.00	92.00	0.00	100 %
	350 Professional Services	0.00	1,892.39	17,750.00	17,750.00	15,857.61	11 %
	360 Repair & Maintenance Services	0.00	6,876.50	8,750.00	8,750.00	1,873.50	79 %
	510 Insurance	0.00	0.00	228.00	228.00	228.00	0 %
	Account Total:	0.00	11,386.44	30,990.00	30,990.00	19,603.56	37 %
430640 Treatment and Disposal - Plants							
	212 Small Non-capitalized Equipment	0.00	17,616.49	20,024.00	20,024.00	2,407.51	88 %
	220 Operating Supplies	0.00	5,387.49	4,058.00	4,058.00	-1,329.49	133 %
	230 Repair & Maintenance Supplies	0.00	1,918.21	200.00	200.00	-1,718.21	959 %
	231 Gas, Oil, Diesel Fuel, Grease, etc.	0.00	0.00	476.00	476.00	476.00	0 %
	340 Utility Services	0.00	48,366.86	51,481.00	51,481.00	3,114.14	94 %
	350 Professional Services	0.00	14,530.60	21,700.00	21,700.00	7,169.40	67 %
	360 Repair & Maintenance Services	0.00	9,161.46	7,191.00	7,191.00	-1,970.46	127 %
	510 Insurance	0.00	9,646.25	9,646.00	9,646.00	-0.25	100 %
	940 Machinery & Equipment	0.00	11,169.33	10,000.00	10,000.00	-1,169.33	112 %
	Account Total:	0.00	117,796.69	124,776.00	124,776.00	6,979.31	94 %
	Account Group Total:	8,071.29	324,446.40	357,196.00	357,196.00	32,749.60	91 %
	Fund Total:	8,071.29	324,446.40	357,196.00	357,196.00	32,749.60	91 %
5350 SEWER BOND PRINCIPAL & INTEREST							
490000 Debt Service Reserve							
490200 Revenue Bonds							
	610 Principal	0.00	48,467.10	74,502.00	74,502.00	26,034.90	65 %
	620 Interest	0.00	109,472.90	111,313.00	111,313.00	1,840.10	98 %
	Account Total:	0.00	157,940.00	185,815.00	185,815.00	27,875.00	85 %
	Account Group Total:	0.00	157,940.00	185,815.00	185,815.00	27,875.00	85 %
	Fund Total:	0.00	157,940.00	185,815.00	185,815.00	27,875.00	85 %
5610 AIRPORT							
430000 Public Works							
430300 Airport							
	110 Salaries and Wages	290.78	5,561.53	5,592.00	5,592.00	30.47	99 %
	140 Employer Contributions	74.37	1,549.77	1,585.00	1,585.00	35.23	98 %
	210 Office Supplies & Materials	0.00	0.00	25.00	25.00	25.00	0 %
	220 Operating Supplies	0.00	11.97	25.00	25.00	13.03	48 %
	230 Repair & Maintenance Supplies	0.00	121.45	0.00	0.00	-121.45	*** %
	231 Gas, Oil, Diesel Fuel, Grease, etc.	0.00	319.42	350.00	350.00	30.58	91 %

TOWN OF STEVENSVILLE
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 19

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
5610 AIRPORT							
	311 Postage, Box Rent, etc.	3.50	60.62	69.00	69.00	8.38	88 %
	320 Printing, Duplicating, Typing &	0.00	69.62	115.00	115.00	45.38	61 %
	330 Publicity, Subscriptions & Dues	0.00	59.75	50.00	50.00	-9.75	120 %
	340 Utility Services	0.00	2,002.98	2,870.00	2,870.00	867.02	70 %
	350 Professional Services	9.00	1,563.73	920.00	920.00	-643.73	170 %
	360 Repair & Maintenance Services	1,074.57	4,357.29	4,600.00	4,600.00	242.71	95 %
	370 Travel	0.00	326.74	200.00	200.00	-126.74	163 %
	380 Training Services	0.00	150.00	120.00	120.00	-30.00	125 %
	510 Insurance	0.00	4,207.67	2,509.00	2,509.00	-1,698.67	168 %
	Account Total:	1,452.22	20,362.54	19,030.00	19,030.00	-1,332.54	107 %
	Account Group Total:	1,452.22	20,362.54	19,030.00	19,030.00	-1,332.54	107 %
490000 Debt Service Reserve							
490500 Other Debt Service Payments							
	610 Principal	0.00	10,380.70	10,381.00	10,381.00	0.30	100 %
	620 Interest	0.00	1,306.09	1,306.00	1,306.00	-0.09	100 %
	Account Total:	0.00	11,686.79	11,687.00	11,687.00	0.21	100 %
	Account Group Total:	0.00	11,686.79	11,687.00	11,687.00	0.21	100 %
	Fund Total:	1,452.22	32,049.33	30,717.00	30,717.00	-1,332.33	104 %
5620 Airport Project							
430000 Public Works							
430300 Airport							
	350 Professional Services	0.00	151,034.03	0.00	167,800.00	16,765.97	90 %
	950 Construction	0.00	20,830.23	0.00	0.00	-20,830.23	*** %
	Account Total:	0.00	171,864.26	0.00	167,800.00	-4,064.26	102 %
	Account Group Total:	0.00	171,864.26	0.00	167,800.00	-4,064.26	102 %
	Fund Total:	0.00	171,864.26	0.00	167,800.00	-4,064.26	102 %
7120 FIREMEN'S DISABILITY							
510000 Miscellaneous							
510300 Other Unallocated Costs							
	780 Intergovernmental TRF to other	0.00	4,012.00	3,708.00	3,708.00	-304.00	108 %
	Account Total:	0.00	4,012.00	3,708.00	3,708.00	-304.00	108 %
	Account Group Total:	0.00	4,012.00	3,708.00	3,708.00	-304.00	108 %
	Fund Total:	0.00	4,012.00	3,708.00	3,708.00	-304.00	108 %
	Grand Total:	48,565.62	2,003,327.39	3,030,028.00	3,209,319.36	1,205,991.97	62 %

TOWN OF STEVENSVILLE
Cash Report
For the Accounting Period: 6/19

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
1000 GENERAL						
101000 Cash - Operating	234,079.85	90.00	0.00	0.00	18,436.62	215,733.23
2230 Ambulance						
101000 Cash - Operating	-4,255.14	0.00	0.00	0.00	0.00	-4,255.14
2250 PLANNING						
101000 Cash - Operating	1,308.94	0.00	0.00	0.00	0.00	1,308.94
2310 Tax Increment Finance District						
101000 Cash - Operating	178,840.06	0.00	0.00	0.00	48.61	178,791.45
2311 Targeted Economic Development District						
101000 Cash - Operating	5,074.04	0.00	0.00	0.00	0.00	5,074.04
2390 Drug Fines-Forfeitures Account						
101010 Cash - Investment / Savings Acco	2,591.04	0.00	0.00	0.00	0.00	2,591.04
2394 BUILDING CODE ENFORCEMENT						
101000 Cash - Operating	86,668.55	7,167.35	0.00	0.00	1,555.42	92,280.48
2410 Dayton Lighting #1 District 55						
101000 Cash - Operating	5,181.24	0.00	0.00	0.00	0.00	5,181.24
2420 Peterson Addn Lighting #2 District 80						
101000 Cash - Operating	2,429.56	0.00	0.00	0.00	0.00	2,429.56
2430 Geo Smith Lighting #3 District 76						
101000 Cash - Operating	5,500.14	0.00	0.00	0.00	0.00	5,500.14
2440 Creekside Lighting #4 District 77						
101000 Cash - Operating	1,126.27	0.00	0.00	0.00	0.00	1,126.27
2450 Twin Creeks Lighting #5 District						
101000 Cash - Operating	2,953.72	0.00	0.00	0.00	0.00	2,953.72
2810 POLICE TRAINING & PENSION						
101000 Cash - Operating	8,733.95	0.00	0.00	0.00	0.00	8,733.95
2820 GAS APPORTIONMENT TAX						
101000 Cash - Operating	2,868.71	0.00	0.00	0.00	0.00	2,868.71
102000 Cash - Restricted	99,599.96	0.00	0.00	0.00	0.00	99,599.96
Total Fund	102,468.67					102,468.67
2821 BaRSAA (HB 473)						
101000 Cash - Operating	13,411.94	0.00	0.00	0.00	0.00	13,411.94
2889 Heyer Foundation Grant						
101000 Cash - Operating	530.16	0.00	0.00	0.00	0.00	530.16
2916 COPS Grant						
101000 Cash - Operating	1,348.92	0.00	0.00	0.00	0.00	1,348.92
2940 Economic Development						
101000 Cash - Operating	34,443.50	0.00	0.00	0.00	99.56	34,343.94
2987 Jean Thomas Park Beautification Fund						
101000 Cash - Operating	75,000.00	0.00	0.00	0.00	0.00	75,000.00
4000 CAPITAL IMPROVEMENTS						
101000 Cash - Operating	123,881.30	0.00	0.00	0.00	0.00	123,881.30
4001 Sidewalk Improvements						
101010 Cash - Investment / Savings Acco	52,569.98	0.00	0.00	0.00	0.00	52,569.98
4002 Fire Engine Capital Improvement						
101000 Cash - Operating	10,000.00	0.00	0.00	0.00	0.00	10,000.00

TOWN OF STEVENSVILLE
Cash Report
For the Accounting Period: 6/19

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
102000 Cash - Restricted	17,519.64	0.00	0.00	0.00	0.00	17,519.64
Total Fund	27,519.64					27,519.64
5210 WATER						
101000 Cash - Operating	628,474.10	8,039.96	0.00	0.00	7,091.51	629,422.55
102000 Cash - Restricted	2,551.51	0.00	0.00	0.00	0.00	2,551.51
102110 Cash - Restricted for constructi	362,028.00	0.00	0.00	0.00	0.00	362,028.00
102220 Cash - Restricted for future yea	91,008.00	0.00	0.00	0.00	0.00	91,008.00
102240 Cash - Restricted for replacemen	169,000.00	0.00	0.00	0.00	0.00	169,000.00
Total Fund	1,253,061.61	8,039.96			7,091.51	1,254,010.06
5250 WATER BOND Principal & Interest						
101000 Cash - Operating	319,499.26	4,247.43	0.00	0.00	0.00	323,746.69
5310 SEWER						
101000 Cash - Operating	119,419.98	7,681.54	0.00	0.00	7,089.96	120,011.56
102000 Cash - Restricted	302,283.44	0.00	0.00	0.00	0.00	302,283.44
Total Fund	421,703.42	7,681.54			7,089.96	422,295.00
5350 SEWER BOND PRINCIPAL & INTEREST						
101000 Cash - Operating	225,533.03	4,780.51	0.00	0.00	0.00	230,313.54
5610 AIRPORT						
101000 Cash - Operating	15,129.38	309.32	0.00	0.00	365.15	15,073.55
101010 Cash - Investment / Savings Acco	92,263.58	0.00	0.00	0.00	0.00	92,263.58
101104 CD's - Airport - Farmers	17,018.29	0.00	0.00	0.00	0.00	17,018.29
Total Fund	124,411.25	309.32			365.15	124,355.42
5620 Airport Project						
101000 Cash - Operating	-17,889.39	0.00	0.00	0.00	0.00	-17,889.39
7120 FIREMEN'S DISABILITY						
101000 Cash - Operating	3.15	0.00	0.00	0.00	0.00	3.15
7910 PAYROLL FUND						
101000 Cash - Operating	11,504.57	0.00	34,386.18	27,554.65	0.00	18,336.10
7930 CLAIMS FUND						
101000 Cash - Operating	77,432.30	0.00	300.65	0.00	0.00	77,732.95
Totals	3,376,665.53	32,316.11	34,686.83	27,554.65	34,686.83	3,381,426.99

*** Transfers In and Transfers Out columns should match. There are a couple exceptions to this: 1) Canceled Electronic Checks and 2) Payroll Journal Vouchers that include local deductions set up with receipt accounting. Please see cash reconciliation procedure in manual or call for more details.

