



**Stevensville Town Council Meeting
Agenda for
THURSDAY, FEBRUARY 13, 2020
7:00 PM**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval of Minutes
 - [a.](#) January 23, 2020 Public Hearing
 - [b.](#) January 23, 2020 Town Council Meeting
 - [c.](#) January 30, 2020 Committee of the Whole Meeting
4. Approval of Bi-Weekly Claims
 - [a.](#) Claims #15681-15782
5. Administrative Reports
 - [a.](#) Airport Manager's Report
 - [b.](#) Court Report
 - c. Building Department Report
 - [d.](#) Finance Report
 - e. Fire Department Report
 - [f.](#) Police Department Report
 - [g.](#) Public Works Report
6. Guests
7. Correspondence
8. Public Comments
9. Unfinished Business
 - [a.](#) Discussion/Decision: Resolution 387C, A Resolution Amending the Town Council Rules
 - [b.](#) Discussion/Decision: Resolution 457a, amending Utility Billing Policies & Procedures
 - [c.](#) Discussion/Decision: Scheduled Town Hall closures on the 5th Friday of the month for staff & Council training
10. New Business
 - [a.](#) Discussion/Decision: Resolution No. 468, Declaring Intent to Annex a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B
 - [b.](#) Discussion/Decision: Resolution No. 469, Adopting a Master Schedule for Charges & Fees
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. January 23, 2020 Public Hearing

**Stevensville Public Hearing
Minutes for
THURSDAY, JANUARY 23, 2020
6:30 PM**

1. Call to Order and Roll Call

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

2. Public Comments

Ordinance No. 165, Updating Building and Technical Codes for the Town of Stevensville

Mayor Dewey explained the reasoning behind the Second Reading to update the building codes for the Town of Stevensville. Mayor Dewey then called for Public Comment.

Bob Moore, Stevensville School District.

Spoke about the State's newest fire codes, and adopting the newest one the State will be updating shortly. Mayor Dewey explained that while this current one will update the Town's fire code, when the State updates theirs again, we will have to later update ours as well. All Building and Technical Code updates start with the State, then requires municipalities to update theirs.

3. Adjournment

Meeting adjourned at approximately 6:33 p.m.

APPROVE:

ATTEST:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk

Item Attachment Documents:

- b. January 23, 2020 Town Council Meeting

Stevensville Town Council Meeting
Minutes for
THURSDAY, JANUARY 23, 2020
7:00 PM

1. Call to Order and Roll Call

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

2. Pledge of Allegiance

3. Approval of Minutes

a. January 9, 2020

Councilmember Holcomb made the Motion to approve the Minutes for January 9, 2020.

Councilmember Vick seconded the Motion. Mayor Dewey then called for Public Comment and the Vote, starting with Councilmember Michalson, Vick & Holcomb; Motion passes, 3-0.

4. Approval of Bi-Weekly Claims

a. Claims #15660-15739

Councilmember Vick made the Motion to separate out Claims # 15661, 15731 and 15732, due to personal involvement. Councilmember Holcomb seconded that Motion. Mayor Dewey called for Council discussion, and the vote to separate the claims at this time; Michalson, Vick and Holcomb, 3-0. Motion passes to separate the claims.

Councilmember Holcomb made the Motion to approve the Claims except for # 15661, 15731 and 15732. The Motion was Seconded by Councilmember Vick.

Discussion on Claim #15729, Michalson discussed talking with the Finance Officer about the claim being budgeted for in December.

Mayor Dewey called for the Vote on all claims, excluding the three previous claims mentioned; Motion Passes 3-0.

Councilmember Holcomb made the Motion to approve Claims # 15661, 15731 and 15732, then Seconded by Councilmember Michalson. Mayor Dewey called for Public Comment, then the Vote; Michalson "Aye," Holcomb "Aye," and Vick "Abstain," 2-0, with one Abstained vote.

5. Administrative Reports

6. Guests

7. Correspondence

a. Letter to Mayor regarding the January 9, 2020 Town Council Meeting

Mayor Dewey read the correspondence letter addressed to Mayor Dewey, which has been attached in the Council Packet.

Mayor Dewey then read the second piece of Correspondence, addressed to John Kellogg and the Council.

8. Public Comments

Mayor Dewey called for Public Comment; None at this time.

9. Unfinished Business

- a. Discussion/Decision: Resolution 458, A Resolution creating an ad hoc Climate Action Advisory Board

Councilmember Vick made a Motion to amend Res 458 to include a citizen from the town, making the board with a total of five members; One Councilmember, a business owner, a member of the school board member, a medical provider, and a local citizen. The Motion was then seconded by Councilmember Holcomb.

Councilmember Holcomb asked if those board members and their duties will be reflected in the updated resolution; Mayor Dewey clarified that those peoples' names will not be in the Resolution itself, but they will be on a roster, like every other board, such as the park board.

Mayor Dewey called for Public Comment, then the Vote on amending the Resolution; Motion passes with a 3-0 vote.

Mayor Dewey then called the vote on Adopting Resolution 458, after Councilmember Michalson made the Motion, a Resolution Creating a Climate Action Advisory Board. The Motion was then Seconded by Councilmember Vick. Mayor Dewey called for the Vote, and the Motion passes 3-0.

- b. Discussion/Decision: Second Reading of Ordinance No. 165, Updating Building and Technical Codes for the Town of Stevensville

Mayor Dewey explained that Public Hearing was held at 6:30pm this evening. Councilmember Vick made a Motion to approve the second reading of Ordinance 165, adopting updated building and technical codes for the Town of Stevensville. The motion was seconded by Councilmember Holcomb. Mayor Dewey then called for the Vote; Motion passes 3-0.

10. New Business

- a. Discussion/Decision: Utility Billing Policies & Procedures

Mayor Dewey explained that during the last meeting, Council had expressed the desire to revisit the Utility Billing Policies and Procedures, which had been adopted by council on the December 12, 2019 meeting, specifically addressing the 15-day term to a 30-day term as far as late fees.

Councilmember Vick made a motion to modify the Billing period from 15 days to 30 days. The Motion was then seconded by Councilmember Holcomb.

Councilmember Vick then Amended his Motion to include, reducing the late charge from 10% to 5%. The amendment was then Seconded by Councilmember Michalson.

Mayor Dewey called for the vote on the Motion amendment, to include the late fee reduction from 10% to 5%. Council and Mayor Dewey engaged in discussion on the policy regarding what constitutes as a reasonable time for shut-off.

Mayor Dewey then called for the vote to the amended Motion; The amendment on the Motion passes, 3-0.

The Motion on the floor is to change the billing days from 15 days to 30 days, an reduce the late fee from 10% to 5%. Mayor Dewey called for Public Comment, then the vote. The Motion passes, 3-0.

- b. Discussion: Council Meeting Attendance by City Attorney

Mayor Dewey and Council discussed time and the need for the city attorney's presence. Currently, the Mayor has directed Mr. Owens to attend all meetings with Council. This was in response to Council and citizen concerns expressed at the attorney's appointment. The administration recommends maintaining the continued and consistent attendance of the city attorney at all regular meetings of the Town Council at this time.

11. Executive Report

Mayor Dewey presented his Executive Report.

12. Town Council Comments

Councilmember Michalson reminded everyone age 60, and older dog licenses are half the price but they do need to disclose their age, staff should not be inquiring about age.

13. Board Report

14. Adjournment

Meeting adjourned at approximately 7:41 p.m.

APPROVE:

ATTEST:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk

Item Attachment Documents:

- c. January 30, 2020 Committee of the Whole Meeting

Stevensville Committee of the Whole Meeting
Minutes for
THURSDAY, JANUARY 30, 2020
6:00 PM

1. Call to Order and Roll Call

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

2. Discussion on the Following Items

a. Resolution No. 456, A Resolution Amending the Personnel Policy Manual for the Town of Stevensville

Mayor Dewey spoke about the background of the current policy and the need to update the policy. MMIA likes to review our policies and make suggestions. We are under review currently, therefore changes are subject to their approval. So far, they are liking what they see. Mayor Dewey opened the floor to council comment and suggestions. Council member Michalson noted on the mileage and per diem for travel expenses for reimbursement; Instead of changes on the first of July every year, we used verbiage so that it reflects back to the state.

On page 15-18, Number 4: "Diversity, Harassment and Bullying Prevention," "Harassment" was explicitly defined, and harassment, prevention and reporting were addressed, and we defined "Workplace Bullying," which used to be lumped into harassment. How workplace bullying is prevented and reported. MMIA suggested "regular training" or "frequent training," as oppose to using "annual training," and that timeline being the reason the harassment was not prevented. On page 18; If served papers, which has nothing to do with the Town, the verbiage needs to be changed so that anyone served papers and has nothing to do with the Town, they are not to bring just any papers to the Mayor.

On page 16, Number 4: "Diversity, Harassment and Bullying Prevention," under E: "Definitions of Workplace Bullying," changes are desired under, "health-harming mistreatment" to "any mistreatment." It was consensus with Council.

On page 23, Number 11: "Outside Employment," we should not be requiring our part-time employees to make the Town of Stevensville their "primary place of employment" because they might have another full-time employment elsewhere. Mayor Dewey stated that the intent of the clause is that if you have another primary place of employment, the employees' productivity is not diminished. It was agreed that we don't want employees to be constantly unavailable for work, which is the intent of the wording.

On page 22, Number 9: "Smoking and Tobacco Use." Discussion about distance took place, then it was decided to take a "Tobacco Free Campus" initiative.

On page 24, Number 13: Personnel Files; The term "supervisors" is in reference to whom and when access is applicable. Files are accessible through the human resource representative.

On page 27, Number 16: Work Schedule and Breaks; Clarified to Council what Comp Time amounts to after 40 hours.

On page 45, Number 32: Grievance, D; Council discussed clarification on the grievance policy.

Those changes will be addressed and the Personnel Policy will come before Council for a final review.

b. Resolution No. 387C, A Resolution Amending the Town Council Rules

Mayor Dewey spoke about approaching certain topics, as Council requests Agenda Items to be on the Agendas. Sometimes better communication is more effective, rather than just submitting Agenda items and demanding them to be on the next Council Agenda. Consensus, A 30-day timeline is efficient.

Part IV: Agenda, Section 1; The rules currently have the Agenda submitted by Noon on Wednesday, the Packet is due Thursday by 5:00pm, the week prior to the meeting. Council has decided to make both, the Agenda and Packet to be posted on Thursday prior to the regularly scheduled meeting.

Part XI, Rules of Council Debate, Section 3: Potential Conflicts of Ethics or Interest was addressed and discussed. If the presiding officer of the Council has an interest in a matter pending before the Council, as defined by the laws of the State of Montana or as advised by the Town Attorney, he/she shall yield the chair to a member of the Council during the course of debate and decision concerning the matter in which he/she has an interest. Further discussion on changing the spelling of "censured." Councilmember Vick would like to see a definition for censorship in there. The presiding officer can decide prior to a high-profile meeting, as to what time limit is appropriate for public comment, and if Council would like to decide that prior to the meeting, the Mayor is open to open discussion on limiting public comment if needed.

3. Public Comment

Mayor Dewey called for Public Comment and there was none at this time.

4. Adjournment

Meeting adjourned at approximately 6:50 p.m.

APPROVE:

ATTEST:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk

Item Attachment Documents:

- a. Claims #15681-15782

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date	Vendor #/Name/ Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (1/20) ****									
15681	E	1479	INTERNATIONAL ASSOCIATION OF	210.00					
Annual			International Association of Chiefs of Police	1/1/20-12/31/20					
		91675 12/04/19	IACP ANNUAL DUES 2020	210.00			1000 420100	330	101000
*** Claim from another period (1/20) ****									
15707		1701	Cote and Associates, CPAs, PPL	1,327.50					
		2573 01/20/20	Review of Town Finances 18-19	1,327.50*			1000 410211	356	101000
*** Claim from another period (12/19) ****									
15741	E	1166	VISA	3,873.27					
		Dec 19 12/22/19	TH-Office Supplies	363.59*			1000 410550	210	101000
		Dec 19 12/22/19	Water-Office Supplies	167.93			5210 430510	210	101000
		Dec 19 12/22/19	Sewer-Office Supplies	167.93			5310 430610	210	101000
		Dec 19 12/22/19	Court-Office Supplies	62.39			1000 410360	210	101000
		Dec 19 12/22/19	Airport-Office Supplies	16.81*			5610 430300	210	101000
		Dec 19 12/22/19	PD-Battary Charger &Power Cor	50.40*			1000 420100	232	101000
		Dec 19 12/22/19	FD-Office Supplies	16.80			1000 420410	210	101000
		Dec 19 12/22/19	BD-Office Supplies	1,906.74*			2394 420531	210	101000
		Dec 19 12/22/19	MO-Office Supplies	19.94*			1000 410200	210	101000
		Dec 19 12/22/19	Streets- Road Manager	50.00*			1000 430200	330	101000
		Dec 19 12/22/19	Mayor-Adobe Subscription	14.99			1000 410200	330	101000
		Dec 19 12/22/19	PD-Adobe Subscription	25.49			1000 420100	330	101000
		Dec 19 12/22/19	Admin-Adobe Subscribtion	14.99			1000 410550	330	101000
		Dec 19 12/22/19	MO-Parking	1.00			1000 410200	370	101000
		Dec 19 12/22/19	PD-Publicity	123.95			1000 420100	330	101000
		Dec 19 12/22/19	MO-Computer	799.99*			1000 410200	210	101000
		Dec 19 12/22/19	TH-Cleaning Supplies	70.33			1000 411201	220	101000
*** Claim from another period (1/20) ****									
15743		1667	Owens Law Firm, PLLC	2,390.70					
		2816 02/03/20	PROSECUTING ATTY SERVICES	1,249.90			1000 411100	352	101000
		2815 02/03/20	TOWN LEGAL SERVICES	1,140.80*			1000 411100	350	101000
*** Claim from another period (1/20) ****									
15744		85	CENTURYLINK	350.83					
		Jan 2020 01/02/20	WWTP Internet #0185	137.98			5310 430640	340	101000
		Jan 2020 01/02/20	H2O Plant Phone #7132	101.39			5210 430540	340	101000
		Jan 2020 01/02/20	MBF Reservoir #9934	111.46			5210 430530	340	101000
*** Claim from another period (1/20) ****									
15746		1561	MOUNTAIN EQUIPMENT TECHNOLOGY,	1,460.00					
		3353 01/17/20	Fix 4 Faulty Floats	1,220.00			5310 430640	350	101000
		3353 01/17/20	Sensaphone Fix	240.00			5210 430510	350	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
15748	159	01/15/20	201 Montana Rural Water Systems, 2020 Annual Membership	350.00 350.00*			5210 430510	335	101000
15749	66705564	01/25/20	1702 DE Lage Landen Finance Services, Printer lease	51.02 51.02			1000 410550	320	101000
15750			1194 TotalFunds Postage for Town Hall Postage Machine	447.45					
			JAN 20 01/12/20 TH Postage	134.45			1000 410550	311	101000
			JAN 20 01/12/20 Court Postage	11.00			1000 410360	311	101000
			JAN 20 01/12/20 BD Postage	8.00*			2394 420531	311	101000
			JAN 20 01/12/20 PD Postage	6.50			1000 420100	311	101000
			JAN 20 01/12/20 FD Postage	0.00			1000 420410	311	101000
			JAN 20 01/12/20 Water Postage	141.50			5210 430510	311	101000
			JAN 20 01/12/20 Sewer Postage	141.50			5310 430610	311	101000
			JAN 20 01/12/20 Airport Postage	4.50*			5610 430300	311	101000
15751	73635592	01/09/20	1653 MCKESSON MEDICAL - SURGICAL 50% charged to District Face Shield Lungbag ADLT 50B	41.86 41.86			1000 420410	351	101000
15752	41893	01/09/20	1146 Motorola Solutions, Inc. Nova Software - Monthly Subscriptions Feb Nova Subscription	375.00 75.00			1000 411100	352	101000
	41893	01/09/20	Feb Nova Subscription	300.00			1000 420100	330	101000
15754		02/04/20	1436 Maureen M. O'Connor Feb 2020 Monthly Compensation	1,500.00 1,500.00			1000 410360	350	101000
15755	06878576	01/31/20	1460 American Welding & Gas Annual Cylinder Maintenance	14.80 4.93*			5210 430510	220	101000
	06878576	01/31/20	Annual Cylinder Maintenance	4.94			5310 430610	220	101000
	06878576	01/31/20	Annual Cylinder Maintenance	4.93			1000 430100	220	101000
15756	2942	01/16/20	1703 North Ridge Fire Department 6x A-01 Universal Spanner Wrenc	74.34 74.34			1000 420460	220	101000
15757		01/18/20	1704 Josh Thomas Jan 2020 Reimburement for IRC Class	100.00 100.00			2394 420531	380	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (1/20) ****									
15758		1668	Montana Chapter of ICC	100.00					
2020			Application for membership to Montana Chapter of ICC						
	2020	01/18/20	Membership	100.00			2394 420531	330	101000
*** Claim from another period (1/20) ****									
15759		497	Department of Labor and Industry	111.42					
	Jul-Dec 19	01/28/20	Semi-annual education asse	111.42			2394 420531	380	101000
*** Claim from another period (12/19) ****									
15760		1705	Vari Sales Corporation	2,929.50					
	2-1361381	12/20/19	M-VariDesk	891.00*			1000 410200	210	101000
	2-1361381	12/20/19	A-VariDesks	355.50*			1000 410550	210	101000
	2-1361381	12/20/19	W-VariDesk	576.00			5210 430510	210	101000
	2-1361381	12/20/19	S-VariDesk	576.00			5310 430610	210	101000
	2-1361381	12/20/19	PD-VeriDesk	531.00			1000 420100	210	101000
15761		108	BITTERROOT STAR	95.00					
	1-year		subscription						
	Mar '20	02/29/20	1-year subscription	95.00			1000 410550	330	101000
15763	E	59	BITTER ROOT DISPOSAL	199.92					
	3356979	02/01/20	Street Solid Waste	149.94			1000 430200	340	101000
	3356979	02/01/20	Sewer Plant Solid Waste	49.98			5310 430640	340	101000
15764	E	1698	Spectrum	391.90					
	Control Account		X421						
	Jan 20	01/03/20	FD phone/internet	13.49			1000 420410	340	101000
	Jan 20	01/03/20	H2O dept phone/internet	44.99			5210 430510	340	101000
	Jan 20	01/03/20	Sewer dept phone/internet	44.99			5310 430610	340	101000
	Jan 20	01/03/20	Court phone/internet	13.49			1000 410360	340	101000
	Jan 20	01/03/20	BD phone/internet	13.49			2394 420531	340	101000
	Jan 20	01/03/20	PD phone/internet	34.49			1000 420100	340	101000
	Jan 20	01/03/20	Pool phone	39.99*			1000 460450	340	101000
	Jan 20	01/03/20	Water office phone/internet	78.49			5210 430510	340	101000
	Jan 20	01/03/20	Sewer office phone/internet	78.49			5310 430610	340	101000
	Jan 20	01/03/20	Econ Development-Phone	29.99*			2940 410550	340	101000
*** Claim from another period (1/20) ****									
15765		1706	John Ellington	124.50					
	Per Diem for MT Law Enforcement Academy Training								
	Feb 20	02/04/20	Per Diem Law Enforcement TRN	124.50*			2810 420100	370	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (12/19) ****									
15766		1659	CHS Mountain West CO-OP	49.69					
	128918	12/31/19	W-Power SER Diesel Suppl 32oz	4.00			5210 430510	231	101000
	128918	12/31/19	S-Power SER Diesel Suppl 32oz	3.99			5310 430610	231	101000
	128918	12/31/20	W-Fuel Bobcat	6.78			5210 430510	231	101000
	128918	12/31/19	S-Fuel Bobcat	6.79			5310 430610	231	101000
	128918	12/31/19	W-Fuel Backhoe	14.06			5210 430510	231	101000
	128918	12/31/19	S-Fuel Backhoe	14.07			5310 430610	231	101000
*** Claim from another period (12/19) ****									
15768	E	852	CENEX FLEETCARD	1,019.00					
	188057CL	12/31/19	Airport - Fuel	0.00			5610 430300	231	101000
	188057CL	12/31/19	FD - Fuel	210.35			1000 420460	231	101000
	188057CL	12/31/19	Amulance - Fuel	20.19			2230 420730	231	101000
	188057CL	12/31/19	PD - Fuel	293.47			1000 420100	231	101000
	188057CL	12/31/19	PW Admin - Fuel	73.70			1000 430100	231	101000
	188057CL	12/31/19	Raod & Streets - Fuel	0.00			1000 430200	231	101000
	188057CL	12/31/19	Parks - Fuel	13.36			1000 460430	231	101000
	188057CL	12/31/19	Cemetery - Fuel	13.36			1000 430900	231	101000
	188057CL	12/31/19	Water - Fuel	197.29			5210 430510	231	101000
	188057CL	12/31/19	Sewer -Fuel	197.28			5310 430610	231	101000
*** Claim from another period (1/20) ****									
15769		690	Core & Main LP	9,608.24					
	L711349	01/06/19	12x 5/8x3/4 Meters 3G UC39	1,835.16*			5210 430550	220	101000
	L746450	01/08/20	3/4 RangerxRanger	130.86*			5210 430510	230	101000
	L405315	01/14/20	45x MM 5/8x3/4 Meter 3g UC39	7,340.64*			5210 430550	220	101000
	L732321	01/15/20	Cutter Diamond HSU14125 14"	170.72			5310 430610	220	101000
	L775102	01/15/20	3/4 RangerxRanger	130.86			5310 430610	220	101000
*** Claim from another period (1/20) ****									
15770		1617	Micro-Comm, Inc.	3,863.00					
	13502	01/16/20	Dell Optiplex Computer System	3,863.00			5210 430540	212	101000
15771		179	MONTANA AERONAUTICS DIVISION	9,884.23					
	FY19-20	12/02/19	Loan 14L annual payment	1,655.70*			5610 490500	610	101000
	FY19-20	12/02/19	Loan 14L annual payment	134.53*			5610 490500	620	101000
	FY19-20	12/02/19	Loan 17G/L annual payment	7,100.00*			5610 490500	610	101000
	FY19-20	12/02/19	Loan 17G/L annual payment	994.00*			5610 490500	620	101000
*** Claim from another period (1/20) ****									
15772		348	Snow Mountain Electric	2,664.00					
	3131	01/08/20	S-Eaton VFD Repair HeadWorks	2,650.00			5310 430640	360	101000
	3130	01/08/20	FD-HT1250 VHF Antenna2000 Wat	14.00*			1000 420460	310	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (1/20) ****									
15773		17	MONTANA SAWS LLC	21.00					
	Jan 20	01/15/20	P-Chain Saw Sharpening	21.00			1000 460430	360	101000
*** Claim from another period (1/20) ****									
15774		33	NORTHWESTERN ENERGY	13,023.51					
	Jan 20	01/15/20	Spec lighting #3	306.74			2430 430263	340	101000
	Jan 20	01/15/20	206 Buck 90% TH Facility	719.92			1000 411201	340	101000
	Jan 20	01/15/20	206 Buck 10% Bldg Dept	79.99			2394 420531	340	101000
	Jan 20	01/15/20	Peterson Add'n lighting	209.25			2420 430263	340	101000
	Jan 20	01/15/20	Dayton Add'n lighting	287.73			2410 430263	340	101000
	Jan 20	01/15/20	Maplewood Cemetery	13.58			1000 430900	340	101000
	Jan 20	01/15/20	Main St seasonal lighting	124.61			1000 430263	340	101000
	Jan 20	01/15/20	Orig Town street lights	336.76			1000 430263	340	101000
	Jan 20	01/15/20	ESH - 5th St. lights	439.13			1000 430263	340	101000
	Jan 20	01/15/20	5th St - Lange Park lights	56.68			1000 430263	340	101000
	Jan 20	01/15/20	Add'l Town lighting	269.39			1000 430263	340	101000
	Jan 20	01/15/20	NW LDS parking lot	13.55			2430 430263	340	101000
	Jan 20	01/15/20	MBF H20 plant	326.92			5210 430540	340	101000
	Jan 20	01/15/20	102 Main St pump #1	152.37			5210 430530	340	101000
	Jan 20	01/15/20	Riverview Cemetery IRR	0.00			1000 430900	340	101000
	Jan 20	01/15/20	Maplewood Cemetery	0.00			1000 430900	340	101000
	Jan 20	01/15/20	Sewer lift station W. Central	17.38			5310 430640	340	101000
	Jan 20	01/15/20	Sewer trtmnt plant	5,468.19			5310 430640	340	101000
	Jan 20	01/15/20	Truck garage South	291.28			1000 430100	340	101000
	Jan 20	01/15/20	L&C Yard Light	13.58			1000 460430	340	101000
	Jan 20	01/15/20	L&C Park Irrigation 5hp IRR	1.33			1000 460430	340	101000
	Jan 20	01/15/20	L&C Park Parking Lot	6.10			1000 460430	340	101000
	Jan 20	01/15/20	L&C Park Restrooms/Field light	32.30			1000 460430	340	101000
	Jan 20	01/15/20	214 Buck St. - H2O 25%	28.61			5210 430510	340	101000
	Jan 20	01/15/20	214 Buck St. - Sewer 25%	28.61			5310 430610	340	101000
	Jan 20	01/15/20	214 Buck St. - PD 50%	57.21			1000 420100	340	101000
	Jan 20	01/15/20	3rd & Park	18.19			1000 430263	340	101000
	Jan 20	01/15/20	421 Airport Rd - SRE 2/3	107.01			5610 430300	340	101000
	Jan 20	01/15/20	421 Airport Rd - FD 1/3	52.70			1000 420422	340	101000
	Jan 20	01/15/20	Pool	42.84*			1000 460450	340	101000
	Jan 20	01/15/20	MBF Well Field	3,343.77			5210 430530	340	101000
	Jan 20	01/15/20	MBF booster station	126.12			5210 430550	340	101000
	Jan 20	01/15/20	Creamery Park (223 Main)	51.67			1000 460430	340	101000
*** Claim from another period (1/20) ****									
15775		53	SUPER 1 FOODS	36.42					
	Jan 20	01/31/20	S-Water for testing	24.29			5310 430640	220	101000
	Jan 20	01/31/20	PD-Coffee with a Cop	12.13			1000 420100	336	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date	Vendor #/Name/ Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (1/20) ****									
15776		29	STEVENSVILLE NAPA AUTO PARTS	125.94					
	544667	01/30/20	S-Snow Hydraulic Couplers	24.49			1000 430200	230	101000
	544933	01/06/20	R&S-Tractor Fluid 5G	19.49			1000 430200	230	101000
	544933	01/10/20	Park-Tractor Fluid 5G	3.25*			1000 460430	230	101000
	544933	01/10/20	Cemetery-Tractor Fuuld 5G	3.25			1000 430900	230	101000
	544933	01/10/20	Water-Tractor Fuuld 5G	19.49*			5210 430510	230	101000
	544933	01/10/20	Sewer-Tractor Fuuld 5G	19.46*			5310 430610	230	101000
	545633	01/10/20	PW-Carb Cleaner/brake cleaner	5.28			1000 430100	230	101000
	547099	01/22/20	R&S-Skid Steer parts	19.85			1000 430200	230	101000
	547099	01/22/20	Park-Skid Steer parts	3.31*			1000 460430	230	101000
	547099	01/22/20	Cemetery-Skid Steer parts	3.31			1000 430900	230	101000
	547099	01/22/20	Water-Skid Steer parts	19.86*			5210 430510	230	101000
	547099	01/22/20	Sewer-Skid Steer parts	19.86*			5310 430610	230	101000
	545398	01/08/20	Oil Filter Fuel Filter	-34.96*			1000 430200	360	101000
*** Claim from another period (1/20) ****									
15777		23	VALLEY DRUG AND VARIETY	17.98					
	Jan 20	01/02/20	E-USB Flash Drive 8GB	14.99*			1000 410200	210	101000
	Jan 20	01/16/20	W-Note Books	1.49			5210 430510	210	101000
	Jan 20	01/16/20	A-Tape	1.50*			1000 410550	210	101000
*** Claim from another period (1/20) ****									
15778		1561	MOUNTAIN EQUIPMENT TECHNOLOGY,	450.00					
	3355	01/29/20	S-Troubleshoot Influent VFD	450.00			5310 430640	350	101000
*** Claim from another period (1/20) ****									
15779	E	230	Verizon Wireless	337.60					
	Jan 20	01/18/20	Cell Phone - Mayor	72.41			1000 410200	340	101000
	Jan 20	01/18/20	Cell Phone - PD	71.52			1000 420100	340	101000
	Jan 20	01/18/20	Cell Phone - BD	110.09			2394 420531	340	101000
	Jan 20	01/18/20	Cell Phone - H2O	32.40			5210 430510	340	101000
	Jan 20	01/18/20	Cell Phone - Sewer	32.40			5310 430610	340	101000
	Jan 20	01/18/20	Cell Phone - Airport	18.78			5610 430300	340	101000
*** Claim from another period (1/20) ****									
15781		34	STEVENSVILLE HARDWARE AND RENTAL	82.94					
	C432430	01/08/20	Water-Headlamp	17.99			5210 430510	210	101000
	C432516	01/09/20	Sewer Plant-Washer	4.79			5310 430640	220	101000
	C432594	01/11/20	Street-Fasteners	1.80			1000 430200	220	101000
	I201337	01/13/20	Street-Fasteners	13.37			1000 430200	220	101000
	C432706	01/14/20	Sewer - Cabeties	5.29			5310 430640	230	101000
	A451438	01/15/20	Sewer-Batteries	14.99			5310 430610	220	101000
	A451450	01/15/20	Sewer-Ball value	6.68*			5310 430610	230	101000
	A451479	01/15/20	Sewer-Tubing	14.04*			5310 430610	230	101000
	C433359	01/28/20	Sewer-tool	3.99			5310 430610	212	101000