Item Attachment Documents:

- d. Fire Department Report



STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

Activity Report – April 2019

Calls for the Month of April: 49

Calls for Stevensville Town: 20

Calls for Stevensville Rural: 27

Calls for Emergency Medical Response: 37

Mutual Aid: 2

Fire Department: 10

Motor Vehicle Accident: 2

Calls for the Year to Date: 201

Calls for Stevensville Town: 85

Calls for Stevensville Rural: 110

Calls for Emergency Medical Response: 159

Mutual Aid: 6

Fire Department: 29

Motor Vehicle Accident: 13



STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

Activity Report – May 2019

Calls for the Month of May: 46

Calls for Stevensville Town: 16

Calls for Stevensville Rural: 28

Calls for Emergency Medical Response: 35

Mutual Aid: 2

Fire Department: 9

Motor Vehicle Accident: 2

Calls for the Year to Date: 247

Calls for Stevensville Town: 101

Calls for Stevensville Rural: 138

Calls for Emergency Medical Response: 194

Mutual Aid: 8

Fire Department: 38

Motor Vehicle Accident: 15

Item Attachment Documents:

- e. Police Department Report

**TOWN OF STEVENSVILLE
POLICE DEPARTMENT ACTIVITY REPORT
June 13th, 2019**

MONTHLY REPORT:

April & May were busy months for the police department. Our 2nd FTE, Officer Teniente was hired in April and has been an asset to our department.

Two Coffee with a Cops (CWAC) have been held. At the April CWAC Chief Marble gave a presentation on Email Fraud and May CWAC Officer Teniente gave a presentation on Protecting Your Property. Both events were well attended and had a great following on our Stevensville Police Department Facebook Page.

The SPD continues to have multiple issues with our fleet of vehicle that we are currently running. 4 vehicles are currently in service, 3 of the 4 vehicles have light bar issues and either must be replaced completely or sent out for repairs. 1 of the vehicles has a siren that has gone out and must be replaced. The 3 Chargers have electrical issues and if the vehicle is not completely shut down at the end of the shift the vehicle will need to be jumped started the following morning. 1 of the 3 Chargers has a “kill switch” installed to prevent battery draw overnight. Having functioning vehicles for our officers is essential for safe policing practices and the above-mentioned problems will need to be addressed sooner than later.

As you can see by the numbers listed below April and May were very busy months for our officers. MIP Tobacco, Theft (Belongings, Services & Identity), Burglary, Dog Bites and Traffic Violations cases were the most prominent INC reports.

POLICE DEPARTMENT STATISTICS:

April 2019

There were **62** calls for the month of April.

15 of the 62 calls became INC Reports

May 2019

There were **76** calls for the month of May.

31 of the 76 calls became INC Reports

Item Attachment Documents:

- f. Public Works Report

**TOWN OF STEVENSVILLE
PUBLIC WORKS ACTIVITY REPORT
May 2019**

UTILITIES REPORT

Water Production

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	20,356,000	14,438,000
<i>Gallons Metered</i>	9,566,330	
<i>Gallons Not Metered (Loss)</i>	10,789,670	

- 💧 Fire suppression line connected at 514 Main Street
- 💧 Reservoir leak test reveals leak in tank or drain valve
- 💧 Water system mapping continues
- 💧 Meter pit installation at 218 Church Street
- 💧 Well system repairs at Airport completed

Waste Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	7,157,000	9,077,000

- 💧 Sewer Main jetting complete - Grease found between MH#12 & MH#13
- 💧 NASH jetted storm culvert at Pine Street & Eastside Hwy, rocks & ice
- 💧 New belts installed on blower #2
- 💧 Sewer samples and sludge processing

STREETS & TRANSPORTATION

The street sweeper has been out, and we've done sweeping in the commercial areas of Town. Scheduled Spring Street repair and paving around fire hydrant at E 3rd Street and Buck Street. Spring curbside debris pickup was completed the first week of May.

PARK/CEMETERY MAINTENANCE

Swimming pool clean-up, painting and coordinating heater install. Heater is installed and pool has been filled. Sod was installed in cemeteries where winter graves had been dug.

Item Attachment Documents:

- a. Discussion/Decision/Update regarding the Finance Officer and Town Clerk vacancies and completion of associated functions during the recruitment and on-boarding process



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	Unfinished Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	06/13/2019
Agenda Topic:	Discussion/Decision/Update regarding the Finance Officer and Town Clerk vacancies and completion of associated functions during the recruitment and on-boarding process
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	06/13/2019
Notes:	

Agenda Item: 9b, Discussion/Decision/Update

Regarding the Finance Officer and Town Clerk vacancies and completion of associated functions during the recruitment and onboarding process

Other Council Meetings

May 23, 2019

June 3, 2019

Exhibits

This agenda item provides Council with the ability to give direction to the Mayor on addressing staffing issues within the administration.

Background:

Since April 12, 2019, the Town has received resignations from two critical positions within the administration. Town Clerk Audree Tribbensee and Finance Officer April VanTassel both resigned citing that bullying and harassment conditions created by the Town Council prevented them from continuing employment with the Town of Stevensville. Currently, the positions of Town Clerk and Finance Officer are vacant, and the Mayor had been administering the key tasks related to the positions in order to ensure the Town remains responsive to citizens needs and that the organization continues to operate.

At the May 23rd Town Council Meeting, Mayor Dewey sought approval from the Town Council to increase the Mayor's compensation to accommodate the increase in workload and duties. The Council approved in a 2-1 vote, to increase the Mayors compensation by \$25.00 per hour for 30 hours per week.

Since that time, the Town Council has expressed concerns about the legality of increasing the compensation of the Mayor. Concerns have also been raised about the concentration of power between the offices of the Clerk, Finance Officer and Mayor.

In addition to the vacancies, the administration is preparing for the retirement of current Deputy Clerk Denise Philley. Mrs. Philley's current workload consists of utility billing functions, cemetery records management, airport records management, and training the newly hired Deputy Clerk replacement. Administrative Assistant Britnee Rhodes commits 20 hours a week to assisting with clerical functions in the office. Miss Rhodes is responsible for collecting the mail, processing payments and fields public inquiries by phone and at the counter.

To-date, Mayor Dewey has prioritized the key tasks that are most critical between the Clerk and Finance Officer positions. These tasks include daily authorization of positive pay transactions, processing of claims, processing of payroll, processing of payroll liabilities, building council agendas & packets, public notices and vacancy postings. Mayor Dewey is the only person within the organization to complete the finance operations necessary

to keep the Towns operations running smoothly. The Town is currently behind in record filing, ledger entries and meeting minutes.

As of May 30th, no applications or inquiries have been received for either the position of Town Clerk or Finance Officer. The Finance Officer position closes 5/31/2019 and the Town Clerk position closes 6/7/2019. With the lack of interest so far in the positions, and the Council's reluctance to compensate the Mayor in administering the key functions of the Clerk and Finance Officer, the administration is seeking direction from the Town Council on how to address the vacancies and ensure that breakdowns don't occur and lead to further challenges for the Town.

The Town Council should consider other operations and daily functions that the administration is currently responsible for relative to workload. The following are a sampling of items that are underway that require the attention of the Mayor and administrative staff:

- *****FY 2019/2020 budget*****
- Swimming pool opening
- Visitors kiosk project
- Personnel on-boarding
- Personnel training
- Spring Street repairs
- Water project planning
- Zoning/building plan reviews

The administration is interested in hearing solution-oriented direction from the Council that will address concerns relating to staffing, task completion, and most importantly assuring that service to citizens remains positive and that any impacts felt are minor.

UPDATE:

At Council's June 3rd Special Meeting, Town Attorney Brian West had not yet responded to Council's legal questions surrounding their May 23rd decision to grant additional compensation for Mayor Dewey to complete the key and essential tasks listed. Therefore, Council took no further action on the matter until Mr. West could issue his response.

A response from Mr. West is expected to be delivered prior to Council's June 13th meeting.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s):

MOTION

I move to:

Item Attachment Documents:

- b. Discussion/Decision: Ward 2 Council Vacancy



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	Unfinished Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	6/13/2019
Agenda Topic:	Discussion/Decision: Ward 2 Council Vacancy
Backup Documents Attached?	No
If no, why not?	NO APPLICATIONS RECIEVED
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	6/13/2019
Notes:	

Item Attachment Documents:

- a. Discussion/Decision to suspend Council Rules in order nominate and appoint a candidate to the Council from Stevensville, Ward 2 (Micalson/Barker)

AGENDA ITEM 10a

~~X~~ Unfinished X New Business

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

Submission Date 6-13-19 Time: _____

Person Submitting the Agenda Item Mayor ___ Yes X ___ No

Council Member Submitting the Agenda Item Request? Name R Michalson Initial DM

2nd Council Member Submitting the Agenda Item Request? Name Barker Initial BB

If you are a Citizen is Submitting the Agenda Item Request please print your Name _____

Citizen's Contact Phone Number _____ Citizen's email address _____

Requested Council Meeting Date for Item: 6-13-19

Agenda Topic: Discussion/Decision Council to suspend Council Rules in order nominate and appoint a candidate to the Council from Stevensville, Ward 2.

Backup Documents Attached X Yes ___ No

If no, why not? _____

Approved/Disapproved, If Approved, Meeting Date for Consideration 6-13-19

Mayor Signature _____ Date ___ - ___ - ___

Requestor Contacted Date ___ - ___ - ___ Time _____ by Whom _____

If this request is disapproved, please list the date it will be placed before the council. Date ___ - ___ - ___

If the request is not valid, please annotate the reason it is not a valid item for consideration.

Reference Section 3, Council Rules may be suspended by a majority of those present and voting.

Previous attempts to nominate and appoint a member to fill the vacant Ward 2 council seat have failed.

In accordance with § 7-4-4112 MCA. Filling of vacancy. (1) When a vacancy occurs in any elective office, this position is considered open and subject to nomination and election at the next general municipal election in the same manner as the election of any other person holding the same office, except the term of office is limited to the unexpired term of the person who originally created the vacancy. Pending an election and qualification, the council shall, by a majority vote of the members, appoint a person within 30 days of the vacancy to hold the office until a successor is elected and qualified.

(2) If all council positions become vacant at one time, the board of county commissioners shall appoint persons within 5 days to hold office as a city council member. The appointed city council member shall then appoint persons to any other vacant elective offices.

(3) A vacancy in the office of city council member must be filled from the ward in which the vacancy exists.

Item Attachment Documents:

- b. Discussion/Decision Council to Rescind Resolution 281 and 281A (Michalson/Barker)

AGENDA ITEM 106

 Unfinished X New Business

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

Submission Date 5 ~~6-13~~-19 _____ Time: _____

Person Submitting the Agenda Item Mayor Yes X No

Council Member Submitting the Agenda Item Request? Name R Michalson M.L. Initial RM

2nd Council Member Submitting the Agenda Item Request? Name Barker Shawn Initial SB

If you are a Citizen is Submitting the Agenda Item Request please print your Name
Name _____

Citizen's Contact Phone Number _____ Citizen's email address _____

Requested Council Meeting Date for Item: 6-13-19

Agenda Topic: Discussion/Decision Council to Rescind Resolution 281 and 281A

Backup Documents Attached Yes X No

If no, why not? _____

Approved/Disapproved, If Approved, Meeting Date for Consideration 6-13-19

Mayor Signature _____ Date - -

Requestor Contacted Date - - Time _____ by Whom _____

If this request is disapproved, please list the date it will be placed before the council. Date - -

If the request is not valid, please annotate the reason it is not a valid item for consideration.

RESOLUTION NO. 281A

A RESOLUTION AMENDING PROTOCOL FOR THE
TOWN OF STEVENSVILLE USE OF LEGAL COUNSEL

WHEREAS, the Council for the Town of Stevensville adopted protocol for the use of legal counsel by resolution on the 9th day of February, 2012;

WHEREAS, the Council recognized the need to amend the protocol for the use of legal counsel;

THEREFORE, BE IT RESOLVED by the Stevensville Town Council that the protocol for the Town's use of legal counsel be amended to include:

The Town Council may request access to the Town's legal counsel as a normal course of business as needed by the Town Council by;

1. Addressing questions to the Town Council President individually for consideration.
2. The Town Council President will consult with the Mayor regarding pre-existing answers to any question submitted to the Town Council president. Any question that has not been previously submitted to the Town Attorney will then be submitted by the Town Council President to the Town Attorney for consideration.
3. All correspondence between the Town Attorney, the Mayor and Town Council President shall readily be supplied in full to the Council regarding any business before the Council.