02/06/20
16:29:40

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 2/20

Page: 7 of 9
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
15782		1351 Garage Door Guys		175.00					
	4706	02/05/20 repair annex garage door		175.00			1000 411201	360	101000
		# of Claims	37	Total:	57,877.56				
		Total Electronic Claims		6,031.69	Total Non-Electronic Claims		51845.87		

02/06/20
16:29:40

TOWN OF STEVENSVILLE
Fund Summary for Claims
For the Accounting Period: 2/20

Page: 8 of 9
Report ID: AP110

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	\$13,441.56
2230 AMBULANCE	
101000 Cash - Operating	\$20.19
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	\$2,429.73
2410 DAYTON LIGHTING #1 DISTRICT 55	
101000 Cash - Operating	\$287.73
2420 PETERSON ADDN LIGHTING #2 DISTRICT 80	
101000 Cash - Operating	\$209.25
2430 GEO SMITH LIGHTING #3 DISTRICT 76	
101000 Cash - Operating	\$320.29
2810 POLICE TRAINING & PENSION	
101000 Cash - Operating	\$124.50
2940 ECONOMIC DEVELOPMENT	
101000 Cash - Operating	\$29.99
5210 WATER	
101000 Cash - Operating	\$19,277.50
5310 SEWER	
101000 Cash - Operating	\$11,705.49
5610 AIRPORT	
101000 Cash - Operating	\$10,031.33
Total:	\$57,877.56

02/06/20
16:29:40

TOWN OF STEVENSVILLE
Claim Approval Signature Page
For the Accounting Period: 2/20

Page: 9 of 9
Report ID: AP100A

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

Council

Council

Council

Council

Mayor

Date Approved _____

Item Attachment Documents:

- a. Airport Manager's Report

Stevensville Airport Report

Prepared by Katie Coleman-Assad

On Thursday, January 16, 2020, a group of individuals from the Stevensville aviation community traveled to Helena, Montana to lobby Montana Aeronautics for funding. The group included: Craig Thomas, Don Whitehair, Dempsey Vick, Tyler Reed from Morrison-Maierle, Robert Underwood, and myself. It was a successful day. The Stevensville Airport received \$209,187 from Montana Aeronautics for the upcoming construction project. The project is anticipated to start in late March or April and last approximately 90 days. The project includes: Rehabilitating the apron (\$106,252), rehabilitating the taxiway (\$53,463), adding an intermediate taxiway (\$13,625), and constructing an Administration building (\$35,847). The Airport also has an option to take out a loan from Montana Aeronautic in the amount of \$21,600 for rehabilitating the service road.

There is also a new proposed drainfield for the airport. Bob Wolfenden is the owner of the property adjacent to the airport. Currently, Specified Fittings leases the property from Mr. Wolfenden. At present, the property has a drainfield that can accommodate approximately 25 people. There are approximately 85 people employed at Specified Fittings. Mr. Wolfenden is looking for a permanent solution to this problem. He approached the Airport as a possible solution. The Airport is in discussions with him. We have identified a possible location on airport property in which a drainfield could be installed. I am looking at having a full proposal to the Council in the coming months.

Item Attachment Documents:

- b. Court Report

**IN THE CITY COURT, TOWN OF STEVENSVILLE
RAVALLI COUNTY, STATE OF MONTANA
BEFORE MAUREEN O'CONNOR, CITY JUDGE
206 Buck Street, P.O. Box 30
Stevensville, MT 59870
(406) 777-5271**

To: Mayor and Council

From: Judge O'Connor

Date: January 28, 2020

Re: Annual Court Report to Council, 2019

The following is the annual report for the Stevensville City Court of Record 2019.

From January 1, 2019 through December 31, 2019 sixty-two (62) new criminal cases were filed with the Court and two temporary orders of protection. The majority of filings were minor in possession of tobacco/vaping device. Partner Family Member Assaults, disorderly conduct, assaults and theft were among the non-traffic criminal filings. Ordinance violations including traffic and non-traffic and general traffic violations made up the remainder. The Court collected a total of \$7,729.35 in fines and fees and collected and distributed \$1,440.00 in restitution.

Each month, funds are allocated and transferred to the Town Treasurer and County Treasurer in accordance with legal requirements. The Court is completely integrated with the State of Montana Full Court program. Balances in the Court's trust account are reconciled each month with the final report filed with the Supreme Court Administrative Office.

In addition to the new cases cited above, the Court has continued its review of older cases where fines, fees and/or restitution are outstanding. The Court is in an ongoing process of reviewing the records and determining the appropriate course of action for those matters. This includes but is not limited to summoning individuals back before the court, initiating contempt proceedings, modifying previous time pay orders, suspending driver licenses and referring cases to collections among other actions.

During the two previous legislative sessions major revisions to several misdemeanor criminal statutes commonly filed and handled in the Courts of Limited Jurisdiction were implemented. The changes have affected not only the amount of jail time the Court may impose, but also the fines and fees which may be assessed. The 2019 Montana

legislature implemented further revisions to the MCA as it pertained to misdemeanor offenses and the ability of Courts of Limited Jurisdiction to utilize driver's license suspensions as a tool to enforce the payment of outstanding fines and fees. These changes continue to impact the Court's ability to enforce sentencing orders and mandates including the collection of fines and fees.

The process of review and revision of court forms and documents to ensure compliance with procedural and legal requirements is ongoing on an as needed basis.

It is my pleasure to serve the citizens of Stevensville as their Judge. Please do not hesitate to contact the Court if you have additional questions.

Thank you.

A handwritten signature in blue ink, appearing to read 'M. O'Connor', with a horizontal line underneath it.

Hon. Maureen O'Connor

Item Attachment Documents:

- d. Finance Report

TOWN OF STEVENSVILLE
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 2 / 20

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
1000 GENERAL	896.40	394,638.37	732,998.00	732,998.00	338,359.63	54 %
2230 AMBULANCE	0.00	3,552.66	3,566.00	3,566.00	13.34	100 %
2250 PLANNING	0.00	1,300.17	4,179.00	4,179.00	2,878.83	31 %
2310 TAX INCREMENT FINANCE DISTRICT	0.00	691.18	22,900.00	22,900.00	22,208.82	3 %
2311 TARGETED ECONOMIC DEVELOPMENT DISTRICT	9,884.23	9,884.23	10,038.00	10,038.00	153.77	98 %
2390 DRUG FINES-FORFEITURES ACCOUNT	0.00	0.00	500.00	500.00	500.00	0 %
2394 BUILDING CODE ENFORCEMENT	13.49	25,741.76	55,983.00	55,983.00	30,241.24	46 %
2410 DAYTON LIGHTING #1 DISTRICT 55	0.00	1,739.12	3,583.00	3,583.00	1,843.88	49 %
2420 PETERSON ADDN LIGHTING #2 DISTRICT 80	0.00	1,264.78	2,606.00	2,606.00	1,341.22	49 %
2430 GEO SMITH LIGHTING #3 DISTRICT 76	0.00	1,924.42	3,954.00	3,954.00	2,029.58	49 %
2440 CREEKSIDE LIGHTING #4 DISTRICT 77	0.00	1,558.63	3,195.00	3,195.00	1,636.37	49 %
2450 TWIN CREEKS LIGHTING #5 DISTRICT	0.00	2,840.75	5,844.00	5,844.00	3,003.25	49 %
2810 POLICE TRAINING & PENSION	0.00	2,399.17	9,000.00	9,000.00	6,600.83	27 %
2820 GAS APPORTIONMENT TAX	0.00	7,546.38	108,000.00	108,000.00	100,453.62	7 %
2821 BaRSAA (HB 473)	0.00	0.00	55,385.00	55,385.00	55,385.00	0 %
2889 HEYER FOUNDATION GRANT	0.00	295.00	530.00	530.00	235.00	56 %
2940 ECONOMIC DEVELOPMENT	29.99	19,810.50	23,277.00	23,277.00	3,466.50	85 %
2987 JEAN THOMAS PARK BEAUTIFICATIION FUND	0.00	0.00	3,500.00	3,500.00	3,500.00	0 %
4000 CAPITAL IMPROVEMENTS	0.00	3,826.15	56,200.00	56,200.00	52,373.85	7 %
4001 SIDEWALK IMPROVEMENT	0.00	0.00	15,000.00	15,000.00	15,000.00	0 %
4002 FIRE ENGINE CAPITAL IMPROVEMENT	0.00	25,000.00	25,000.00	25,000.00	0.00	100 %
5210 WATER	123.48	369,769.40	724,240.00	724,240.00	354,470.60	51 %
5250 WATER BOND PRINCIPAL & INTEREST	0.00	53,088.00	91,008.00	91,008.00	37,920.00	58 %
5310 SEWER	173.46	197,383.58	322,424.00	322,424.00	125,040.42	61 %
5350 SEWER BOND PRINCIPAL & INTEREST	0.00	98,477.00	189,528.00	189,528.00	91,051.00	52 %

TOWN OF STEVENSVILLE
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 2 / 20

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
5610 AIRPORT	9,884.23	23,522.17	27,269.00	27,269.00	3,746.83	86 %
5620 AIRPORT PROJECT	0.00	24,450.34	215,000.00	215,000.00	190,549.66	11 %
7120 FIREMEN'S DISABILITY	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
Grand Total:	21,005.28	1,270,703.76	2,718,707.00	2,718,707.00	1,448,003.24	47 %

Item Attachment Documents:

- f. Police Department Report

**TOWN OF STEVENSVILLE
POLICE DEPARTMENT ACTIVITY REPORT
February 13, 2020**

MONTHLY REPORT:

January was a busy month for the police department, multiple thefts and burglaries occupied the officers and the evidence techs time. Many hours were expended during this time and we thank the community for your patience while staff worked through multiple calls through out the month of January.

Coffee with a Cop was held on January 30, 2020. We were visited by S.A.F.E. S.A.F.E. provided the community with information about their shelter services and 24-hour hot line that provides support for women and children experiencing domestic and sexual violence. Their staff is extremely knowledgeable in their fields and are available to help and support our community members here in Ravalli County.

POLICE DEPARTMENT STATISTICS:

January 2020

Calls for Service: **79**

January 2020 calls pertained to the following:

Theft, Burglary, Intimidation, Obstructing a Police Officer, PFMA, Alarm calls, 911 Open Line/Hang Up, Traffic Stops, Hit and Run, Traffic Accidents, Dog Related calls (dog at large, nuisance animal, animal noise), Welfare Checks.

Calls for Service January 1, 2020-February 4, 2020: **99**

Item Attachment Documents:

- a. Discussion/Decision: Resolution 387C, A Resolution Amending the Town Council Rules



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:	02/13/2020
Agenda Topic:	Resolution 387C, A Resolution Amending the Town Council Rules
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	02/13/2020
Notes:	

Resolution No. 387C

A RESOLUTION AMENDING TOWN COUNCIL RULES FOR THE TOWN OF STEVENSVILLE

WHEREAS, on March 24, 2016 the Town Council revised and adopted Council Rules by Resolution No. 387;

WHEREAS, on March 23, 2017 the Town Council amended Council Rules by Resolution No. 387A;

WHEREAS, on September 24, 2018 the Town Council amended Council Rules by Resolution No. 387A;

WHEREAS, the Town Council has determined a need to revise the Council Rules as indicated at the Town Council meeting on January 9, 2020;

WHEREAS, changes were necessary clarify when the agenda and Council packet are to be made available prior to the meeting;

WHEREAS, changes to the agenda format will allow for the implementation of a consent agenda item, grouping routine agenda items into a single item to be approved in one action;

WHEREAS, changes to the agenda format will allow for the implementation of public hearings during a regular meeting;

WHEREAS, changes to the rules allow for the review of agenda item submissions by the Town's Attorney prior to placement on and agenda;

NOW THEREFORE BE IT RESOLVED, by the Town Council of the Town of Stevensville, hereby amends the Council Rules as revised, as attached to this resolution.

PASSED AND ADOPTED by the Town of Stevensville, Montana this 13th day of February, 2020.

APPROVED:

ATTEST:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk

PART I. General Provisions

Section 1.

These rules are supplementary to the provisions of Title 7, Chapter 1, Part 41, Montana Code Annotated (hereinafter MCA), Title 7, Chapter 5, Parts 41 and 42, MCA and Title 2, Chapters 2 and 3, MCA and Chapter 2 of the Stevensville Municipal Code (hereinafter SMC), as they relate to procedures for conducting meetings and public hearings before the Town Council of the Town of Stevensville.

Section 2.

To assure effective participation by all members of the Council and to protect the right of participation by all individuals appearing before the Council, all Council meetings and hearings shall be conducted in general conformance with "Rosenburg's Rules of Order", except as otherwise provided by law.

Section 3.

A majority of those present and voting may suspend any of these rules or Rosenberg's Rules.

Section 4.

Amendments to the Stevensville Town Council Rules for the Conduct of Council Meetings and Business shall require an affirmative vote of three fourths of Town Council members.

Section 5.

When a Council Meeting is in session, all communication concerning public matters between council, staff, and the public shall be openly performed and subject to public inspection and record keeping.

PART II. Duties of the Presiding Officer

Section 1.

The presiding officer of the Council shall be the Mayor who shall arrange the meeting agenda in accordance with Part IV, coordinate the affairs of the Council, and preside at all meetings of the Council.

Section 2.

In the absence or disability of the Mayor, the President of the Council shall serve as its presiding officer and may vote as other members of the council. In the absence of the Mayor and of the President of the Council, the Council shall select one of its number to serve as its temporary presiding officer.

Section 3.

The Town Clerk shall record and maintain the minutes of the Council's proceedings, showing the vote of each member upon every question, or if failing to vote, indicating that fact; shall keep records of its examinations and other official actions; shall summarize briefly and accurately the substance of all matters proposed, discussed or decided; shall record the names and addresses of all persons appearing before the Council; shall, subject to the direction of the Council and presiding officer, conduct the correspondence of the Council; shall file said minutes and records in the office of the Council, which minutes and records shall be a public record; and shall be the custodian of the files and records of the Council.

Section 4.

The Presiding Officer shall interpret and apply the rules. If the Presiding Officer's ruling is challenged by a majority of those Council members present and voting, the current meeting shall recess, and the Council shall take up the question and issue a parliamentary ruling.

PART III. Meetings

Section 1.

Regular meetings of the Council shall be held on the second and fourth Thursday of each month at 7 PM in the Council Chambers of Town Hall, or at such other time and place as designated by the Council.

If the regular meeting day is on a recognized holiday the Council shall, with proper notice, set an alternate day for the meeting.

In January of each year, the Council shall, after having established a schedule of the time, date and place of regular meetings for the year, cause a notice of the same to be published in the *Bitterroot Star*.

The notice and agenda of all regular meetings of the council shall be posted by the Town Clerk on the Town Hall bulletin board located at 206 Buck Street, Stevensville, Montana, no later than 5:00 p.m. on the Thursday prior to the regularly scheduled Council meeting. Additionally, the Clerk shall provide copies of the notice, agenda, and supporting documents to each of the Council members, be made available to the *Bitterroot Star*, and posted on the Town Hall "notice board" and the Town of Stevensville website.

Section 2.

Special meetings of the Council may be called in accordance with Sections 7-5-4102(1) (c) and 7-5-4122, MCA.

Section 3.

To ensure public participation all meetings of the Council shall be open to the public except as provided in Section 2-3-203, MCA.

Section 4.

A majority of the members of the council constitute a quorum for the transaction of business, but a less number may meet and adjourn to any time stated and may compel the attendance of absent members, under such rules and penalties as the council may prescribe MCA §7-5-4121. The affirmative vote of a majority of the members physically present at a lawful meeting of the Council shall be necessary to adopt or reject any motion, resolution, or ordinance or pass any measure unless a greater number is required by law.

PART IV. Agenda

Section 1.

All reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the Council, shall be submitted by 12 o'clock noon on the Wednesday immediately preceding the Thursday agenda publishing deadline to the Town Clerk.

- A late submission deemed necessary by the Mayor shall be delivered to the Town Clerk with a list of matters according to the order of business.
- Copies of the submissions and list shall be provided to each member of the Council no later than 5 p.m. on the Thursday preceding the Council meeting.

All Agenda Items to be considered by the Council shall be submitted via forms available from the Town Clerk or on the Town's website.

- The Mayor, with the assistance of the Town Clerk, shall prepare all council agendas.
- In addition to the Mayor, any one Council member may submit an item of business for consideration by the council.
- Any member of the public may submit an item for consideration by the Council.
- The Mayor must approve all agenda items before they are added to the agenda.
- The Mayor may delay the addition of any agenda item submission to the agenda in order for the submission to be reviewed by the Town's attorney in a timely manner.
- Any two Council members may override the Mayor's objection to adding of any agenda item by jointly requesting that the item be placed on the agenda.
- The Mayor may elect to revise the agenda by adding an item for consideration, provided the revised agenda shall be posted and distributed no less than 48 hours before the meeting.

PART V. Order of Business

Section 1.

The presiding officer shall prepare the Council agenda, which shall be in substantially the following form and order of business:

1. Call to order and Roll Call
2. Pledge of Allegiance
3. Public Comment (Public comment from citizens on items that are not on the agenda)
4. Consent Agenda
5. Administrative Reports
6. Guests
7. Correspondence
8. Public Hearings
9. Unfinished Business
10. New Business
11. Executive Report
12. Town Council Comments
13. Board Reports
14. Adjournment

Council members may, by voting to “Suspend the Council Rules,” consider and act upon routine and/or administrative items not on the agenda.

Unscheduled Matters: An item that is not listed on the agenda for the current meeting may be addressed during the Council comments section of the Agenda. As a general rule, no matter of significant interest to the public shall be decided by the Council without prior notice to the public as a scheduled Council agenda item.

Section 2.

The order of business may be adjusted by consent of the Council by Suspension of the Council Rules by a majority of the Council Members Present.

PART VI. Rules of Council Debate

Section 1. Debate

Council debate shall proceed in accordance with the following rules:

1. Every member desiring to speak shall address the presiding officer and, upon recognition, shall confine himself/herself to the question under debate, avoiding abusive and indecorous language.
2. A member, once recognized, shall not be interrupted when speaking unless it is to call him to order, or as herein otherwise provided. If a member, while speaking is called to order, he/she shall cease speaking until the question of order is determined, and, if in order, he/she shall be permitted to proceed.
3. Order of rotation in matters of debate or discussion shall be at the discretion of the presiding officer.

Section 2. Motion to Reconsider

A motion to reconsider any action may be made at any time before or during the second regular meeting after such action is taken. Such a motion may be made only if it has been regularly placed on the agenda by a Council Member who voted with the prevailing side in the original vote on the item. Approval of a motion to reconsider requires two-thirds of those members present and voting.

Section 3. Potential Conflicts of Ethics or Interests

Any member of the Council who has an interest in a matter before the Council as defined by the laws of the State of Montana (Title 2, Chapter 2, MCA) or as advised by the Town Attorney shall not participate in the debate, nor vote in the matter, nor seek to influence the vote of members of the Council. Any Council member attempting to so participate may be censured by a majority vote of the remaining members of the Town Council. "Censured" is defined as a formal resolution of the legislative body reprimanding a member for specified conduct. It is an official reprimand or condemnation for improper conduct pursuant to §7-5-4103, §7-5-4109 MCA.

If the presiding officer of the Council has an interest in a matter pending before the Council, as defined by the laws of the State of Montana or as advised by the Town Attorney, he/she shall yield the chair to a member of the Council during the course of debate and decision concerning the matter in which he/she has an interest.

Section 4. Motions

After a motion is duly made and seconded by the Council, no person shall address the Council without first securing the permission of the presiding officer.

Refer to Exhibit A for sample motions.

Section 5. Consideration of Section by Section

Any member desiring that a measure be considered section by section may request, stating how the matter is to be divided. After consideration section by section, the entire measure, as amended, shall be voted upon.

PART VII. Presentation to the Council (Other Than a Public Hearing)

Section 1.

The general manner in which items other than public hearings are handled by the Council shall be as follows:

1. The presiding officer or staff member presents the item to the Council along with a brief summary of the matter for discussion, with or without recommendation.
2. For purpose of clarification, Council Members, after recognition by the presiding officer, may direct questions to the presiding officer or staff member.

3. Upon recognition by the presiding officer, comments from the applicant will be heard by the Council.
4. After recognition by the presiding officer, Council members may direct questions to the applicant.
5. All testimony shall be directed to the presiding officer.
6. The Council may, upon a proper motion and second, vote on the matter at hand or table the matter until a date certain.

Part VIII. Voting.

All contracts, service agreements, grant acceptance, ordinances, and resolutions require a roll call vote.

Any action of the Council shall be by roll call vote.

The Mayor has the authority to break tie votes with the exception of when the Council is selecting its officers, when the Council is voting to appoint a Council member as its representative to a board, committee, or commission.

When a Council member is acting as a Presiding Officer during the absence of the Mayor, they have the ability to vote in the same manner as they would as a Council member.

PART IX. Public Hearings

Section 1.

The Council may conduct public hearings or may appoint a committee or hearing officer for that purpose as provided in Section §7-1-4131, MCA. When heard by the Council the items will be presented to the Council in the same format as described in PART VII.

In addition, when public hearings and public interest matters are being heard and it is anticipated that a large number of citizens may wish to present Public Comment, the presiding officer, with the consent of the Council, may, prior to opening the hearing, establish reasonable guidelines, including reasonable time limits for presentations, for the conduct of the hearing. The presiding officer shall explain these guidelines to the audience prior to taking Public Comments.

Section 2.

The Council shall not be bound by the strict rules of evidence, but may exclude irrelevant, immaterial, incompetent, or unduly repetitious Public Comment. The ruling of the presiding officer may be overruled by a majority vote of the Council.

Section 3.

The proponents or opponents, their agent or attorney, may submit petitions and letters during or prior to the closing of the hearing and the same shall be entered by reference into the minutes and considered as other Public Comment received at the hearing.

Section 4.

Following the presentation of all comments, the Council may:

1. Continue the hearing from day to day or to a date certain to allow additional information to be submitted to the Council as a body on any unresolved issues;
2. Close the public hearing and proceed to Council debate of the matter; or
3. Close the hearing and continue the Council debate and vote to a date certain.

A public hearing which has been formally closed may not be reopened. If additional information is required before a decision can be made, the Council, upon motion duly made, seconded and passed, may call for an additional public hearing which hearing shall be duly noticed, specifying date, time, place and subject matter of the hearing.

PART X. Addressing the Council

Section 1.

The public is invited to speak on any item under discussion by the Council after recognition by the presiding officer. The speaker should step to the lectern or front of the room and, for the record, give his/her name and address and, if applicable, the person, firm, or organization he/she represents.