NOW, THEREFORE BE IS RESOLVED that the Town Council of Stevensville, Montana accepts and adopts the amendments to the protocol for the Town of Stevensville use of legal counsel.

Passed and adopted by the Town Council of the Town of Stevensville, Montana, this 12^m day of May, 2016.

APPROVAL:



Jim Crews, Acting Mayor

ATTEST:



Stacy Bartlett, Town Clerk

Item Attachment Documents:

- c. Discussion - Council reminder to the Mayor that the Mayor is required by law, § 7-3-203 (1) MCA to enforce Council Resolutions (Michalson/Barker)

AGENDA ITEM 10c

 Unfinished X New Business

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

Submission Date 6-~~13~~⁵-19 Time: _____

Person Submitting the Agenda Item Mayor Yes X No

Council Member Submitting the Agenda Item Request? Name R Michalson Rich M Initial RM

2nd Council Member Submitting the Agenda Item Request? Name Barker Barker Initial BB

If you are a Citizen is Submitting the Agenda Item Request please print your Name
Name _____

Citizen's Contact Phone Number _____ Citizen's email address _____

Requested Council Meeting Date for Item: 6-13-19

Agenda Topic: Discussion - Council reminder to the Mayor that the Mayor is required by law, § 7-3-203 (1) MCA to enforce Council Resolutions.

Backup Documents Attached Yes X No

If no, why not? _____

Approved/Disapproved, If Approved, Meeting Date for Consideration 6-13-19

Mayor Signature _____ Date - -

Requestor Contacted Date - - Time _____ by Whom _____

If this request is disapproved, please list the date it will be placed before the council. Date - -
If the request is not valid, please annotate the reason it is not a valid item for consideration.

7-3-203. Duties of executive. The executive shall:

- (1) enforce laws, ordinances, and resolutions;

The Mayor has failed on several occasions to enforce Council Rules as specified in Resolution 387C, Council Rule Part X, Section 2, second paragraph. The Mayor has allowed defamatory, slanderous and belittling comments, the mayor has used foul and abusive language during council meetings, has allowed loud and abusive language to be made by members of the public towards other members of the community and the Council.

The Mayor fails to follow proper protocol and interrupts the council member who has the floor, violating Council Rule Part X, Section 2 paragraph 1.

Roberts Rules of Order is the governing document for the conduct of all council meetings. Any member of the Council may call Point of Order in accordance with Roberts Rules, Further Rules and Explanation, Grounds For A Point Of Order, see page 249, 250.

All members of the Council have the authority to require Council Rules and Roberts Rules of Order to be obeyed.

Council Rules apply to all members of the council and all persons attending a council meeting.

Item Attachment Documents:

- d. Discussion/Decision: Council consent to Mayor's appointment of Christa Wortman to the Park Board



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	6/13/2019
Agenda Topic:	Discussion/Decision: Council consent to Mayor's appointment of Christa Wortman to the Park Board
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	6/13/2019
Notes:	

BOARD APPLICATION FORM
STEVENSVILLE, MONTANA

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

Name: Christa Wortman Home Phone: 406-546-5589
Address: 3539 Logan Ln Work/Cell Phone: 406-546-5589
City: Stevensville State: MT Zip: 59870
Email Address: Christawortman@gmail.com
Business or Occupation: Self employed
Board or Committee applying for: Park Board

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

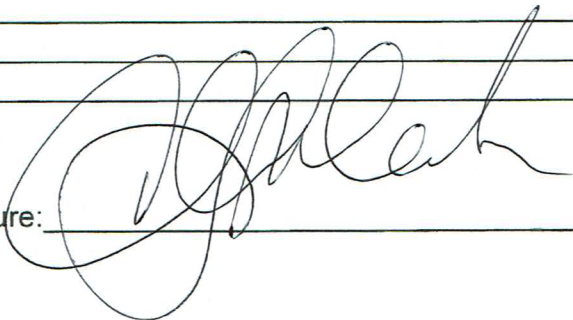
Have operated own businesses managed businesses for others, Over seen high end properties and been a personal assistant. All those things make you a good problem solver.

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

I love the Town of Stevensville and would love to serve in any way possible

- ✓ Additional information which you feel is pertinent:

Signature: _____



Date: 5/6/19

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

1-10-2014

Item Attachment Documents:

- e. Discussion/Decision: Approval of audit services contract with Strom & Associates P.C. for FY2019, FY2020 and FY2021



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	6/13/2019
Agenda Topic:	Discussion/Decision: Approval of audit services contract with Strom & Associates P.C. for FY2019, FY2020 and FY 2021
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	6/13/2019
Notes:	

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System Review Report (Peer Review Letter)	Attached
Montana Department of Administration's Standard Audit Contact	Attached

AUDIT FIRM INFORMATION SHEET

AUDIT SERVICE CONTRACTS FOR THE
TOWN OF STEVENSVILLE, MONTANA

Description: Audit services for the Town of Stevensville for the fiscal years ending June 30, 2019, June 30, 2020, and June 30, 2021.

Legal Identity (Corporation, Partnership, Individual, etc.): Strom & Associates, P.C.

Address: PO Box 1980
Billings Montana, 59103
or
3203 3rd Avenue North, Suite 208
Billings Montana, 59101

Telephone No: 406-252-2765

Fax No: 406-252-2765

Taxpayer Identification No: 20-5592100

Contact Person: Tom Hayes, CPA
Cell – 406-475-0490
Office – 406-502-2020
E-mail – tomhayescpa@gmail.com

Contact Person Paul Strom, CPA
Cell – 406-670-8481
Office – 406-252-2765
E-mail – audit@stromcpa.net

Fax Number 406-252-2765

STROM & ASSOCIATES, P.C.

Certified Public Accountants

3203 3rd Ave N. Suite 208
PO Box 1980
Billings, MT 59103

Phone: 406-252-2765
E-mail: audit@stromcpa.net

March 29, 2019

Town Council
Town of Stevensville
P.O. Box 30
Stevensville, Montana 59870

Dear Town Council:

We are pleased to offer this proposal for audit and non-audit services for Town of Stevensville (Town) for the fiscal years ending June 30, 2019, June 30, 2020, and June 30, 2021. The firm of Strom and Associates P.C. is a local firm. Our practice is limited to governmental auditing, accounting and technical assistance. Our services are oriented toward School Districts, Cities, Counties, Towns, and Not-for-Profit Entities. The firm has been on the Department of Administration's Audit Roster since 1995 in excellent standing. The firm provides auditing, accounting and consulting services to our governmental and not-for-profit clientele. Our firm currently maintains nine professional staff, three hold CPA licenses, licensed to practice in Montana. We also employ additional staff members for assistance.

We have extensive knowledge of *Generally Accepted Auditing Standards (GAAS)*; the standards for financial audits contained in *Government Auditing Standards*; the Single Audit Act Amendments of 1996; the provisions of Office of Management and Budget's (OMB) *Audit Requirements for Federal Awards, Generally Accepted Accounting Principles (GAAP)* as prescribed by the Governmental Accounting Standards Board; and Montana County, City/Town and School District budgets.

We appreciate the opportunity to be of service to the Town and believe the attachments summarize the significant terms of our proposal. If you have any questions, please let us know. If you agree with the terms of our proposal, please sign the enclosed acceptance form and return it to us. We have also attached the Montana Department of Administration's Standard Audit contact.

We sincerely hope you find our proposal satisfactory. If you have any questions, please call Tom Hayes (Shareholder) at (406)502-2020 or mobile (406) 475-0490 or Paul Strom (Shareholder) at (406) 252-2765 or mobile (406) 670-8481.

Sincerely,



Strom & Associates PC representative

Audit Services

Audit Services:

Our audit will be conducted with the objective of expressing opinions on the Town's financial statements. The audit does not include an audit of any component units of the Town.

We will audit the Town's basic financial statements, which consist of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements of the Town, as of and for the years ending June 30, 2019, June 30, 2020, and June 30, 2021. We anticipate these audits to be conducted between February and May of each subsequent year, with the final audit report being issued on or before June 30 of each subsequent year (i.e., June 30, 2019 to be issued by no later than June 30, 2020).

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town's RSI and MD&A in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist principally of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following are required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis;
- Budgetary Comparison Schedules - General Fund and Major Special Revenue Funds;
- Schedule of funding for Other Post-Employment Benefits other than Pensions;
- Schedule of Proportionate Share of Net Pension Liability; and
- Schedule of Contributions to Montana Retirement System

The objective of our audit is the expression of opinions as to whether the Town's financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal controls related to the financial statements and compliance with laws, regulations, and the provisions of contract and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
 - The Government Auditing Standards report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the Montana *Single Audit Act*, and will include tests of accounting records, and other procedures we consider necessary to enable us to express such opinions and to render the required reports.

We will issue written reports upon completion of our Audit. Our reports will be addressed to Town Council of Town of Stevensville. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Responsibilities of Management:

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, and related notes, and any other nonaudit services we provide (see next section). You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Non-Audit Services

Non-Audit Services:

Objective and scope of the Non-Audit Services

Current standards indicate the auditor is to separate audit services from non-audit services and ensure their independence has not been compromised with the audit services provided.

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Town of Stevensville in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

The 2011 Yellow book differentiates between non-audit services and routine audit services. Non-audit services are defined as professional services other than audits and routine activities performed by the auditor which are typically insignificant in terms of time incurred or resources expended in producing the audit report. The above listed services are considered non-audit services.

Responsibilities of management

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management agrees to evaluate the adequacy and results of the non-audit services performed by designating a Town employee to oversee the work. This designated person will provide us with a brief resume talking about the employee's skills, knowledge and experience. Management agrees to take responsibility for the non-audit service. Therefore, management of the Town accepts all responsibility for decisions made. If we determine, for any reason, there may be any independence issue we will discuss the matter with management and arrive at procedures to be performed to avoid the independence issue or excuse ourselves from said service.

Procedures - General

Notes to the Financial Statements – Assistance

We will obtain a copy of the prior year's audit report, the local government services annual financial report form which includes applicable notes and applicable GASB disclosure examples. We will request additional information from you based on obtaining information during the audit to update or expand the disclosures for the financial statements. Once complete we will provide a checklist of items that should be included in the report and have you complete the form as part of the process of taking responsibility for the information presented in the notes to the financial statements.

GASB 75 (Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions) – Financial Reporting Assistance

We will contact the authorized representative who oversees this service and request the needed information to calculate the Other Post-Employment Benefits (OPEB) liability under the Alternative Measurement Method allowed by the GASB. To perform this we will need census data and assumptions from you. Once complete we will discuss the work performed with the authorized representative of the Town and have them sign off when they agree they understand and can take responsibility for the services provided.

PERSONNEL

AUDITOR-IN-CHARGE

Tom Hayes, CPA, JohnPaul Poelman, CPA and/ or Paul Strom, CPA may be assigned to the audit and non-audit services as needed to complete the work in a cost efficient and timely manner. Tom and JohnPaul are located in our Helena office and may be reached at 406-475-0490. Paul is located in our Billings office and may be reached at 406-252-2765.

PAUL STROM, CPA

Paul is a 1988 graduate of University of Montana, Missoula, Montana and holds Montana CPA #2932. Paul has over two years auditing with Touche, Ross, and Company, CPA's in Saipan and the Mariana Island area, and has two years as a school business manager. He is extremely knowledgeable about government entities, governmental accounting and accounting software systems. Paul Strom and Associates has been providing audit services to governmental and not-for-profit entities in Montana and Wyoming since 1990. Paul's biggest asset is his desire to provide quality governmental auditing to our clients.

TOM HAYES, CPA

Tom is a 1988 graduate of the Montana College of Mineral Science and Technology, Butte, Montana and holds Montana CPA license #4552. Tom has been auditing and providing accounting assistance to local governments since 1990. Tom was employed by the State of Montana for 18 years; four as a municipal auditor with the Local Government Services Bureau with the Department of Commerce, six months as a fiscal officer with the Office of Public Instruction, and nearly 14 years as an audit quality control reviewer with the Department of Commerce/Administration. Since August 2008, Tom has been auditing local governments in the State of Montana as an Audit Manager for a private firm. In August 2013, Tom joined Strom & Associates P.C. and is a shareholder with Paul Strom.