Prepared statements are welcomed and should be given to the Town Clerk to become part of the public record. All prepared statements shall become a part of the hearing record.

Comments are to be directed to the presiding officer.

Section 2.

While the Council is in session, the members must preserve order and decorum. A member shall not delay or interrupt the proceedings or the peace of the Council nor disturb any member while speaking or refuse to obey the orders of the Council or its presiding officer.

Any person making personal, impertinent or slanderous remarks or who shall become abusive or disruptive during the Council meeting shall be forthwith barred from further presentation to the Council by the presiding officer, unless permission to continue is granted by a majority vote of the Council.

PART XI. Ordinances and Resolutions

Section 1.

Ordinances and resolutions must be introduced by a member of the Council or the Mayor.

- If the draft ordinance is approved by the Mayor, it shall then be placed on the Council agenda for first reading, with second reading and final adoption by the Council occurring at least twelve (12) days after the first reading and provisional adoption.

- After being adopted, the ordinance shall be posted on the Town's posting board and copies shall be made available to the public by the Clerk of the Council.
- The reading of the ordinance's title and number shall be sufficient to constitute a reading and an actual oral pronouncement of each word contained therein of the proposed ordinance shall be waived unless required by a majority vote of the Council.

Section 2.

All ordinances, except emergency ordinances, shall become effective thirty (30) days after the second reading and final adoption. All resolutions and emergency ordinances shall become effective immediately, unless a delayed effective date is specified.

Prior to the next regularly scheduled Town Council meeting, all ordinances and resolutions approved by the Town Council must either be vetoed by the Mayor, signed by the Mayor, or returned to the Town Clerk without the Mayor's signature.

If an ordinance or resolution is not signed or vetoed by the Mayor prior to the next regularly scheduled meeting, the ordinance or resolution will go into effect without the Mayor's signature. In the Mayor's absence, the Council President may sign ordinances and resolutions, except those ordinances or resolutions the Mayor requests not be signed.

Section 3.

Resolutions adopting or amending the town's budget and resolutions setting usage, license, and permit fees shall be adopted only after notice given in accordance with §7-1-4127, MCA and a public hearing held thereon.

Section 4.

Details relating to Emergency Measures shall be handled in accordance with §7-5-4204, MCA, Details relating to emergency measures.

- The nature of the emergency must be expressed in the preamble or body of the ordinance
- The ordinance must receive two-thirds vote of all members present and voting
- An emergency ordinance can only be passed if it is immediately necessary for the preservation of the peace, health and safety of the citizens of Stevensville
- An ordinance passed as an emergency ordinance shall remain effective for no more than ninety (90) Days

PART XII. Election of Council President

Section 1.

Prior to the first regularly scheduled Town Council meeting in January following a general municipal election, any member of the newly organized Town Council who wishes to be a candidate for Council President shall notify the Town Clerk, in writing or via e-mail, of her/his desire to be President. The Town Clerk shall communicate the desire to become Council President to the Town Council and the Mayor.

Section 2.

The election of Town Council President shall be taken up as an item of new business on the agenda of the first regular Town Council meeting January following the municipal election. The election of Council President will be by voice vote recorded. A majority vote of Town Council is required to elect a nominee.

Section 3.

If a candidate(s) fails to obtain a majority, new nominations will be allowed after two successive votes fail to produce a majority. Unsuccessful candidates may be nominated.

Section 4.

If the position of Council President is vacated, the Town Council shall elect a new Council President at the first regularly scheduled meeting after the vacancy occurs.

PART XIII. Absences of a Town Council Member for more than 10 days

A Town officer desiring to be absent from the Town continuously for ten (10) calendar days or more shall submit a written or electronic request for permission to be absent to the Town Clerk's office. The request shall be directed to the Town Council members and the Mayor. The Town Clerk shall forward a copy of the Town officer's request to be absent to each Town Council member and the Mayor. If three (3) or more Council members have an objection to the absence, they may object, in writing or via e-mail, within three (3) calendar days after a copy of the request for absence has been sent to the Town Council membership.

If no written objection is filed, the request shall be deemed approved. Pursuant to Section 7-4-4111, MCA entitled, "Determination of Vacancy in Municipal Office," this provision shall be applicable to all Town officers who are elected or appointed to a term of office, and this shall be the Town Council's mechanism for giving its consent pursuant to Section 7-4-4111 (5), MCA, and shall provide for objecting parties to show cause for objection to request for absence.

After three (3) calendar days, the Town Clerk will notify the Town Officer of approval or objection.

PART XIV. Town Council Procedures for filling a Vacancy in an Elected Town Office

Section 1.

All vacancies within the Town of Stevensville shall be filled in accordance with §7-4-4112, MCA, Filling of vacancy and § 2-118, SMC.

Whenever Town Council has sufficient advance notice of a future vacancy in an elected office, Town Council shall attempt to fill the vacancy in advance of the actual vacancy in order to prevent an elected office from incurring a period of vacancy. A vacating Council member may vote for their replacement, if available.

Section 2.

Pending an election and qualification, the council shall appoint a person within 30 days of the vacancy to hold the office until a successor is elected and qualified.

Vacancies on the Council may be filled by an application process as described in Section 3.

The Town Council may determine the method of filling a vacancy of the Mayor's Office using one of the following methods at the next available council meeting.

In the case of a Mayor who has vacated office before a successor is appointed or elected, the Town Council may, by a majority vote of its members, appoint the Town Council President to act as Mayor until a successor is either appointed, elected by Special Election or elected during the next General Municipal Election.

If a Mayor gives advance notice that he will vacate the office, the council may fill the office as follows:

- Appointment of the Council President to the office of Mayor until such time as a Special Election or General Municipal Election can be held.
- By an application process as described in Section 3.

Section 3.

As soon as the Mayor or Town Council President becomes aware of a vacancy in an elected Town Office, or as soon as the Mayor or Town Council President receives official notice that an elected Town Office will become vacant at a specified date in the future, the Mayor or Town Council President shall make arrangements with the Town Clerk to publicly announce the vacancy using the same manner of advertising as when publicizing a public meeting, and the Town of Stevensville website.

The Town Clerk will receive written applications from citizens interested in applying to fill the vacancy in the elected office for ten calendar days from the date of the first public announcement by the Town Clerk's office.

The public announcement issued by the Town Clerk's office shall identify all the statutory established qualifications for an individual to be eligible to hold the vacant office.

The Town Clerk, in conjunction with the Town Attorney, shall prepare an application form for use by applicants interested in being selected to fill the vacant position if a preapproved application is not available. The application once prepared, shall be submitted to the Town Council at a regularly scheduled council meeting for approval for use. The application, once approved by the Town Council shall be maintained for future use and reviewed for accuracy before being used to fill a vacancy.

The application form shall request information as to the full name and address of the applicant, as well as all information necessary to determine if the applicant meets the statutorily established qualifications to fill the office.

The Town Clerk will review the written application in order to determine if an applicant meets the minimum qualification to fill the office as specified by State Law.

A list of all applicants, as well as a status of their eligibility, will be submitted by the Town Clerk to Town Council at its next regularly scheduled or special meeting after the application deadline. Each Town Council Member is entitled to select for interview or nomination a final slate of candidates.

All members of the Town Council who choose to apply for the Office of Mayor via the application process shall recuse themselves from the interview and selection process. The remaining members of the Town Council will complete the interview and selection process.

All applicants shall be interviewed using the same interview questions, without the presence of another applicant. No applicant shall be afforded an advance copy of the interview questions.

Upon completion of the interview process, each member of the Town Council will evaluate each applicant and then nominate an applicant for final selection via a majority vote of Town Council, in accordance with §7-4-4112, MCA Filling of Vacancies and § 2-118, SMC. The successful applicant shall be sworn in at the earliest convenient time and date to assure continuity in Town government.

Exhibit A. Roseburg's Rules of Order Publication

Rosenberg's Rules of Order:
Simple Parliamentary
Procedures for the 21st Century



MISSION:

To restore and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION:

To be recognized and respected as the leading advocate for the common interests of California cities.



About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts educational conferences and research, and publishes *Western City* magazine.

About *Western City* Magazine

Western City is the League of California Cities' monthly magazine. *Western City* provides lively, interdisciplinary analyses of issues affecting local governance. Its goal is to offer immediately practical ideas, information and bigger-picture policy issues and trends. For more information, visit www.westerncity.com.

"Rosenberg's Rules of Order" first appeared in *Western City* magazine in August and September 2003.

About the Author

Dave Rosenberg is an elected county supervisor representing the 4th District in Yolo County. He also serves as director of community and intergovernmental relations, director of operations, and senior advisor to the governor of California. He has served as a member and chair of numerous state and local boards, both appointed and elected, and also served on the Davis City Council for 12 years, including two terms as mayor. He has taught classes on parliamentary procedure and has served as parliamentarian for large and small governing bodies. In the fall of 2003, Gov. Davis appointed Rosenberg as a judge of the Yolo County Superior Court.

Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century

by Dave Rosenberg

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that hasn't always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules, *Robert's Rules of Order*, which are embodied in a small but complex book. Virtually no one I know has actually read this book cover to cover.

Worse yet, the book was written for another time and purpose. If you are running the British Parliament, *Robert's Rules of Order* is a dandy and quite useful handbook. On the other hand, if you're running a meeting of a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order. Hence, the birth of "Rosenberg's Rules of Order."

This publication covers the rules of parliamentary procedure based on my 20 years of experience chairing meetings in state and local government. These rules have been simplified and slimmed down for 21st century meetings, yet they retain the basic tenets of order to which we are accustomed.

"Rosenberg's Rules of Order" are supported by the following four principles:

- 1. Rules should establish order.** The first purpose of the rules of parliamentary procedure is to establish a

framework for the orderly conduct of meetings.

- 2. Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate and those who do not fully understand and do not fully participate.

- 3. Rules should be user-friendly.** That is, the rules must be simple enough that citizens feel they have been able to participate in the process.

- 4. Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of the rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, the majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself (but not dominate) and fully participate in the process.

The Chairperson Should Take a Back Seat During Discussions

While all members of the governing body should know and understand the rules of parliamentary procedure, it is the chairperson (chair) who is charged with applying the rules of conduct.

The chair should be well versed in those

rules, because the chair, for all intents and purposes, makes the final ruling on the rules. In fact, all decisions by the chair are final unless overruled by the governing body itself.

Because the chair conducts the meeting, it is common courtesy for the chair to take a less active role than other members of the body in debates and discussions. This does *not* mean that the chair should not participate in the debate or discussion. On the contrary, as a member of the body, the chair has full rights to participate in debates, discussions and decision-making. The chair should, however, strive to be the last to speak at the discussion and debate stage, and should not make or second a motion unless he or she is convinced that no other member of the body will do so.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, published agenda; informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon road map for the meeting. And each agenda item can be handled by the chair in the following basic format.

First, the chair should clearly announce the agenda item number and should clearly state what the subject is. The chair should then announce the format that will be followed.

Second, following that agenda format, the chair should invite the appropriate people to report on the item, including any recommendation they might have. The appropriate person may be the chair, a member of the governing body,

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire to move on.

a staff person, or a committee chair charged with providing information about the agenda item.

Third, the chair should ask members of the body if they have any technical questions for clarification. At this point, members of the governing body may ask clarifying questions to the people who reported on the item, and they should be given time to respond.

Fourth, the chair should invite public comments or, if appropriate at a formal meeting, open the meeting to public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of each public speaker. At the conclusion of the public comments, the chair should announce that public input has concluded (or that the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion from the governing body members. The chair should announce the name of the member who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member who seconds the motion. It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and a vote on the motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion. This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the members of the governing body. If there is no desired discussion or the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or a very brief discussion, the vote should proceed immediately, and there is no need to repeat the motion. If there has been substantial discussion, it is normally best to make sure everyone understands the motion by repeating it.

Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then the “nays” is normally sufficient. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise or unless a super-majority is required (as delineated later in these rules), a simple majority determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days’ notice for all future meetings of this governing body.”

Motions in General

Motions are the vehicles for decision-making. It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus on the motion before them.

Motions are made in a simple two-step process. First, the chair recognizes the member. Second, the member makes a motion by preceding the member’s desired approach with the words: “I move ...” A typical motion might be: “I move that we give 10 days’ notice in the future for all our meetings.”

The chair usually initiates the motion by:

1. Inviting the members to make a motion: “A motion at this time would be in order.”
2. Suggesting a motion to the members: “A motion would be in order that we give 10-days’ notice in the future for all our meetings.”
3. Making the motion.

As noted, the chair has every right as a member of the body to make a motion, but normally should do so only if he or she wishes a motion to be made but no other member seems willing to do so.

The Three Basic Motions

Three motions are the most common:

1. **The basic motion.** The basic motion is the one that puts forward a decision for consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”
2. **The motion to amend.** If a member wants to change a basic motion that is under discussion, he or she would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

3. The substitute motion. If a member wants to completely do away with the basic motion under discussion and put a new motion before the governing body, he or she would “move a substitute motion.” A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

A motion to amend seeks to retain the basic motion on the floor, but to modify it in some way.

A substitute motion seeks to throw out the basic motion on the floor and substitute a new and different motion for it.