JOHNPAUL POELMAN, CPA, MPAC

JohnPaul is a 2007 graduate of Montana State University, Bozeman, Montana and holds Montana CPA license #5935. JohnPaul graduated with a Masters degree in professional accountancy and obtained his CPA license while auditing and providing financial assistance to non-profit and governmental entities in Alaska. JohnPaul then came back to his home State of Montana and has provided auditing and financial assistance services to local governments in the State of Montana since 2010. JohnPaul has been with us since September of 2014.

CAROLYN SCHAACK

Carolyn Schaak is a 1985 graduate of Montana State University - Billings. Her experience in the hotel and convention business brings much insight into cash receipts and enterprise revenues. Carolyn has been with our firm since 2007. Since joining our firm Carolyn has developed experience in governmental accounting & auditing and not-for-profit accounting & auditing and is auditor-in-charge for our firms audit clients.

CAMERON OLSON

Cameron is a 2015 graduate from Simpson University in Redding, California with a bachelor's degree in Accounting. He joined Strom and Associates in January 2016 and is currently studying for the CPA exam.

REBECCA QUANBECK

Rebecca graduated from Concordia College in Moorhead, Minnesota in December 2015 with a bachelor's degree in Accounting. Rebecca began working for Strom and Associates at the end of the month of September 2016.

KRISTAL MCKAMEY

Kristal is a 2006 graduate from Montana State University - Billings with a bachelor's degree. Since she graduated, Kristal has gained experience in banking, office management, bookkeeping, and many other areas. During this time she also owned her own side-business. While working for a non-profit organization, she went back to school in the Fall of 2015 and joined the team September 2018. Kristal passed all the CPA exams as of December 2018 and is working on obtaining her CPA license.

LYNN FOCHS

Lynn is a 2013 Magna Cum Laude graduate from Humphreys University, Stockton, CA. She joined Strom and Associates in June 2018 with more than 27 years of accounting experience. She has worked as a controller for retail businesses and non-profit corporations in California as well as running her own retail business for a few years. After completing a few more college courses she plans to take the CPA exam.

AUDIT APPROACH

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for an Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Town of Stevensville's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

ADDITIONAL DATA

CONTINUING EDUCATION

All professional staff comply with the Yellow Book which states that each auditor who performs work in accordance with *Government Auditing Standards*, including planning, directing, performing audit procedures, or reporting on a Yellow Book audit, should complete every two years, at least 24 hours of CPE that directly relates to government auditing, the government environment, or the specific or unique environment in which the audited entity operates. In addition, auditors who do any amount of planning, directing, or reporting on Yellow Book audits and auditors who are not involved in those activities but charge at least 20% of their time annually to Yellow Book audits should also obtain at least another 56 hours (for a total of 80 hours) of CPE that enhance their professional proficiency to perform audits. In other words, everyone working on our Yellow Book engagement has met at least the 24-hour requirement.

PEER REVIEW

The Firm of Strom and Associates, in May 2017 had a peer review of the system of quality control for the accounting and audit practice of the firm. Firm's can now receive a rating of *pass*, *pass with deficiencies*, or *fail*. Strom and Associates received a peer review rating of pass. At the time of this proposal, the Peer Review Program of the Montana Society of CPAs had not issued a report to us, so we are unable to provide a written copy. We have attached our prior year's peer review report for your review.

FIRMS LISTING OF AUDIT CLIENTS

Counties				
Golden Valley	Jefferson	Mineral	Sweet Grass	

Cities and Towns				
Belt	Bridger	Cascade	Choteau	Chinook
Conrad	Dutton	East Helena	Fairfield	Fairview
Fort Benton	Harlem	Harlowton	Hysham	Moore
Roundup	Sunburst	White Sulphur Springs		

School Districts				
Ashland	Augusta	Big Sandy	Blue Creek	Box Elder
Broadus	Chester-Joplin-Inverness	Choteau	Clancy	Colstrip
Columbus	Custer	Cut Bank	Denton	Dutton Brady
East Glacier Park	East Helena	Fairfield	Fairview	Fort Benton
Froid	Geraldine	Geyser	Glendive	Grass Range
Harlowton	Harrison	Hays-Lodge Pole	Highwood	Hobson
Hysham	Lewistown	Lincoln	Lolo	Melstone
Moore	Park City	Plentywood	Power	Rapelje
Rau	Red Lodge	Reed Point	Roberts	Rosebud
Roy	Savage	Shelby	Sheridan	Sidney
Sunburst	Three Forks	Trinity	Twin Bridges	Ulm
Valier	White Sulphur Springs	Winifred	Woodman	

Special Purpose Governments				
Buffalo Rapids Irrigation District I	Huntley Project Irrigation District	Blaine County Airport Commission	Central Montana Learning Resource Center	Prickly Pear Coop
Buffalo Rapids Irrigation District II			Easter Yellowstone Special Education Cooperative	Sheridan/Daniels Cooperative
Helena Valley Irrigation District		Colstrip Medical Center	Northcentral Resource Learning Center	Stillwater/Sweet Grass Cooperative

Not-For-Profits/ For-Profit				
	Montana Professional Assistance Program	Montana Retail Association	New Day, Inc.	Northern Plains Resource Council
Southeastern Montana Development Corporation	Western Native Voice	Western Organization of Resource Council		

AUDIT ADMINISTRATION, FEES, AND OTHER

We understand that your employees will assist with all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing. We also understand you have prepared your annual financial report as required by the Montana Single Audit Act. We also understand you will send to us any documents requested prior to our on-site visit. These may include but is not limited to: Annual Financial Report Form; Budget Form; Year-End Bank statements; listing of outstanding warrants; Minutes of the governing body; access to your Black Mountain software via the Black Mountain Cloud; and any other document listed on our list of information needed on the audit preparation schedule.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

We will provide copies of our reports to Town of Stevensville; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Strom & Associates P.C., and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the oversight grantor agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Strom & Associates P.C. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the oversight agency. If we are aware that a federal and/or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our fees and estimated hours for these services are listed in the attached "Cost Information" document. JohnPaul, Tom and Paul are all billed at the same rate for our services. Hours based on each individual section of the audit are determined once the audit risk assessment begins, which is after we have received audit documentation including the minutes to read.

The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our standard fee for other services is included in the attached "Cost Information". Further, the fees do not include any non-audit services.

COST INFORMATION

Acceptance of Audit and Non-audit Services

Audit and non-audit services for Town of Stevensville for the fiscal years ending June 30, 2019, June 30, 2020, and June 30, 2021.

We have read the audit and non-audit proposal submitted to us by Strom & Associates P.C. dated March 29, 2019 and are awarding you the contract. We agree to the fees as noted below:

Cost Information			
Type of Service	FY 2019	FY 2020	FY 2021
Audit Services	\$ 13,800	\$ 14,400	\$ 15,000
Non-Audit Services			
Notes to the Financial Statements	500	500	500
Total	\$ 14,300	\$ 14,900	\$ 15,500

Estimated budgeted hours			
Staff Member	FY 2019	FY 2020	FY 2021
Admin support	10 hours	10 hours	10 hours
Review	30 hours	30 hours	30 hours
Auditor in Charge	165 hours	170 hours	180 hours
Total	205 hours	210 hours	220 hours

In addition, the Town understands the Town is responsible for the preparation and fair presentation of the Town’s financial statements in accordance with accounting principles generally accepted in the United States of America which includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the Town’s financial statements and that they are free from material misstatement whether due to fraud or error.

Non-Audit Estimated Fees

Our fees for non-audit services not specified in the proposal are \$100 per hour, plus expenses.

The Town also understands that for any non-audit services the Town agrees to evaluate the adequacy and results of the non-audit services performed by designating a Town employee to oversee the work. This designated person will provide our firm with a brief resume talking about the employee’s skills, knowledge and experience. The Town also agrees to take responsibility for the non-audit service. Therefore, the Town accepts all responsibility for decisions made. In addition, the Town understands that if there may be any independence issue we will discuss the matter with management and arrive at procedures to be performed to avoid the independence issue or the firm will have to excuse themselves from said service, as required by professional standards.

Superintendent/Mayor/County Commissioner:

Title:

Date:

Please mail to:
 STROM & ASSOCIATES P.C.
 Certified Public Accountants
 P.O. Box 1980
 Billings, Montana 59103

DEPARTMENT OF ADMINISTRATION

STANDARD AUDIT CONTRACT

This Contract is made this 29th day of March, 2019, by and among

Strom & Associates, P.C.
Certified Public Accountant
("Contractor"),
Town of Stevensville
Governmental Entity
("Entity"),

and the **Montana Department of Administration, Local Government Services**, ("State"), acting under the authority of Title 2, Chapter 7, Part 5, of the Montana Code Annotated. **The State's mailing address, phone number and e-mail address are P.O. Box 200547, Helena, MT 59620-0547; (406) 444-9101; and LGSPortalRegistration@mt.gov.**

1. **Effective Date:** This contract is not effective with respect to any party until it is approved and signed by the State, as required by Section 2-7-506(3), MCA. The Contractor may not begin any audit work until the State gives this approval. If the Contractor begins work before the State's approval of the contract and the State subsequently does not approve the contract, the Contractor is not entitled to receive any compensation for the work performed.
2. **Audit Period and Payment:** This contract covers the following audit period(s):
July 1, 2018 to June 30, 2021.

A. The Entity shall pay the Contractor for the audit work on the basis of time and necessary out-of-pocket expenses, which will not exceed:

\$ 13,800 for initial (or sole) audit covering 07/01/2018 to 06/30/2019.
\$ 14,400 for subsequent audit covering 07/01/2019 to 06/30/2020.
\$ 15,000 for subsequent audit covering 07/01/2020 to 06/30/2021.

The Entity shall pay the fees listed in Appendices A, B & C, as applicable, which are attached hereto and incorporated by reference. Any change to the audit fees requires a contract amendment.

- B. The contract payments do not include the cost of additional work that may be required if the Contractor discovers a defalcation or material irregularity. Any change in the scope of the audit services to be provided under this contract requires a contract amendment.
- C. The Contractor may submit interim bills to the Entity each month, based upon the estimated percentage of contract completion. The Entity may retain ten percent (10%) of each of these estimates until the Contractor has delivered the final audit report, at which time the Entity shall release the amount retained.

3. **Peer Review:** The Contractor shall provide the Entity with a copy of its most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the contract period.
4. **Audit Scope:** The Contractor shall perform the following:

- A. The Contractor shall conduct the audit in accordance with (i) generally accepted auditing standards adopted by the American Institute of Certified Public Accountants and (ii) the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

The Contractor shall opine on the presentation of the Entity's financial statements in accordance with the Entity's applicable financial reporting framework prescribed at Section 2-7-504, MCA.

If the Contractor's opinion on the Entity's financial statements is other than unmodified, the Contractor shall fully discuss the reasons with the Entity in advance of issuing a report. If, for any reason, the Contractor is unable to complete the audit or is unable to form or has not formed an opinion, the Contractor may decline to express an opinion or decline to issue a report as a result of the engagement.

- B. The Contractor shall perform tests of internal control over financial reporting. Findings resulting from these tests shall be reported in accordance with Government Auditing Standards
- C. The Contractor shall perform tests of the Entity's compliance with provisions of laws, regulations, contracts, and grant agreements. The Contractor shall use the local government compliance supplement prepared by the State, as required by Section 2-7-505(2), MCA, in conjunction with Government Auditing Standards to determine the compliance testing to be performed during the audit. Findings resulting from these tests shall be reported in accordance with Government Auditing Standards. If the Contractor becomes aware of fraud, waste or abuse, the Contractor shall report related findings in accordance with Government Auditing Standards. The Contractor shall perform tests, including but not limited to the following, to determine whether:
- (1) the Entity has complied with all appropriate statutes and regulations, as required by Section 2-7-502, MCA;
 - (2) the Entity has complied with the provisions of each of its debt covenants and agreements;
 - (3) if the audit is of a county, city or town, the Entity has retained money in a local charge for services fund contrary to the requirements of Sections 17-2-301 through 17-2-303, MCA, as required by Section 17-2-302, MCA. **The Contractor shall report any findings of noncompliance with the provisions of these statutes, regardless of materiality;** and
 - (4) if the audit is of a county or consolidated city/county government, the Entity has complied with state laws relating to receipts and disbursements of agency or custodial funds maintained by the Entity, as required by Section 2-7-505, MCA.