The decision as to whether a motion is really a motion to amend or a substitute motion is left to the chair. So that if a member makes what that member calls a motion to amend, but the chair determines it is really a substitute motion, the chair's designation governs.

When Multiple Motions Are Before The Governing Body

Up to three motions may be on the floor simultaneously. The chair may reject a fourth motion until the three that are on the floor have been resolved.

When two or three motions are on the floor (after motions and seconds) at the same time, the *first* vote should be on the *last* motion made. So, for example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee, to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows.

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passes*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be complete. No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) *failed*, the chair would proceed to consideration of the second (now the last) motion on the floor, the motion to amend.

If the substitute motion failed, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would now move to consider the main motion (the first motion) as *amended*. If the motion to amend failed, the chair would now move to consider the main motion (the first motion) in its original format, not amended.

The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee) or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are *not* debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

A motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote.

A motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess, which may range from a few minutes to an hour. It requires a simple majority vote.

A motion to fix the time to adjourn.

This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to

be placed on "hold." The motion may contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion may contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call for the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second to the motion, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body. Note that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the

the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions occur when the body is taking an action that effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super-majority) to pass:

Motion to limit debate. Whether a member says, "I move the previous question," "I move the question," "I call for the question" or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body, such as the chair, nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a two-thirds vote to pass.

pend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider.

First is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted *in the majority* on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body may second the motion). If a member who voted *in the minority* seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If you are running the British Parliament, Robert's Rules of Order is a dandy and quite useful handbook.

motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super-Majority Votes

In a democracy, decisions are made with a simple majority vote. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means

Motion to object to the consideration of a question. Normally, such a motion is unnecessary, because the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to sus-

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. And at the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every

It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus.

lege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be: "Point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined here help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.

Public input is essential to a healthy democracy, and community participation in public meetings is an important element of that input. The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items. The rules presented here for conducting a meeting are offered as tools for effective leadership and as a means of developing sound public policy. ■

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focus on the item and the policy in question, not on the personalities of the members of the body. Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body. Can a member of the body interrupt the speaker? The general rule is no. There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be: "Point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privi-

lege relate to anything that would not be considered appropriate conduct of the meeting; for example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.

SKU 1533

\$5.00

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Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	Choose an item.
Person Submitting the Agenda Item:	EnterName
Second Person Submitting the Agenda Item:	EnterName
Submitter Title:	Choose an item.
Submitter Phone:	EnterPhone
Submitter Email:	EnterEmail
Requested Council Meeting Date for Item:	EnterDate
Agenda Topic:	EnterTopic
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Choose an item.
If Approved, Meeting Date for Consideration:	EnterDate
Notes:	



**Stevensville Town Council Meeting
Agenda for
THURSDAY, JANUARY 23, 2020
7:00 PM**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comment
(Comment from citizens on items that are not on the agenda)
4. Consent Agenda
 - a. January 9 Regular Meeting Minutes
 - b. Claims #12345-67890
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 Hearings
 - a. Ordinance No. 165, Updating Building & Technical Codes
9. Unfinished Business
 - a. Discussion/Decision: Second reading of Ord. No. 165
 - b.
10. New Business
 - a. Discussion/Decision: Adding a 27th letter to the alphabet
11. Executive Report
12. Town Council Comments
13. Board Report
14. Adjournment

Item Attachment Documents:

- b. Discussion/Decision: Resolution 457a, amending Utility Billing Policies & Procedures



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:	02/13/2020
Agenda Topic:	Discussion/Decision: Resolution 457a, amending Utility Billing Policies & Procedures
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	02/13/2020
Notes:	



**TOWN COUNCIL
Council Communication**

**Regular Meeting
February 13, 2020**

Agenda Item: 9b, New Business

Discussion/Decision: Resolution No. 457a, A Resolution Amending Billing Policies and Procedures for Municipal Water and Sewer Services

Other Council Meetings

January 23, 2020 Regular Meeting

Exhibits

- A. Resolution No. 457a
- B. Billing Policies (amended)

This agenda item provides Council with the ability to amend the billing policies and procedures for the water and sewer services offered by the Town.

Background:

Until this year, the Town had no established written policies or procedures for billing of water and sewer services. While Municipal Code and Montana Code offer guidance and legal recourse, they do little to assist in the day-to-day administration of the billing system and utility accounts.

The billing policies were developed by the Utility Billing Clerk in collaboration with the Finance Officer and Mayor. The group evaluated several policies from other communities and found many that were similar to the operations of Stevensville.

Since adoption, the Town Council has asked to change the Town's billing cycle from 15-days to 30-days. Additionally, the late fee assessment has been reduced from 10 percent to 5 percent.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): Do not approve Resolution 457a

MOTION

I move to: to approve Resolution 457a, amending Billing Policies and Procedures for Municipal Water and Sewer Services

RESOLUTION NO. 457a

**A RESOLUTION OF THE TOWN OF STEVENSVILLE, TOWN COUNCIL
AMENDING WATER & SEWER BILLING POLICIES**

WHEREAS, the Town is authorized by MCA 7-13-4301 to establish and maintain and water and sanitary sewer service; and

WHEREAS, the Town Council previously adopted Resolution No. 457 to guide day-to-day operations and decision making for water and sewer billing; and

WHEREAS, the Town of Stevensville is desirous of amending, by resolution, Water and Sewer Billing Policies,

NOW THEREFORE BE IT RESOLVED, by this Town Council of the Town of Stevensville that the attached "Water & Sewer Billing Policies" be and is hereby adopted.

PASSED AND ADOPTED by the Town Council and approved by the Mayor this _____ day of _____ 2020.

Approve:

Attest:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk

1. **Water/Sewer Billing Policy:** The following policy shall govern the provision of municipal water/sewer billing of the Town of Stevensville, MT. The purpose of this policy is to provide consistent customer rules and guidelines. Individuals who have questions regarding the services provided by the Town of Stevensville are encouraged to contact Town Hall at 406.777.5271.
2. **Water/Sewer Billing Information:** Services being provided and billed for in Stevensville, MT consist of water, sanitary sewer. All municipal water/sewer services being billed for are included on one (1) billing for each account. Municipal water/sewer services and this policy both include residential and commercial users. The Town of Stevensville shall maintain account records for each customer that includes the customer's legal name, billing address, account number, service address, current charges, and account history including consumption, past due charges, penalties, and fees.
3. **Water/Sewer Billing Office Hours:** Monday through Friday 8:00 a.m. – 4:00 p.m.
4. **Water/Sewer Billing Contact Information:** Mailing address: P.O. Box 30, Stevensville, MT, Phone number: 406.777.5271, Website address: www.townofstevensville.com
5. **Water/Sewer Accounts:** All accounts shall be carried in the name of the property owner. The property owner shall be liable for all water/sewer services supplied to the property, whether property is owner occupied or not, and any charges unpaid shall be collected as authorized by Municipal Code and State Law.

6. **Rate Calculation:** All municipal water/sewer charges shall be calculated in accordance with the specific rate established by ordinance, resolution, or policy as adopted by the Town of Stevensville and applicable to each municipal water/sewer service provided to a customer.

7. **Additional Charges:** Billings for extra services, disconnection or reconnection of services, installation charges, or other special charges shall be billed in accordance with the applicable rate resolution and shall be billed as a separate bill.

8. **Town of Stevensville Water/Sewer Service Application:** Any person, firm or corporation desiring to establish water/sewer service shall make application for said service(s). All new municipal water/sewer service accounts may only be placed in the property owner's name. The owner shall be responsible for the water/sewer billing on the said property. Applicants must be at least eighteen (18) years of age. The application shall be on such form(s) as may or now hereinafter be prescribed by The Town of Stevensville Water/Sewer Department. The application shall include the applicant's name, service address, mailing address, telephone number, driver's license number, and signed agreement form. Each service location shall be considered a separate account. The water/sewer department will not activate new accounts on a service location that has a delinquent account; all accounts must be paid in full prior to establishing future accounts at the same property.

9. **Billing Cycle:** Meters are generally read at the end of each month by the Public Works Department. In the event that a meter reading cannot be obtained, the consumption will be estimated by the Office Assistant. Water/Sewer bills are mailed to each user monthly. Water/Sewer bills are mailed on or around the

1st day of each month. The date the bill is created shall be known as the billing date. Water/sewer bills are due and payable 30 days following the billing date. After 30 days, unpaid water/sewer bills become delinquent and a five percent (5%) penalty may be added to all delinquent water/sewer billings. Delinquent fees shall not be refunded.

10. Delinquent Accounts & Disconnection of Service: Notice of water/sewer service billing delinquency will be mailed to each and every delinquent water/sewer service account holder by the 5th business day of the month following the delinquency. The notified delinquent water/sewer account holder(s) will be given 15 days to pay the delinquent water/sewer billing, including any and all penalties, or to make arrangements agreed upon by all parties for the payment of the same. If following the notice of delinquency and the 15 day payment period a delinquent water/sewer billing remains unpaid and no effort has been made to pay the said bill, the Town of Stevensville Public Works Department shall be directed to disconnect the water service from the Town of Stevensville municipal water services. Delinquent water/sewer service billings remaining unpaid, and over sixty (60) days delinquent, shall be turned over for collection. If a delinquent water/sewer service billing remains unpaid and/or has been turned over for collection, water services will not be reconnected and/or reinstated to the applicable user at any property until all applicable delinquent water/sewer service billings, reconnection fees and collection costs have been paid.

11. Reconnecting to Municipal Water/Sewer Services: Once a water/sewer service account has been disconnected from municipal water/sewer services it shall not be reconnected until the applicable delinquent water/sewer service billing(s), including penalty has been paid. In addition, a \$50.00 reconnect fee

during business hours (8:00 a.m. – 4:00 p.m. Monday – Friday) or \$100.00 after business hours shall be charged to the delinquent water/sewer service account. Following payment of the applicable delinquent water/sewer service billing(s) and the reconnection fee, the Town of Stevensville Public Works Department will be directed to reconnect the delinquent water/sewer service account to municipal water/sewer services.

- 12. Payments:** Town of Stevensville provides residents several options to make payment on their water/sewer bill: In person – Payment can be made at Town Hall, 206 Buck Street, Stevensville, MT 59870. Drop box – A locking drop box is located on the front of Town Hall for customer use. Debit or credit card payments are accepted over the phone, there is an additional service fee paid for by the cardholder. Electronic payments – Through the Towns website, customers can set up a payment for their water/sewer bill wherever there is an internet connection. Payments can be made electronically using a credit or debit card with an additional service fee.

Customers that are unable to pay their water/sewer bill by the due date are encouraged to contact the water/sewer billing department to arrange a mutually agreed upon payment plan, with the goal of the payment plan being to bring the customer's account current. Water/Sewer staff has the right to reject a proposed payment plan if it is determined not to achieve the goal of bringing a customer's account current. If a customer fails to comply with any term and/or condition contained within the signed payment plan, the customer shall be subject to disconnection of service with no additional notice. The Town of Stevensville reserves the right to no longer accept personal checks at any time.

13. Water/Sewer Services: In order to supply and maintain the Water and Sewer Services to the Town of Stevensville: All users of these services, once connected, are required to pay the base rate for each service throughout the year. There are no partial year shut offs, regardless of use: irrigation, reforeclosure or empty building rates. All owners of property; commercial, residential, multifamily, town home or condo, are responsible to the Town of Stevensville for the payment of these services. These services are billed monthly and payments are due monthly.

Item Attachment Documents:

- c. Discussion/Decision: Scheduled Town Hall closures on the 5th Friday of the month for staff & Council training



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:	02/13/2020
Agenda Topic:	Discussion/Decision: Scheduled Town Hall closures on the 5 th Friday of the month for staff & Council training
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	02/13/2020
Notes:	



**TOWN COUNCIL
Council Communication**

**Regular Meeting
February 13, 2020**

Agenda Item: 9c, Unfinished Business

Discussion/Decision: Scheduled Town Hall closures on the 5th Friday of the month for staff & Council training

Other Council Meetings

January 9, 2020 Regular Meeting

Exhibits

This agenda item provides Council with the ability to authorize the closure of Town Hall for staff & council training, periodically.

Background:

At their January 9th Regular Town Council meeting, the Mayor is sought the Council’s consent to close Town Hall on the fifth Friday of the months that have more than four Fridays for the purposes of holding periodic training for staff and the Town Council.

If Council authorized the closure of Town Hall, staff would still be scheduled to work. However, administrative staff would have the opportunity to conduct or attend trainings without the need to staff the main office. This initiative would also give the Mayor and staff the opportunity to prepare for and hold longer work sessions with Council as needed. Council approved the concept on a trail basis for one day.

On January 31, 2020 members of the Town Council and most staff joined together for work sessions where departmental updates were given, communication was addressed, vision and mission ideas were shared and discussed, and work began on a joint strategic plan for the organization. Additionally, department heads and the administration were able to discuss budget items and review expectations for the next budget cycle.

The administration has received positive feedback from the work sessions and minimal impacts to customer service were observed. The Mayor is proposing that Council adopts the concept permanently and authorizes future administrative days.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): do not authorize the closure of Town Hall.

MOTION

I move to: authorize the closure of Town Hall on the 5th Friday of each month having more than 4 Fridays as an administrative day for Council and Staff.