If required by the State, the Contractor shall provide documentation of testing performed to comply with (3) and (4), above.

- D. When applicable, the audit must meet all requirements of the Federal Single Audit Act of 1984, as amended, and Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (“Uniform Guidance”). If these federal regulations are amended, the amended regulations will prevail.
- E. The audit scope with regard to federal financial assistance for each fiscal year covered by this contract must be as specified in Appendices A, B and C. Any change to the audit scope with regard to federal financial assistance requires a contract amendment.
- F. Except as provided below, for purposes of determining the scope of the audit, the Entity is considered the financial reporting entity as defined in the Entity’s applicable financial reporting framework prescribed at Section 2-7-504, MCA. This provision does not preclude the Entity from engaging a different audit firm for the audit of a segment, fund or component unit of the Entity. However, both the Entity and Contractor shall notify the State whenever the Entity elects to engage a different audit firm for the audit of a segment, fund or governmental component unit. Such additional audit must be contracted for on the State’s Standard Audit Contract, and the audit firm shall be on the Roster of Independent Auditors authorized to conduct audits of Montana local governments that is maintained by the State.

If this contract is for an audit of a segment, fund, or governmental component unit of the primary government, the Entity is considered to be the segment, fund or component unit.

- G. Any school district audit must also include auditing procedures sufficient to provide an opinion as to whether the following supplemental information is fairly stated in relation to the basic financial statements:
 - (1) the school district's enrollment for the fiscal year or years being audited as reported to the Office of Public Instruction in the Fall and Spring “Student Count for ANB” reports; and
 - (2) when applicable, the extracurricular funds for pupil functions.
- H. If the Entity is a school district or associated cooperative, the Contractor shall contact the State Office of Public Instruction and the county superintendent of schools before or during the audit of the Entity. The Contractor shall determine whether those offices are aware of potential financial or legal compliance problems relating to the Entity that could affect the scope of the audit.
- I. The Contractor shall immediately notify the Entity and the State in writing of any material irregularities it discovers. If the Entity is a school district or special education cooperative, the Contractor shall also immediately notify the State Office of Public Instruction in writing.
- J. The Contractor shall notify the Entity of all proposed audit adjustments and, if the Entity concurs, shall obtain written acceptance of these proposed adjustments. The State reserves the right to request documentation of these proposed and accepted audit adjustments.

5. **Entity’s Responsibilities:** The Entity shall be responsible for:

- A. its basic financial statements, including note disclosures;

- B. all supplementary information required by its applicable financial reporting framework prescribed at Section 2-7-504, MCA and by provisions of this contract;
 - C. establishing and maintaining effective internal control over financial reporting, including internal controls related to the prevention and detection of fraud;
 - D. ensuring that it complies with the laws, regulations, contracts and grant agreements applicable to its activities;
 - E. making all financial records and related information available to the Contractor;
 - F. the schedule of expenditures of federal awards required for audits conducted under Uniform Guidance;
 - G. approving all proposed audit adjustments before posting, if the Entity concurs with the proposed adjustments;
 - H. adjusting the financial statements and accounting records to correct material misstatements and to agree with the audited financial statements; and
 - I. providing the Contractor, at the conclusion of the audit engagement, with a letter that confirms certain representations made during the audit, including an affirmation that the effects of any uncorrected misstatements aggregated by the auditor during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.
6. **Dates for Annual Financial Report or Trial Balance of Accounts:** The Entity shall prepare its annual financial report or a trial balance of accounts no later than the dates specified in Appendices A, B and C. If the Entity is unable to prepare its annual financial report or trial balance by the date specified in the Appendices, the Entity shall notify the Contractor and the State in writing prior to the specified dates.
7. **Beginning the Audit:** The Contractor shall begin the audit field work based on the schedule established in Appendices A, B and C. Under Section 2-7-503(3)(a), MCA, all audits must commence within nine months from the close of the last fiscal year of the audit period.
8. **Completion of Audit:** The Contractor shall deliver the audit report to the Entity and the State, based on the schedule established in Appendices A, B and C. If the Contractor cannot deliver the audit report to the Entity and the State on the date specified in the Appendices, the Contractor shall notify the Entity and the State in writing of that fact, and the reason(s) for the delay. Under Section 2-7-503(3)(a), MCA, all audits must be completed and the reports issued within one year from the close of the last fiscal year covered by the audit. If the audit is conducted in accordance with the provisions of Uniform Guidance, the Contractor shall complete the audit and issue the audit report within the time period required by that federal regulation, unless a longer period has been agreed to in advance by the federal cognizant or oversight agency for audit. If the Entity has requested and received an extension of the due date of the Uniform Guidance from a federal agency, the Entity shall submit a copy of the approved extension to the State.

9. **Due Date Extension:** The State may grant an extension to the Entity for filing the audit report beyond the one-year due date provided for in paragraph 8, above. To do so, the Entity shall make a request to the State in writing and shall show good cause for the delinquency or demonstrate that the failure to meet the deadline provided for in paragraph 8, above, was the result of circumstances beyond the Entity's control. The State will determine good cause or circumstances beyond the Entity's control based on the facts of each case.
10. **Presentation of Audited Financial Statements:** The final audit report must contain basic financial statements and supplementary information consistent with the applicable financial reporting framework prescribed at Section 2-7-504, MCA. In addition, other supplementary information required by provisions within this contract and by Uniform Guidance must also be included, if applicable.
- A. The final audit report must also contain any supplementary or other information as agreed upon by the Entity and Contractor.
 - B. If the Entity's accounting records or other circumstances do not permit financial statements to comply with the applicable financial reporting framework prescribed at Section 2-7-504, MCA, the Contractor shall notify the State of those conditions and describe the financial statements that will be presented. The applicable auditor's reports must be modified in accordance with professional standards to reflect a departure from the applicable financial reporting framework.
 - C. If the audit is of a school district with separate elementary and high school district general funds, the general funds must be combined as a single major fund. All other funds must be separately considered for major fund criteria.
 - D. If the audit is a biennial audit covering two years, the Contractor shall present complete financial statements as specified above for each year covered by the audit. However, note disclosures for both fiscal years may be in one set of notes, with separate fiscal year disclosures as necessary. The two years must be presented under one audit report cover and opined upon in one Independent Auditor's Report.
11. **Auditor's Reports:** All audit reports must contain the following auditor's reports, which must comply with applicable professional standards in effect for the fiscal year or years being audited:
- A. a report on the financial statements of the Entity;
 - B. a report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards.
 - C. a reference to a report disclosing any deficiencies in internal control or instances of noncompliance with provisions of contracts or grant agreements or abuse that have a less than material effect on the financial statements but warrant the attention of management or those charged with governance. This report must be referred to in the report required in 11.B. above.
 - D. a report on any supplementary or other information presented in the audit report. This report must be given in an "other matters" paragraph(s) of the auditor's report on the financial statements (11.A. above), and shall identify, if applicable:
 - (1) Any Required Supplementary Information (RSI), as required by the Governmental Accounting Standards Board.

- (2) Any Supplementary Information (SI) included in the report to comply with provisions of laws, regulations, contracts, or grant agreements. For the following schedules, the Contractor shall report on whether the information is fairly stated, in all material respects, “in relation to” the financial statements as a whole, unless the condition of the financial records do not allow the auditor to render such an opinion:
 - a) schedule of school district “Student Count for ANB” required in paragraph 13.A.;
 - b) schedule of school district extracurricular fund financial activities required in paragraph 13.B.;
 - c) schedule of expenditures of federal awards required by Uniform Guidance and in paragraph 12.A.; and
 - d) Any supplementary information for financial reporting frameworks required by A.R.M. 2.4.401.
- (3) Any Other Information (OI) for financial reporting frameworks required by A.R.M. 2.4.401.
- (4) Any Other Information (OI) that is included in the audit report, if deemed appropriate in accordance with professional standards.
- E. a report disclosing the action taken by the Entity to correct any deficiencies or implement any recommendations contained in the prior audit report. This report must be in a format that specifically identifies, by title or summary, each deficiency or recommendation contained in the prior audit report and the action taken by the Entity on each such deficiency or recommendation.
- F. If the Contractor includes audit findings in the reports referenced in 11.B. and 11.C. above, the views of Entity officials and their planned corrective actions must also be included, as required by Government Auditing Standards, if they are available at the time the Contractor submits the audit report to the State. If the views and planned corrective actions are not available at that time, the Contractor shall so indicate in the reports.

12. **Single Audits:** All audit reports for single audits done in accordance with Uniform Guidance must contain the following:

- A. a schedule of expenditures of federal awards, prepared by the Entity, which must contain all elements required by Uniform Guidance.
- B. a report on the schedule of expenditures of federal awards. This report may be combined with other reports as provided by Uniform Guidance and professional standards. This report must comply with applicable professional standards in effect for the fiscal year or years being audited.
- C. a report on compliance for each major program and a report on internal control over compliance in accordance with Uniform Guidance. These reports must refer to the separate schedule of findings and questioned costs described in paragraph 12.D. of the contract and must comply with applicable professional standards in effect for the fiscal year or years being audited.

- D. a schedule of findings and questioned costs which must include the information required by Uniform Guidance.
 - E. an Entity-prepared document, separate from the Contractor’s findings, that describes the Entity’s corrective action plan in accordance with Uniform Guidance for each current-year audit finding, if that plan is available at the time the Contractor submits the audit report to the State. This document should be submitted on Entity letterhead and should include a corrective action plan for each finding, regardless whether the finding is identified in accordance with Uniform Guidance or Government Auditing Standards.
13. **School Districts:** School district audit reports must include the following as supplementary information/schedules:
- A. a schedule of the district's enrollment as reported to the Office of Public Instruction for the fiscal year or years being audited. The schedule must contain the enrollment both as reported in the Fall and Spring “Student Count for ANB” reports and as documented by the school district's enrollment records; and
 - B. a detailed schedule of extracurricular fund financial activities.
14. **Local Governments Reporting on Non-GAAP Financial Reporting Framework:** Audit reports of local governments that report on a non-GAAP financial reporting framework as provided in A.R.M. 2.4.401 must include any Supplementary Information and Other Information required in that administrative rule.
15. **Written Report to Entity:** The Contractor shall render a single, written report for the Entity audited, including the reports and schedules referenced in paragraphs 11 through 14 above.
16. **Exit Conference:** Before submitting the final audit report, the Contractor shall hold an exit review conference in which the audit results are discussed with those charged with governance and other appropriate Entity officials and employees. The Contractor shall ensure that all members of the governing body and key members of management are notified of this exit conference. The Contractor further agrees that before the exit conference, it will not discuss the audit findings with anyone other than the Entity or the State. Once the Contractor delivers the final audit report to the Entity, the report is deemed to be a public record.
17. **Report Distribution:** The Contractor and Entity shall file copies of the audit report as specified below:
- A. The Contractor shall provide the Entity with the number of copies of the audit report specified in Appendices A, B and C. The cost of those copies is included in the total price for the engagement as set out in paragraph 2.A., above, and in the Appendices.
 - B. The Contractor shall submit one of the copies referred to in 17.A., above, to the attorney for the Entity.
 - C. Upon request by the Entity, the Contractor shall provide additional copies of the audit report at a price per copy agreed upon by the Entity and Contractor.