Item Attachment Documents:

- a. Discussion/Decision: Resolution No. 468, Declaring Intent to Annex a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B



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:	2/13/2020
Agenda Topic:	Discussion/Decision: Resolution No. 468, Declaring Intent to Annex a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	2/13/2020
Notes:	

RESOLUTION NO. 468

A RESOLUTION OF INTENT TO ANNEX

WHEREAS, Jesse Reeves, as owner of the parcel of land described as a Tract of Land Located in Section 35, Township 9 North, Range 20 West, 26.06 Acres, CS #691110-R Tract 1-B, has filed a Petition for Annexation to the Town, pursuant to MCA Title 7, Chapter 2, Part 46, and

WHEREAS, the Town of Stevensville Planning and Zoning Board has reviewed the Petition submitted and recommended that the Town Council proceed with annexation; and

WHEREAS, the boundary line relocation is taking place between the jurisdiction of the Town of Stevensville and the County of Ravalli, and

WHEREAS, the Town council has determined that it is in the best interest of the Town of Stevensville that the legally described parcel of land described in Exhibit 1, attached hereto, be annexed.

NOW THEREFORE BE IT RESOLVED, that the Town Council of the Town of Stevensville intends to annex the parcel of land legally owned by Jesse Reeves as described in Exhibit 1 and that a public hearing be held at the next regular meeting of the Town Council, to consider public comments on the proposed annexation.

PASSED AND ADOPTED by the Town of Stevensville, Montana this 13th day of February, 2020.

Approved:

Attest:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk

January 20, 2019

Town of Stevensville
206 Buck Street
Stevensville, MT 59870

RE: Annexation and zoning of Tract 1-B, CS #691110-R, Parcel #: 287530, 26.06 Acre Parcel,
Legal Description of Lot: S35, T09N, R20W, Geocode: 13-1764-35-1-01-26-0000

To whom it may concern,

Jesse Reeves has purchased the above referenced parcel located at the corner of Logan Lane and Middle Burnt Fork Road, just east of the Twin Creeks Subdivision. Jesse's intent currently for the property would be to build a single-family home and run his business out of the home. We are requesting to annex into the city, and zone the parcel as C-2. Having the commercial designation will allow for Jesse to run his business as well as live on the property as well. We are requesting access to the lot through the 60' wide public access and utility easement on the west side of the lot.

Please let us know what else you need from us for your review.

Sincerely,
Professional Consultants, Inc.

A handwritten signature in black ink, appearing to read "Jeff Standaert".

Jeff Standaert, P.E.
Civil Engineer



Town of Stevensville
ANNEXATION BY PETITION

APPLICATION FEE: \$750.00
(Payable to the Town of Stevensville)
ALL FEES ARE NON-REFUNDABLE

The undersigned, being all the Property Owner(s) or as legally authorized by all the Property Owner(s), of the property herein described, petitions the Town of Stevensville to annex the same under the provisions of Title 7, chapter 2, part 46, MCA.

In support of this Petition, undersigned provides the following information:

- 1. IS THE PROPERTY CONTIGUOUS TO EXISTING CITY LIMITS? Yes [checked] No []
2. HAS THE PROPERTY BEEN PREZONED? Yes [] No [checked]

If so, what is the zoning? _____

3. IF NOT CURRENTLY PREZONED, WHAT ZONING IS PROPOSED? C-2

4. PRESENT AND PROPOSED USE: (attach additional information if necessary)

Present: Vacant land
Proposed use: Bun Reeves Construction Business + single family residence.

5. IF WATER AND SEWER SERVICE DO NOT EXIST, HOW DO YOU PROPOSE TO GET SERVICE TO THE PROPERTY? Run water and sewer lines

6. IN WHICH FIRE DISTRICT OR FIRE SERVICE AREA IS THE PROPERTY LOCATED? _____

7. IS THE PROPERTY SERVED BY A PRIVATE GARBAGE SERVICE? Yes [checked] No []

Application Instructions

INTENT: Application to the Town Council for annexation into the Town of Stevensville as described in §7-2-46, MCA.

GENERAL: Please submit the following:

- 1. [checked] Completed Application to the Town Clerk. The application fee must be paid at the time of application submittal.
2. [checked] Application must be COMPLETED and SIGNED by the applicant and property owner. An incomplete application may delay review of your request. Attach additional information if needed.
3. [checked] Vicinity map of the area with the application form. This map must show the location of the property in relation to surrounding land and zoning in the immediate area; and City streets.

- 4. A description of the boundaries of the area to be annexed. *see existing Plat*
- 5. Storm water drainage plan, unless waived by the Public Works Director.
- 6. Site plan.

REQUIREMENTS FOR SUBMITTING SITE PLAN:

- 1. Five (5) 11" x 17" copies of the site plan are required, plus one (1) copy reduced to either 8½" x 11" or 8½" x 14".
- 2. All lines must be drawn legibly. (Black or blue line prints from an original are acceptable.)
- 3. Drawn to one of the following scales: 1"=10'; 1"=20'; 1"=50'
- 4. Your site plan must have the following information (check each item prior to submitting application):

- complete legal description of property - name of addition/subdivision with block and lot number(s); *see plot*
- lot dimensions and square footage; *see existing Plat*
- location, names, and widths of boundary streets, alleys and existing sidewalks; *NA*
- location and size of existing and proposed utilities such as sewer, water lines, fire hydrants phone, gas, power, etc.;
- locations, dimensions, and square footage of all structures and uses on the property;
- distance of all structures from property lines (front/side/rear yard setbacks); *use scale on drawing*
- dimensions of any signs and their locations in relation to all property lines; and *NA*
- north arrow and scale.
- describe the legal and physical access to the property.

NEW CONSTRUCTION MUST COMPLY WITH THE FOLLOWING:

- 1. Building and fire codes, including required building and occupancy permits, and
- 2. The property owner must submit plans for review by the Town of Stevensville for compliance with City infrastructure, zoning, and other Code requirements, provide proof of compliance with all building and fire codes for all new construction or remodels subsequent to the adoption of this resolution and prior to annexation of the property, and pay all fees for such reviews in the same manner and on the same basis as do owners of properties already in the City.

NOTE: ANNEXATION IS EFFECTIVE ONLY AFTER THE CONDITIONS OF ANNEXATION HAVE BEEN MET AND THE TOWN COUNCIL HAS PASSED THE RESOLUTION OF ANNEXATION. INSTALLATION OF CITY WATER AND SEWER MAINS, FIRE HYDRANTS, STREETS, SIDEWALKS, CURBS AND GUTTERS MAY BE REQUIRED PRIOR TO ANNEXATION.

IT IS THE POLICY OF THE TOWN COUNCIL NOT TO ACT ON A PROPOSAL IF THE APPLICANT/APPLICANT'S REPRESENTATIVE IS NOT PRESENT AT THE COUNCIL MEETING. Town Planning Staff represents the Town; staff cannot answer questions for the applicant.

- 3. Taxes and assessments must be paid and current at the time of filing the Resolution of Annexation.

Dated this 20th day of January, 2020.

COME NOW the undersigned and respectfully petitions the Town Council of the Town of Stevensville requesting city annexation of the following real property into the Town of Stevensville.

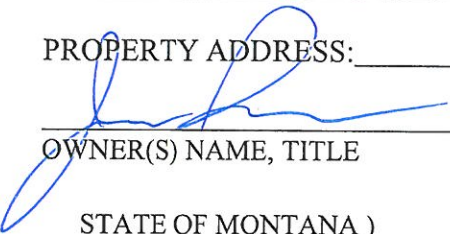
The petitioner(s) requesting Town of Stevensville annexation of the property described herein hereby mutually agree with the Town of Stevensville that immediately upon annexation of the land all Town of Stevensville municipal services will be provided to the property described herein on substantially the same basis and in the same manner as such services are provided or made available within the rest of the municipality prior to annexation.

Petitioner(s) hereby agrees and submits the real property described herein to municipal taxation and assessments upon annexation, including but not limited to water and sanitary sewer utility assessments, in the same manner as other private property within the city is taxed and assessed for municipal tax, assessment and utility service purposes.

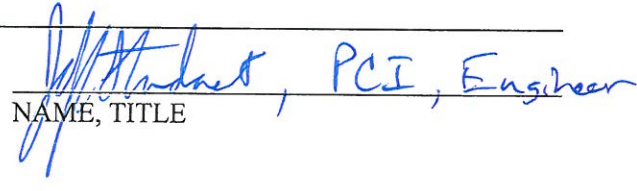
Petitioner(s) hereby states that there is no need to prepare a Municipal Annexation Service Plan for this annexation pursuant to Section 7-2-4610, MCA since the parties are in agreement as to the provision of municipal services to the property requested to be annexed.

LEGAL DESCRIPTION OF PROPERTY TO BE ANNEXED: CS #691110-R, Tract 1-R
NE 1/4 of the NE 1/4 of S35E, T09N, R20W.

PROPERTY ADDRESS: _____



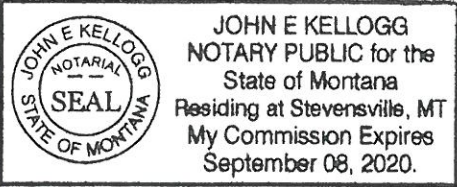
OWNER(S) NAME, TITLE


NAME, TITLE

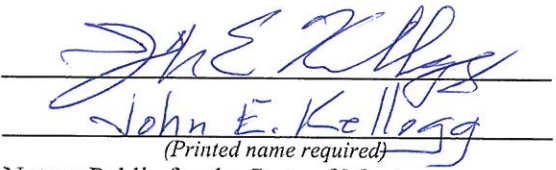
STATE OF MONTANA)
) ss.
County of Ravalli)

On this 20th day of January, 2020, before me the undersigned, a Notary Public for the State of Montana, personally appeared Jesse Reeves, known to me personally (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name/s is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Official Seal on the day, month, and year in this certificate first above written.

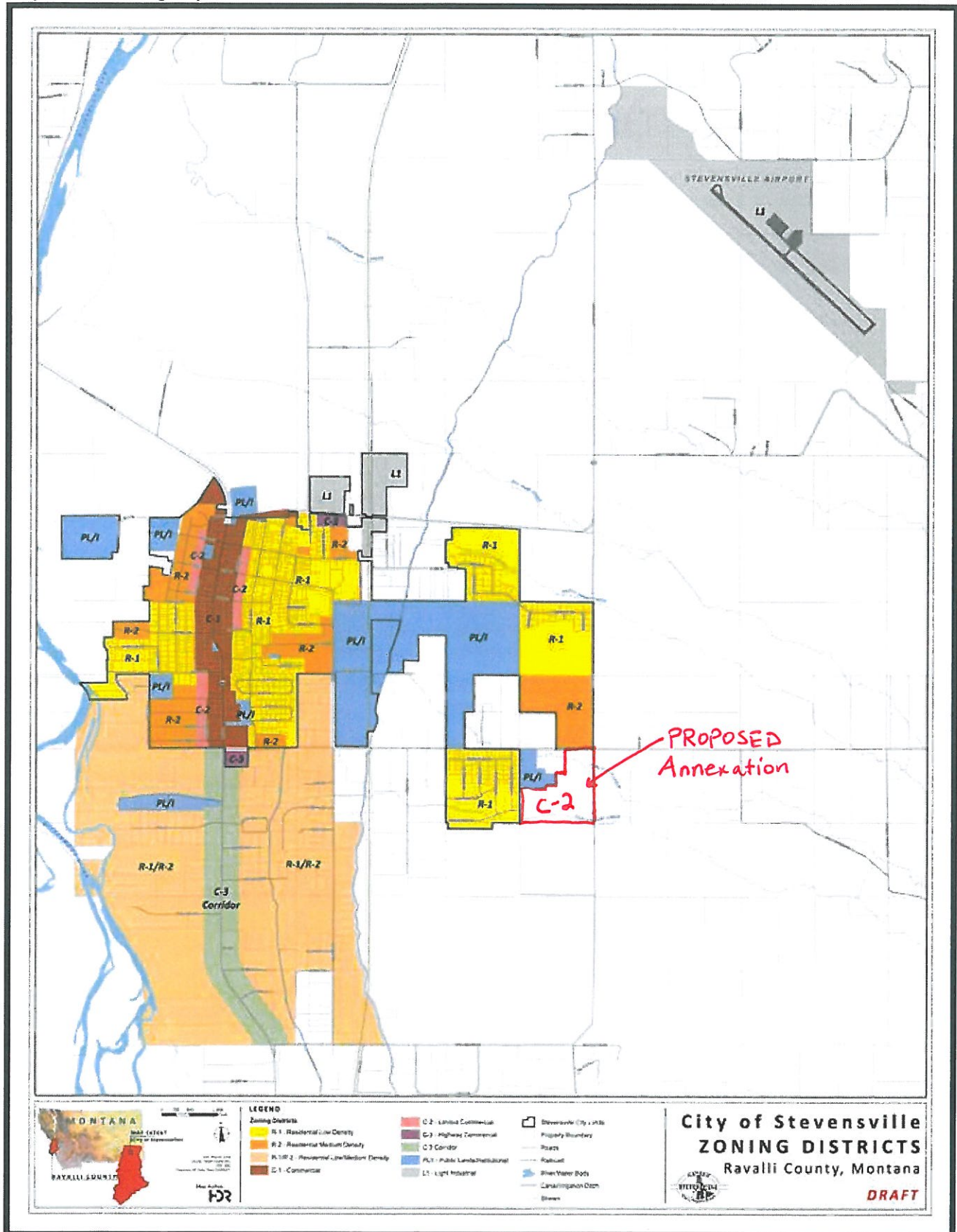


(SEAL)