- D. The Contractor shall provide the State with a text-searchable, unlocked, and unencrypted electronic copy of the audit report at no charge. The report must be submitted to the State at the same time when the Contractor delivers the final audit report to the Entity. Any report delivered separately to management or those charged with governance identifying findings and recommendations as described in 11.C. above must be submitted electronically at the same time the audit report is submitted. The Contractor shall advise the State, at the time of submitting the electronic report, of the date the final report was delivered to the Entity, the date of the audit report, the actual number of hours the Contractor spent conducting the audit, the total audit fee billed the Entity, and whether the audit was conducted in accordance with the provisions of Uniform Guidance.
 - E. If the Entity is a school district or associated cooperative, the Contractor shall provide at no additional charge copies of the audit report to the Office of Public Instruction, the county superintendent of schools, and the county attorney.
 - F. If the Entity is a city or town fire department relief association disability and pension fund, the Contractor shall provide at no additional charge one copy of the audit report to the city or town clerk.
 - G. If the audit is a single audit conducted in accordance with the provisions of Uniform Guidance, the Entity shall provide copies of the reporting package defined in Uniform Guidance and the data collection form to the federal clearinghouse designated by OMB.
18. **Entity Response:** If not included in the audit report as provided in paragraphs 11.F. and 12.E., within 30 days after receiving the audit report, the Entity shall notify the State in writing as to what action it plans to take to correct any deficiencies or implement any recommendations identified or contained in the audit report as required by Section 2-7-515, MCA, and ARM 2.4.409. This notification must also address any findings and recommendations identified in any report to management or those charged with governance described in 11.C. above. If the audit is a single audit conducted in accordance with Uniform Guidance, this corrective action plan must also meet the requirements of Uniform Guidance. If the Entity is a school district or special education cooperative, the Entity shall also send a copy of this notification to the Office of Public Instruction.
19. **Entity's Attorney:** If requested by the State, the attorney for the Entity shall report to the State on the actions taken or the proceedings instituted or to be instituted relating to violations of law and nonperformance of duty as required by Section 2-7-515(4), MCA. The attorney shall report to the State within 30 days after receiving the request.
20. **Certification of Auditor Independence:** The Contractor certifies that, as required by generally accepted government auditing standards, it and its principals and employees are independent in all matters regarding this engagement. This contract must not include non-audit services. The Contractor shall neither arrange for nor accept other work with the Entity that could in any way impair the Contractor's compliance with professional independence standards. If required by the State, the Contractor shall provide documentation that independence has been maintained in both mind and appearance as required by professional auditing standards.
21. **Contractor and Subcontractors:** The Contractor shall not assign any rights, or subcontract or delegate any duties of the contract without the Entity's and State's prior written consent.

The Contractor is the prime contractor and is responsible, in total, for all work of any subcontractors. Any subcontractors performing audit work shall be on the Roster of Independent Auditors authorized to conduct audits of Montana local governments that is maintained by the State. The Contractor is responsible to the Entity and the State for the acts and omissions of all subcontractors or agents and of persons directly or indirectly employed by such subcontractors or agents. There is no contractual relationship between any subcontractor and the State.

22. **State Participation in Conferences:** The State may participate in all entrance and exit conferences between the Entity and Contractor, as well as all major conferences held in conjunction with the audit of the Entity.
23. **Access to Records:** The Contractor shall give the State and, when required by law, the Montana Legislative Audit Division, access to the Contractor's work programs, supporting working papers, time records, and all other documents relating to the audit. Access to these documents must be provided at the State's offices in Helena, Montana. Access to working papers includes the right of the State to obtain copies of working papers, as is reasonable and necessary. The Contractor shall make the work programs and supporting working papers available to the State for use by the State or other public accounting firms as directed by the State in future audits of the Entity. The Contractor shall make the audit programs and supporting working papers available to the cognizant or oversight agency for audit or its designee, federal agencies providing direct or indirect funding, or the U.S. General Accounting Office, if requested. Access to working papers includes the right of federal agencies to obtain copies of working papers, as is reasonable and necessary. The Contractor shall retain the audit report, work programs, and supporting working papers for a minimum of five years from the date of the audit report, unless the State notifies the Contractor to extend the retention period. If professional standards or other applicable laws, rules, or regulations require a longer retention period, the Contractor shall retain the above materials for that specified period.
24. **State Review of Report:** As provided by Section 2-7-522, MCA, the State shall review the Contractor's audit report. If the State determines that reporting requirements have not been met, it will notify the Entity and the Contractor of the significant issues of noncompliance. The Contractor shall correct the identified deficiencies within 60 days of notification.
25. **Independent Contractor:** The Contractor is an independent contractor and neither its principals nor its employees are employees of the State or Entity for any purposes.
26. **Workers' Compensation:** The Contractor certifies that it carries Workers' Compensation for its employees and that it has either elected Workers' Compensation or has an approved Independent Contractor's Exemption covering the Contractor while performing work under this contract. (Montana Code Annotated, Title 39, Chapter 71).
27. **Indemnity:** The Contractor shall defend and indemnify the State and Entity, their elected and appointed officials, agents, and employees from and against all claims, causes of action, damages, liabilities, court costs and attorney fees in favor of the Contractor's employees or third parties for bodily or personal injuries, death, or damage to property arising from the acts or omissions or alleged acts or omissions of the Contractor and/or its agents, employees, representatives, assigns, subcontractors under this contract. This defense and indemnify obligation does not apply to acts or omissions arising from the sole negligence of the State or Entity under this contract. This defense and indemnity obligation survives termination or expiration of this contract.

If the Contractor is or may be obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, then to the extent that such obligation is or may be a direct or indirect result of the Entity's intentional or knowing misrepresentation or provision to the Contractor of inaccurate or incomplete information in connection with this engagement, and not any failure on the Contractor's part to comply with professional standards, the Entity shall defend and indemnify the Contractor against such obligations.

28. **Insurance – Commercial General Liability:** The Contractor shall maintain for the duration of the contract, at its cost and expense, occurrence coverage insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by the Contractor, and/or its agents, employees, representatives, assigns, or subcontractors. The Contractor's insurance coverage shall be primary insurance for the Contractor's negligence with respect to the State and Entity and their elected officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the State and Entity and their officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

Insurance - Professional Liability: The Contractor shall purchase and maintain occurrence coverage to cover such claims as may be caused by any act, omission, negligence of the Contractor or its officers, agents, representatives, assigns or subcontractors.

If occurrence coverage is unavailable or cost-prohibitive, the state will accept 'claims made' coverage provided the following conditions are met: 1) the commencement date of the contract must not fall outside the effective date of insurance coverage and it will be the retroactive date for insurance coverage in future years, and 2) the claims made policy must have a three-year tail for claims that are made (filed) after the cancellation or expiration date of the policy.

The State and Entity may require complete copies of certificates of insurance during the term of this contract.

29. **Compliance with Laws:**

- A. The Contractor shall, in performance of work under this contract, fully comply with all applicable federal, state, or local laws, rules, regulations, and executive orders including but not limited to, the Montana Human Rights Act, the Equal Pay Act of 1963, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. The Contractor is the employer for the purpose of providing healthcare benefits and paying any applicable penalties, fees and taxes under the Patient Protection and Affordable Care Act [P.L. 111-148, 124 Stat. 119]. Any subcontracting by the Contractor subjects subcontractors to the same provisions.
- B. In accordance with 49-3-207, MCA, and Executive Order No. 04-2016 the Contractor agrees that the hiring of persons to perform this contract will be made on the basis of merit and qualifications and there will be no discrimination based on race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status by the persons performing this contract.

30. **Work Accommodations:** The Entity shall provide the Contractor with reasonable space in which to conduct the audit and shall respond promptly to requests for information as well as for all necessary books and records. Support for clerical, equipment, reproduction services shall be agreed upon by the Entity and the Contractor as specified in Appendices A, B and C.
31. **Termination before Audit Commences:** Before the commencement of the audit, either the Contractor or the Entity, with the State's consent, or the State alone, may terminate this contract for cause if another party has breached a material term or condition of this contract or violated an applicable law or regulation. The non-breaching party shall provide the other party written notice of the breach and allow 20 days to remedy the breach.

The Contractor and the Entity may agree to terminate this contract without cause before the commencement of the audit. If such a termination occurs, the State shall consent to the termination upon written notification by the Contractor and the Entity of their agreement to terminate this contract.

The State, however, will not consent to the cancellation of an audit contract for the sole purpose of allowing the Contractor and Entity to then enter into a new contract that extends the number of fiscal years to be audited by the Contractor. Unless there are extenuating circumstances, the existing audit contract must be completed first. This provision does not prohibit the cancellation of a contract for the purpose of replacing an annual audit with a biennial audit.

32. **Termination after Audit Commences:** After the audit has commenced, but before the audit report has been issued, either the Contractor or the Entity, with the State's consent, or the State alone, may terminate this contract for cause if another party has breached a material term or condition of this contract or violated an applicable law or regulation. The non-breaching party shall provide the other party written notice of the breach and allow 20 days to remedy the breach. If the Contractor is the breaching party and fails to remedy the breach, the Contractor is not entitled to the fee set out in this contract. This is the Entity's and the State's sole remedy. If the Entity is the breaching party, the Entity shall pay the Contractor a pro rata portion of the fee set out in this contract, based on the percentage of work completed at the time of termination. This is the Contractor's sole remedy.

The Contractor and the Entity may agree to terminate this contract without cause after the audit has commenced but before the audit report has been issued. If such a termination occurs, the State shall consent to the termination upon written notification by the Contractor and the Entity of their agreement to terminate this contract.

33. **Contractor Compliance with CPE and Quality Control Review:** The Contractor certifies compliance with the continuing professional education requirements and the external quality control review requirements as set out in Government Auditing Standards, as established by the Comptroller General of the United States. The State may require the Contractor to provide evidence that it has met the above requirements.
34. **Single Audit Act Certification:** If the audit is required to meet the requirements of the Single Audit Act of 1984, as amended, and Uniform Guidance, the Contractor certifies that neither it nor any of its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from performing audits by any Federal department or agency.
35. **Time is of the Essence:** Time is of the essence regarding all provisions of this contract.

36. **Governing Law and Venue:** This contract is governed by the laws of Montana. The parties agree that any litigation concerning this contract in which the State is named as a party must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana. Each party shall pay its own costs and attorney fees, except as otherwise allowed in this contract. The parties also agree that any litigation concerning this contract in which the State is not named as a party must be brought in the State of Montana Judicial District in the County in which the Entity is located. Each party shall pay its own costs and attorney fees, except as otherwise allowed in this contract.
37. **Notice:** All notices under this contract must be in writing and will be deemed given if delivered personally, by mail, certified, return receipt requested, or by e-mail. All notices will (a) if delivered personally, be deemed given upon delivery, (b) if delivered by mail, be deemed given upon receipt, or (c) if delivered by e-mail be deemed given upon receipt.
38. **Invalid Provision:** If any provision of this contract is held to be illegal or unenforceable and the parties' rights or obligations will not be materially and adversely affected, such provision will be (a) severed from the contract, (b) the contract will be interpreted as if such provision was never a part of the contract and (c) the remaining provisions will stay in effect.
39. **Authority:** Each party represents that the person signing this contract has the authority to bind that party.
40. **Entire Agreement and Amendment:** This contract and the attached Appendices contain the entire understanding and agreement of the parties. No modification or amendment of this contract is valid unless it is reduced to writing, signed by the parties, and made a part of this contract.

Contractor, Entity, and State have executed this Standard Audit Contract on the date first above written:

Certified Public Accountant

Strom & Associates, P.C.

Firm Name

By: Paul D Strom
Authorized Representative

Date: March 29, 2019

Governmental Entity

Town of Stevensville

Entity Name

By: _____
Authorized Representative

Date: _____

**Montana Department of Administration,
Local Government Services**

By: _____
Approved By

Date: _____

APPENDIX A

Initial or Sole Audit under this Contract

GOVERNMENTAL ENTITY (ENTITY):

Town of Stevensville

406-777-5271
Telephone:

Address:

P.O. Box 30
(Street Address or P.O. Box)

Stevensville,
(City/Town)

MT 59870
(Zip Code)

April VanTassel (april@townofstevensville)
Contact Person(s) and E-Mail Address(es)

PUBLIC ACCOUNTANT/ACCOUNTING
FIRM (CONTRACTOR) :

Strom & Associates, P.C.

(406) 252-2765
Telephone:

Address:

P.O. Box 1980
(Street Address or P.O. Box)

Billings,
(City/Town)

MT 59103
(Zip Code)

Paul Strom or Tom Hayes (audit@stromcpa.net)
Contact Person(s) and E-Mail Address(es)

1. Audit Period and Dates of Engagement:

A. This audit will cover the fiscal year(s) ending
June 30, 2019 (and _____).
(Month & Day) (Year) (Year)

B. Date to commence audit work: January 2020

C. Date to submit final audit report
to Entity and State: June 2020

2. Time and Price for Engagement:

A. Estimated total hours - 205

B. Price for audit personnel \$ 13,800

Price for Travel _____

Price for typing, clerical _____

and report preparation _____

Total price for this _____

engagement \$ 13,800

3. The reporting entity contains the following discretely presented component units: NONE
4. Date Annual Financial Report or a trial balance will be available: December, 2019
5. Number of copies of audit report Contractor will provide to Entity: Three
6. The Entity will provide clerical, equipment, and photocopying or reproduction services to the Contractor as follows:
As needed
7. The audit scope with regard to federal financial assistance received by the Entity for the above fiscal year(s) will be as indicated below:

The audit will be a single audit conducted in accordance with the provisions of Uniform Guidance because the Entity expended a total amount of federal awards **equal to or in excess of \$750,000** during the fiscal year(s), or such other dollar amount (\$ _____) that is effective for the fiscal year(s) being audited.

OR

The audit will not be a single audit conducted in accordance with the provisions of Uniform Guidance and will not include audit coverage of any federal financial assistance in accordance with requirements of that federal regulation, because the Entity expended a total amount of federal awards of **less than \$750,000** during the fiscal year(s), or such other dollar amount (\$ _____) that is effective for the fiscal year(s) being audited.

Certified Public Accountant

Strom & Associates, P.C.
Firm Name

By: Paul D. Strom
Authorized Representative

Date: March 29, 2019

Governmental Entity

Town of Stevensville
Entity Name

By: _____
Authorized Representative

Date: _____

**Montana Department of Administration,
Local Government Services**

By: _____
Approved By

Date: _____

APPENDIX B

Subsequent Audit under this Contract

GOVERNMENTAL ENTITY (ENTITY):

Town of Stevensville

406-777-5271

Telephone:

Address:

P.O. Box 30

(Street Address or P.O. Box)

Stevensville,

(City/Town)

MT 59870

(Zip Code)

April VanTassel (april@townofstevensville)

Contact Person(s) and E-Mail Address(es)

PUBLIC ACCOUNTANT/ACCOUNTING

FIRM (CONTRACTOR) :

Strom & Associates, P.C.

(406) 252-2765

Telephone:

Address:

P.O. Box 1980

(Street Address or P.O. Box)

Billings,

(City/Town)

MT 59103

(Zip Code)

Paul Strom or Tom Hayes (audit@stromcpa.net)

Contact Person(s) and E-Mail Address(es)

1. Audit Period and Dates of Engagement:

A. This audit will cover the fiscal year(s) ending

June 30, 2020 (and _____).
(Month & Day) (Year) (Year)

B. Date to commence audit work: January 2021

C. Date to submit final audit report
to Entity and State: June 2021

2. Time and Price for Engagement:

A. Estimated total hours - 210

B. Price for audit personnel \$ 14,400

Price for Travel _____

Price for typing, clerical _____

and report preparation _____

Total price for this _____

engagement \$ 14,400

3. The reporting entity contains the following discretely presented component units: NONE

4. Date Annual Financial Report or a trial balance will be available: December, 2020
5. Number of copies of audit report Contractor will provide to Entity: Three
6. The Entity will provide clerical, equipment, and photocopying or reproduction services to the Contractor as follows:
As needed

7. The audit scope with regard to federal financial assistance received by the Entity for the above fiscal year(s) will be as indicated below:

The audit will be a single audit conducted in accordance with the provisions of Uniform Guidance because the Entity expended a total amount of federal awards **equal to or in excess of \$750,000** during the fiscal year(s), or such other dollar amount (\$ _____) that is effective for the fiscal year(s) being audited.

OR

The audit will not be a single audit conducted in accordance with the provisions of Uniform Guidance and will not include audit coverage of any federal financial assistance in accordance with requirements of that federal regulation, because the Entity expended a total amount of federal awards of **less than \$750,000** during the fiscal year(s), or such other dollar amount (\$ _____) that is effective for the fiscal year(s) being audited.

Certified Public Accountant

Strom & Associates, P.C.

Firm Name

By: Paul D. Strom
Authorized Representative

Date: March 29, 2019

Governmental Entity

Town of Stevensville

Entity Name

By: _____
Authorized Representative

Date: _____

**Montana Department of Administration,
Local Government Services**

By: _____
Approved By

Date: _____

APPENDIX C

Subsequent Audit under this Contract

GOVERNMENTAL ENTITY (ENTITY):

Town of Stevensville

406-777-5271
Telephone:

Address:

P.O. Box 30
(Street Address or P.O. Box)

Stevensville,
(City/Town)

MT 59870
(Zip Code)

April VanTassel (april@townofstevensville)
Contact Person(s) and E-Mail Address(es)

PUBLIC ACCOUNTANT/ACCOUNTING
FIRM (CONTRACTOR) :

Strom & Associates, P.C.

(406) 252-2765
Telephone:

Address:

P.O. Box 1980
(Street Address or P.O. Box)

Billings,
(City/Town)

MT 59103
(Zip Code)

Paul Strom or Tom Hayes (audit@stromcpa.net)
Contact Person(s) and E-Mail Address(es)

1. Audit Period and Dates of Engagement:

A. This audit will cover the fiscal year(s) ending
June 30, 2021 (and _____).
(Month & Day) (Year) (Year)

B. Date to commence audit work: January 2022

C. Date to submit final audit report
to Entity and State: June 2022

2. Time and Price for Engagement:

A. Estimated total hours - 220

B. Price for audit personnel \$ 15,000

Price for Travel _____

Price for typing, clerical
and report preparation _____

Total price for this
engagement \$ 15,000

3. The reporting entity contains the following discretely presented component units: NONE

4. Date Annual Financial Report or a trial balance will be available: December, 2021
5. Number of copies of audit report Contractor will provide to Entity: Three
6. The Entity will provide clerical, equipment, and photocopying or reproduction services to the Contractor as follows:
As needed

7. The audit scope with regard to federal financial assistance received by the Entity for the above fiscal year(s) will be as indicated below:

The audit will be a single audit conducted in accordance with the provisions of Uniform Guidance because the Entity expended a total amount of federal awards **equal to or in excess of \$750,000** during the fiscal year(s), or such other dollar amount (\$ _____) that is effective for the fiscal year(s) being audited.

OR

The audit will not be a single audit conducted in accordance with the provisions of Uniform Guidance and will not include audit coverage of any federal financial assistance in accordance with requirements of that federal regulation, because the Entity expended a total amount of federal awards of **less than \$750,000** during the fiscal year(s), or such other dollar amount (\$ _____) that is effective for the fiscal year(s) being audited.

Certified Public Accountant

Strom & Associates, P.C.
Firm Name

By: Paul S. Strom
Authorized Representative

Date: March 29, 2019

Governmental Entity

Town of Stevensville
Entity Name

By: _____
Authorized Representative

Date: _____

**Montana Department of Administration,
Local Government Services**

By: _____
Approved By

Date: _____



Report on the Firm's System of Quality Control

October 27, 2017

To the Members of Strom & Associates, P.C. and
the Peer Review Committee of the Montana Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Strom & Associates, P.C. (the firm) in effect for the year ended May 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under the *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Strom & Associates, P.C. in effect for the year ended May 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency*, or *fail*. Strom & Associates, P.C. has received a peer review rating of *pass*.

Presnell Gage, PLLC
Presnell Gage, PLLC

MONTANA DEPARTMENT OF ADMINISTRATION
LOCAL GOVERNMENT SERVICES BUREAU

This is to certify that

Strom & Associates, PC - Billings 736

PO Box 1980
Billings, Montana 59103

has been accepted for placement on the Department of Administration's roster of independent auditors authorized to conduct audits of Montana local government entities under the provisions of Title 2, Chapter 7, Part 5, of the Montana Code Annotated for the period from July 1, 2017 through June 30, 2018. Roster Number 736

Date: July 12, 2017



Kim Smith

KIM SMITH, CPA
Acting Bureau Chief

Item Attachment Documents:

- f. Discussion/Decision: Review/selection of legal services proposals



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	6/13/2019
Agenda Topic:	Discussion/Decision: Review/selection of legal services proposals
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	6/13/2019
Notes:	

Town of Stevensville Legal Services Proposal

1. Availability Commitment:

I am committed to providing consistent and available legal counsel to the Town. I propose to be available in Town of Stevensville assist and participate in Town business as it occurs. It is my full intent to be an integrated member of the Town's Administration who is available to provide necessary legal counsel on the issues facing the Town.

Additionally, I will establish a court schedule which will allow me to be in the City Court throughout the week. As criminal hearings conclude I will be establishing additional hours in town on these days to address pending civil issues and assist the Town Administration. Further, I believe it is of the utmost importance that each member of the Town Council and Town Administration understand that I will be available at any time by either phone or email. My personal cell phone number is (406) 450-7268 and I will encourage council members and staff to contact me directly with issues as they encounter them.

Finally, I have experience assisting the City Attorney for East Helena and Deer Lodge in various matters. Through this experience, I have found that it is sometimes necessary for Officers to have legal advice during their shifts, often on nights and weekends. I am committed to working with the Department heads to establish a protocol through which they can contact me directly at any time of day.

2. Description of Education:

I received my undergraduate degree from Montana State University in Sociology/Criminal Justice in December of 2007. I received my law degree from University of Montana in May of 2011. My education at the University of Montana had a focus not only on the politics of Montana but also more broadly on local government. In particular, I completed courses on local city governance, property, land use and zoning, real estate planning, criminal law and criminal procedure. While in Law School, my education focused on local governance and the issues facing local communities.

I have been a member of the Montana Army National Guard for over 19 years. Currently, I serve in the JAG Corp as Trial Defense Counsel for the Montana Army National Guard. In 2017, I graduated from the Judge Advocate Officer Basic Course at the University of Virginia. This training has expanded my legal knowledge in governmental entities, government grants and contracts, and labor and employment areas.

Over the past three years I have assisted the City Attorney in East Helena and Deer Lodge on various issues. Through this assistance, I have been exposed to multiple issues and topics facing local municipalities.

I am a member of the Montana State Bar, license number 12459, and am admitted to practice in the State and Federal courts of Montana.

3. Professional Experience:

Currently, I am a solo-practitioner and owner of Owens Law Firm, PLLC. My office was established in 2013 providing legal assistance to clients located in multiple counties throughout Montana. This is a small business and I have no employees. While my office is temporarily located in Helena, I am in transition to Missoula, where I currently reside. In my practice, I have provided assistance in multiple areas of law: family law, criminal law, probate/wills, contracts, general business operations, and assistance on municipal matters.

My former partner, Peter Elverum, is currently the City Attorney for both East Helena and Deer Lodge. In my assistance to Mr. Elverum, I have had the experience of providing legal counsel and advice to the Mayor and City Council on legal matters and advising during City Council meetings. Through this relationship with Mr. Elverum, I have dedicated support in any municipal matter that I may encounter.

Additionally, I have litigated multiple misdemeanor crimes arising in the City Courts. I have also had experience litigating misdemeanor and felony cases at throughout the Justice Courts, District Courts, and Federal Courts of Montana. My criminal law and procedure knowledge/experience is vast.

As a member of the JAG Officer in the Montana National Guard, I have experience advising on government-funded services. In this capacity, I have had experience with governmental entities, government contracts, and labor and employment issues. Through this affiliation, I have opportunities to receive continued legal education in similar areas of law.

4. Other Qualifications:

As a JAG Officer in the United States Army and Montana National Guard I will bring a unique aspect to the Town of Stevensville. Through my time in the military I have had the privilege of working with and leading a diverse group of Americans to meet numerous goals.

During my initial assignment as a Judge Advocate in the Montana Army National Guard, I served as a Legal Assistance Attorney within the Office of the Staff Judge Advocate. In that capacity, I coordinated and provided legal assistance services to Montana Army National Guard Soldiers and their families. It was my responsibility to ensure that Soldiers were advised and supported regarding various estate planning issues and rights under Servicemembers' Civil Relief Act. Finally, I worked with the State Staff Judge Advocate and other JAG officers to assist with the Legal Station for Soldier Readiness.

I have also worked as a Joint Operations Center Desk Officer. In this capacity, I managed Federal, State, and public related tasks in response to all levels of emergency. I coordinated with senior officers or field grade representatives of the Office of Secretary of Defense, combatant commands, and key federal agencies. It was also my responsibility to provide and incorporate reports / assessments on state civil support missions, current operations, situation reports, and daily executive summaries

5. Proposed Compensation.

- \$80.00 / hour as an Independent Contractor.
- \$250.00 monthly payment for expenses to include:
 - o Additional Malpractice Insurance to cover increased caseload
 - o Lexus Nexus Research Software
 - o Printing, Mailing and Office Supply Expenses
- Training Expenses – Annual City Attorney Training through MMIA and Montana League of Cities and Towns.
- Mileage in accordance with the IRS mileage ratings.

This compensation format will allow the Town to save on benefits expected by a traditional employee while also assuring that Stevensville has a committed attorney who is dedicated and available at any time to assist the Town.

6. Description of Legal Services to be Provided:

1. I will review, draft, and negotiate contracts and leases.
2. I will advise on municipal legal issues.
3. I will advise on individual labor and employment matters.
4. I will review personnel, fiscal and other policies.
5. I will attend Town Council meetings as necessary.
6. I will advise on government grant and contract issues.
7. I will advise responses to subpoenas, court orders, and request for information from third parties.
8. I will defend lawsuits administrative claims, or other legal claims.
9. I will conduct litigation as necessary.
10. I will act as the city court's prosecuting attorney.
11. I will perform other legal services as needed.

7. References and Contact Information:

Peter Elverum	City Attorney, East Helena, Montana	(406) 570-3755 peter@elverumlaw.com
Major Michael Talia	Montana Army National Guard Fort Harrison, Montana	(406) 324-3325 michael.p.talia.mil@mail.mil
Mathew Johnson	Attorney, Helena, Montana Former Jefferson County Attorney	(406) 603-0075 mathew@mtlegalcounsel.com



May 15, 2019

Ms. April VanTassel
Finance Officer
Town of Stevensville
PO Box 30
Stevensville, MT 59870-0030

RE: Request for Proposal Legal Services 2019-2021

Dear Ms. VanTassel:

In response to the Town of Stevensville's request for proposal, please accept the following general outline proposal on behalf of Brian J. West and West Law Firm, P.C. in advance of negotiating a contract for the term beginning July 1, 2019 through June 30, 2021. This proposal covers all areas under Section 2 "Scope of Services."

Proposal Requirements

A. Legal Experience. The Offeror should describe its legal experience, including the names, addresses, contact persons, and telephone numbers of at least three clients, preferably including clients similar to ToS. Experience should include the following categories:

- 1. Experience advising nonprofit organizations.**
- 2. Experience advising clients conducting similar programs and government-funded services.**

I am a private practice attorney based out of Missoula, Montana. I have served Town Attorney for Stevensville since appointed by Mayor Lew Barnett in 2011. If selected, the contract term will take me through my tenth year of service to the Town. I have also served as contracted civil counsel for the Town of Darby.

My private practice generally focuses on business law, civil litigation, and transactional matters (e.g. contracts, real estate, etc. . .), as well as advising municipal entities. Previous practice focus has included family law and criminal law, but are not active areas of practice for me, specifically. I have litigation experience in the form of multi-day jury trials in both civil and criminal. I have formed non-profit entities and advised with compliance for their operation. Lastly - and at times on behalf of the Town of Stevensville - I have practice administratively, appearing before the Department of Labor & Industry with wage claims and the human rights board.

As examples of work done for the Towns, I have provided legal service regarding policy drafting, review, and implementation; budget matters; federal grant review; Public Right to Know matters; zoning & easements; contract review; airport leases and zoning; administrative law practice; and review of ordinances for adoption & codification process.

Due to client confidentiality, I decline to offer client's names and contact information.

As professional references outside of active Town personnel, you may contact:

Hon. Alex Beal
Missoula County Justice of the Peace, Department 1
200 W Broadway Street Missoula, MT 59802
406-258-3470

Mr. Tom Schoenleben, Esq.
Bitterroot Law, PLLC
107 S 2nd Street
Hamilton, MT 59840
406-360-7336

Mr. Ken Bransby, Esq
Bransby Law Office
515 Main Street
Stevensville, MT 59870
406-777-1000

Additionally, the Town is able to contact Stevensville Chief of Police James Marble, Stevensville City Court Judge Honorable Maureen O'Connor, or former Mayors Jim Crews and Gene Mim Mack about my abilities.

B. Organization, Size, Structure, and Areas of Practice. If the Offeror is a firm, it should describe its organization, size, structure, areas of practice, and office location(s). Indicate, if appropriate, if the firm is a small or minority/owned business. Also include copy of Equal Opportunity/Affirmative Action Policy, if the firm has one.

West Law Firm, P.C. is a three-attorney firm, qualifying as a "small business" founding in Billings, Montana in 1982. The firm operates from three locations in Billings, Laurel, and Missoula with approximately 3-5 support staff across the three locations. Jock and Tyler West are the attorneys assigned to the Billings and Laurel offices, while I manage the Missoula office.

This contract would be serviced primarily by the Missoula office, but the Town would have access to the Billings based attorneys should I be unavailable. The Firm is a general practice litigation firm covering nearly all areas of law.

C. Attorney Qualifications. The Offeror should have experience in the following areas: governmental entities; government grants and contracts; labor and employment; and general business operations. The Offeror should describe the qualifications of attorneys to be assigned to the representation. Descriptions should include:

1. Professional and education background of each attorney.
2. Overall supervision to be exercised.
3. Prior experience of the individual attorneys with respect to the required experience listed above. Only include resumes of attorneys likely to be assigned to the representation. Education, position in firm, years and types of experience, and continuing professional education will be considered.

Again, as the primary attorney for the proposal, I have eight years of experience in the area of governmental entities; government grants and contracts; labor and employment; and general business operations. I have ten years in the practice of criminal law. That experience is primarily derived from work on behalf of the Towns of Stevensville and Darby. I have counseled private clients concerning legal issues with various state and local entities across the state of Montana. Those issues range from wage and employment claims against the entities and administrative practice such as zoning code compliance and appearing before boards and commissions.

A resume is included for me only. While not specifically assigned to the Town's contract, Jock West has 42 years of legal experience including serving as appointed Big Horn County Attorney and a Deputy County Yellowstone Attorney, plus 36 years in private practice. Tyler West has five years' experience with private general practice. Additional firm information is available via: www.westlawfirm.pro.

D. Price. The Offeror's proposed price should include information on the hourly billing rates of each attorney or other legal staff who is expected to work on this representation and charges for expenses, if any, such as legal research, copies, and faxes. Also include a monthly flat fee that would be charged to advise on routine matters that could be handled over the telephone or otherwise without extensive research or other legal work. ToS reserves the right to negotiate with the Offeror on the structure of the billing.

The firm's attorney rates for private matters range between \$175 per hour to \$250 per hour depending on the assigned attorney and the experience with the matter. Support staff is generally billed at \$60 per hour.

I would be willing to discuss flat fee rates but decline to provide an option in this proposal. When I was appointed to replace both of my predecessors, the Town was dissatisfied with flat fees because they did not accurately reflect the work being done for both parties. An hourly rate, billed monthly is the best manner to ensure that the Town does not overpay or underpay for services rendered.

My current contract which was set to renew for the term of this proposal, bills the Town at a rate of \$85 per hour for all work conducted for the Town. I have been As the Town has put the contract out for bid, I consider the renewal of this rate to have been declined. The proposal for a renewed contract would be for an hourly rate in the range of \$105 per hour.

Sincerely,
Brian J. West

West Law Firm, P.C.

Brian J. West

brian@westlawfirm.pro • work: (406)552-0130

PROFESSIONAL EXPERIENCE

West Law Firm, P.C. – Lawyer & Partner

2010-present

Partner in private law practice operating from Billings, Laurel, and Missoula. Manages Missoula law office and staff. Practice experience includes business law and formation; employment law; litigation; intellectual property advice and registration; transactional work for non-profit and commercial entities; and estate planning. Provides legal counsel for institutional entities and organizational entities with administrative representation. Has conducted multi-day criminal and civil jury trials.

Towns of Stevensville & Darby – Town Attorney

2011-present

Provides legal advice to the Mayor and Town Council. Areas of law covered include employment law; consults regarding policy drafting, review, and implementation; budget matters; federal grant review; Public Right to Know matters; zoning & easements; contract review; airport leases and zoning; administrative law practice; and review of ordinances for adoption & codification process.

Judge Pro Tempore

2019

Served as substitute judge for Missoula Municipal Court and Missoula County Justice Court. Presided over criminal jury trial, bench trials, and law and motion calendar for both a court of record and non-court of record.

Office of the State Public Defender – Assistant Public Defender

2009-2010

Staff attorney responsible for defense of felonies and misdemeanors for indigent defendants. Defended major felonies including Sexual Intercourse without Consent (adult and minor victims), and Assault on a Peace Officer. Co-Counsel for Negligent Homicide trial.

Missoula County Attorney's Office – Legal Intern

2009

Clinical internship. Responsible for misdemeanor prosecution and any requisite court appearances.

Institute Education of Students: Beijing – Program Assistant

2006

Served as resident program assistant for study abroad program of 60 students. Duties included supervision of students, planning activities, maintaining student language proficiency and well-being, budgeting, and trip supervision.

DP Productions, LLP – Owner/Partner

2005 - 2018

Co-founder and managing partner of branding company with “Montana is for Badasses” logo. Company focus was promotion for the state of Montana and maintaining intellectual property branding.

ACADEMIC PROGRAMS & ACTIVITIES

Public Lands & Resources Law Review – Publications Editor

2007-2009

Responsible for submitted article intake, selection, and final editing of journal. Supervised staff and, in conjunction with whole editorial staff, organized 2009 PLRLR annual conference.

Study Abroad: Xiamen, China

2007

Completed 6 week graduate program on Maritime Law at Xiamen University (厦门大学).

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International Law Society, UM School of Law 2006 - 2007
President for 2007 academic year. Charged with event planning, speaker hosting, and program support.

Study Abroad: IES Program Beijing, China 2004
Completed Chinese Language and Business Program through the Institute for the International Education of Students (IES) located at Beijing Foreign Studies University (北京外国语大学)

The Internationalist 2003 – 2004
Senior editor for academic quarterly journal. Oversaw procurement of articles for publication, creative input, and advertising procurement.

UPS Crew Team 2001 – 2005
Varsity rower for collegiate sports team. Lettered in consecutive years 2001-2004. Medaled at Northwest Collegiate Rowing Championships 2002, 2003, 2004.

VOLUNTEER WORK

Montana Legal Services 2007
Assisted Pro Se clients in handling complaint forms for separations and parenting plans.

PUBLICATIONS & CONFERENCE PRESENTATIONS

Int'l Assoc. for Chinese Management Research 2008
Co-wrote paper on the tainted food products and legal ramifications that was accepted for presentation at the 2008 conference in Guangzhou, China.

“Managing Transnational Product Safety Crisis: Some Legal Implications” Dr. David Aronofsky, General Legal Counsel, University of Montana, Dr. Fengru Li, Dept. of Management & Marketing, University of Montana, Brian J. West, Law School student, University of Montana.

EDUCATION

University of Montana – School of Law
Juris Doctorate 2009

University of Puget Sound, Tacoma, WA.
B.A., Foreign Language & International Affairs (Mandarin) 2005
B.A., International Political Economy 2005

SOFTWARE & TECHNOLOGY PROFICIENCY

Windows 10; Mac OS X; Justware, Clio, Marketcircle Daylite & Billings (OSX); LexisAdvance; Fastcase; SquareSpace; Adobe Acrobat Pro; Lightroom & Photoshop; Microsoft & Google Office Suite, limited experience with Full Court Enterprise.

REFERENCES

Enclosed separately