John E. Kellogg
(Printed name required)
Notary Public for the State of Montana.
Residing at Stevensville, MT
My Commission Expires: Sept. 8, 2020
MM/DD/YY

Map 8 - Draft Zoning Map



CERTIFICATE OF SURVEY

TO DEPICT THE RELOCATION OF COMMON BOUNDARIES IN THE
NE1/4NE1/4 SECTION 35, T.9N, R.20W, P.M.M., RAVALLI COUNTY, MONTANA

PERIMETER LEGAL DESCRIPTION

TRACT 1 OF CERTIFICATE OF SURVEY NO. 5060-SO AND A PORTION OF TRACT 1 OF CERTIFICATE OF SURVEY NO. 502986-R, RECORDS OF RAVALLI COUNTY, AND THAT PORTION OF THE NORTHWEST ONE-QUARTER (NE1/4NE1/4) OF SECTION 35, TOWNSHIP 9 NORTH, RANGE 20 WEST, PRINCIPAL MERIDIAN, RAVALLI COUNTY, MONTANA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID SECTION 35, SAID POINT BEING THE TRUE POINT OF BEGINNING; THENCE ALONG THE CENTERLINE OF LOOM LANE, 50'44.37'E A DISTANCE OF 124.35 FEET TO A POINT ON THE SOUTH BOUNDARY LINE OF TRACT 1 OF CERTIFICATE OF SURVEY NO. 502986-R, RECORDS OF RAVALLI COUNTY; THENCE ALONG SAID SOUTH BOUNDARY LINE, N89°37'31" W A DISTANCE OF 131.72 FEET TO A POINT ON THE WEST BOUNDARY LINE OF THE NORTHWEST ONE-QUARTER (NE1/4NE1/4) OF SECTION 35, TOWNSHIP 9 NORTH, RANGE 20 WEST, PRINCIPAL MERIDIAN, RAVALLI COUNTY; THENCE ALONG SAID WEST BOUNDARY LINE, S89°54'47" E A DISTANCE OF 1011.88 FEET TO A POINT ON THE SOUTHERLY BOUNDARY LINE OF TRACT 1-A OF CERTIFICATE OF SURVEY NO. 656488-U, RECORDS OF RAVALLI COUNTY; THENCE ALONG THE SOUTHERLY AND EASTERLY BOUNDARY LINES OF SAID CERTIFICATE OF SURVEY NO. 656488-U, THE FOLLOWING BEING THE COURSES: N89°00'00" E A DISTANCE OF 468.72 FEET; THENCE N06°05'55" W A DISTANCE OF 60.00 FEET; THENCE N00°00'00" E A DISTANCE OF 200.00 FEET; THENCE N06°05'55" W A DISTANCE OF 217.80 FEET; THENCE S89°00'00" E A DISTANCE OF 200.00 FEET; THENCE N06°05'55" W A DISTANCE OF 468.72 FEET TO A POINT ON THE CENTERLINE OF MOBLE BURNT FORK ROAD; THENCE ALONG SAID CENTERLINE OF MOBLE BURNT FORK ROAD, S89°54'47" E A DISTANCE OF 1011.88 FEET TO ALL EASEMENTS AND RIGHTS-OF-WAY AS SHOWN, EXISTING OR OF RECORD, CONTAINING 30.86 ACRES, MORE OR LESS, BEING SUBJECT TO ALL EASEMENTS AND RIGHTS-OF-WAY AS SHOWN, EXISTING OR OF RECORD.

LEGAL DESCRIPTIONS

TRACT 1-A, CERTIFICATE OF SURVEY NO. 5060-SO, TOWNSHIP 9 NORTH, RANGE 20 WEST, PRINCIPAL MERIDIAN MONTANA, RAVALLI COUNTY, MONTANA, CONTAINING 4.80 ACRES, MORE OR LESS, BEING SUBJECT TO ALL EASEMENTS AND RIGHTS-OF-WAY AS SHOWN, EXISTING OR OF RECORD.

TRACT 1-B, CERTIFICATE OF SURVEY NO. 5060-SO, TOWNSHIP 9 NORTH, RANGE 20 WEST, PRINCIPAL MERIDIAN MONTANA, RAVALLI COUNTY, MONTANA, CONTAINING 26.06 ACRES, MORE OR LESS, BEING SUBJECT TO ALL EASEMENTS AND RIGHTS-OF-WAY AS SHOWN, EXISTING OR OF RECORD.

PORTION 1-A, CERTIFICATE OF SURVEY NO. 656488-U, TOWNSHIP 9 NORTH, RANGE 20 WEST, PRINCIPAL MERIDIAN MONTANA, RAVALLI COUNTY, MONTANA, THE AREA THAT IS BEING REMOVED FROM ONE TRACT OF RECORD AND JOINED WITH ANOTHER TRACT OF RECORD IS NOT ITSELF A TRACT OF RECORD. SAID AREA SHALL NOT BE AVAILABLE AS A REFERENCE LEGAL DESCRIPTION IN ANY SUBSEQUENT REAL PROPERTY TRANSFER AFTER THE INITIAL TRANSFER ASSOCIATED WITH THE CERTIFICATE OF SURVEY ON WHICH SAID AREA IS DESCRIBED, UNLESS SAID AREA IS INCLUDED WITH OR EXCLUDED FROM ADJOINING TRACTS OF RECORD.

CONTAINING 1.70 ACRES, MORE OR LESS, BEING SUBJECT TO ALL EASEMENTS AND RIGHTS-OF-WAY AS SHOWN, EXISTING OR OF RECORD.

PORTION 1-B, CERTIFICATE OF SURVEY NO. 656488-U, TOWNSHIP 9 NORTH, RANGE 20 WEST, PRINCIPAL MERIDIAN MONTANA, RAVALLI COUNTY, MONTANA, THE AREA THAT IS BEING REMOVED FROM ONE TRACT OF RECORD AND JOINED WITH ANOTHER TRACT OF RECORD IS NOT ITSELF A TRACT OF RECORD. SAID AREA SHALL NOT BE AVAILABLE AS A REFERENCE LEGAL DESCRIPTION IN ANY SUBSEQUENT REAL PROPERTY TRANSFER AFTER THE INITIAL TRANSFER ASSOCIATED WITH THE CERTIFICATE OF SURVEY ON WHICH SAID AREA IS DESCRIBED, UNLESS SAID AREA IS INCLUDED WITH OR EXCLUDED FROM ADJOINING TRACTS OF RECORD.

CONTAINING 1.62 ACRES, MORE OR LESS, BEING SUBJECT TO ALL EASEMENTS AND RIGHTS-OF-WAY AS SHOWN, EXISTING OR OF RECORD.

PORTION 1-C, CERTIFICATE OF SURVEY NO. 656488-U, TOWNSHIP 9 NORTH, RANGE 20 WEST, PRINCIPAL MERIDIAN MONTANA, RAVALLI COUNTY, MONTANA, THE AREA THAT IS BEING REMOVED FROM ONE TRACT OF RECORD AND JOINED WITH ANOTHER TRACT OF RECORD IS NOT ITSELF A TRACT OF RECORD. SAID AREA SHALL NOT BE AVAILABLE AS A REFERENCE LEGAL DESCRIPTION IN ANY SUBSEQUENT REAL PROPERTY TRANSFER AFTER THE INITIAL TRANSFER ASSOCIATED WITH THE CERTIFICATE OF SURVEY ON WHICH SAID AREA IS DESCRIBED, UNLESS SAID AREA IS INCLUDED WITH OR EXCLUDED FROM ADJOINING TRACTS OF RECORD.

CONTAINING 0.16 ACRES, MORE OR LESS, BEING SUBJECT TO ALL EASEMENTS AND RIGHTS-OF-WAY AS SHOWN, EXISTING OR OF RECORD.

PORTION 1-D, CERTIFICATE OF SURVEY NO. 656488-U, TOWNSHIP 9 NORTH, RANGE 20 WEST, PRINCIPAL MERIDIAN MONTANA, RAVALLI COUNTY, MONTANA, THE AREA THAT IS BEING REMOVED FROM ONE TRACT OF RECORD AND JOINED WITH ANOTHER TRACT OF RECORD IS NOT ITSELF A TRACT OF RECORD. SAID AREA SHALL NOT BE AVAILABLE AS A REFERENCE LEGAL DESCRIPTION IN ANY SUBSEQUENT REAL PROPERTY TRANSFER AFTER THE INITIAL TRANSFER ASSOCIATED WITH THE CERTIFICATE OF SURVEY ON WHICH SAID AREA IS DESCRIBED, UNLESS SAID AREA IS INCLUDED WITH OR EXCLUDED FROM ADJOINING TRACTS OF RECORD.

CONTAINING 0.44 ACRES, MORE OR LESS, BEING SUBJECT TO ALL EASEMENTS AND RIGHTS-OF-WAY AS SHOWN, EXISTING OR OF RECORD.

OWNER'S CERTIFICATION

WE HEREBY CERTIFY THAT THE PURPOSE OF THIS DIVISION OF LAND IS TO DEPICT THE RELOCATION OF COMMON BOUNDARIES. THEREFORE THIS DIVISION OF LAND IS EXEMPT FROM REVIEW AS A SUBDIVISION PURSUANT TO SEC. ON 76-3-207 (1)(G) M.C.A., TO WIT: "DIVISIONS MADE OUTSIDE OF PLATTED SUBDIVISIONS FOR THE PURPOSE OF RELOCATING COMMON BOUNDARY LINES BETWEEN ADJOINING PROPERTIES" AND FURTHER WE CERTIFY THAT TRACT 1-A IS EXEMPT FROM REVIEW BY THE DEPARTMENT OF ENVIRONMENTAL QUALITY PURSUANT TO ARM 17.28.005 (2)(b), TO WIT: "A PARCEL THAT HAS A EXISTING REAL INTEREST CONSISTED ON THE PARCEL AND (b) THE DIVISION OF LAND WILL NOT CAUSE APPROVED FACILITIES TO DEGRADE FROM THE CONDITIONS OF APPROVAL IN VIOLATION OF 76-4-110, M.C.A., AND FURTHER TRACT 1-B IS EXEMPT FROM REVIEW BY THE DEPARTMENT OF ENVIRONMENTAL QUALITY PURSUANT TO SECTION 76-4-102(1)(G) M.C.A., TO WIT: "SUBDIVISION MEANS A DIVISION OF LAND OR LAND OR LAND DIVIDED THAT CREATES ONE OR MORE PARCELS OF LAND, WHETHER OR NOT THE PARCELS ARE ADJOINING, LEASED, OR OTHERWISE CONVEYED AND PROVIDES ANY RESUBDIVISION AND ANY CONCOMITANT OR AREA REGARDLESS OF SIZE, THAT PROVIDES PERMANENT MULTIPLE SPACE FOR RECREATIONAL CAMPING OR MOBILE HOMES."

BY: JACK LAWSON, CEO
STATE OF MONTANA
COUNTY OF

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON June 24, 2015, BY JACK LAWSON FOR MISSOULA FEDERAL CREDIT UNION.

SS: Theresa Frisvold
PRINTED NAME OF NOTARY: Theresa Frisvold
RESIDING AT: Missoula, Montana
MY COMMISSION EXPIRES: June 25, 2018



DIXON PROPERTIES, LLC
Cadell Nordmark
BY: Cadell Nordmark GENERAL PARTNER
STATE OF MONTANA
COUNTY OF



THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON June 24, 2015, BY CARDELL AND LERRA NORDMARK, CHIEF FINANCIAL OFFICERS OF DIXON PROPERTIES, LLC.

SS: Kerry J. Cassidy
NOTARY PUBLIC FOR THE STATE OF MONTANA
PRINTED NAME OF NOTARY: Kerry J. Cassidy
RESIDING AT: Missoula, Montana
MY COMMISSION EXPIRES: December 19, 2018



SURVEYOR'S CERTIFICATION

I HEREBY CERTIFY THAT THE ATTACHED CERTIFICATE OF SURVEY REPRESENTS A SURVEY MADE UNDER MY SUPERVISION, AND SUBSTANTIALLY COMPLETED ON THE DATE SHOWN HEREON.

SS: Matthew Jacobson
MONTANA LAND SURVEYOR
MONTANA REGISTRATION NO. 13748LS



SURVEY BY:
TERRITORIAL - LANDWORKS, INC.
P.O. BOX 3851
MISSOULA, MONTANA 59806 (406)721-0142
T:\ACTIVE FILES\2014 PROJECTS\3543-MFCU COS 552986-R BLR\B_DWG\COS-14-3543-BLR-DWG

1/4	SEC	T	R
	35	9N	20W

DATE
DECEMBER 10 2014

RECORD OWNERS:
DIXON PROPERTIES, LLC (TRACT 1)
MISSOULA FEDERAL CREDIT UNION - TRACT 1, COS 552986-R
SURVEY COMMISSIONED BY:
JACK LAWSON

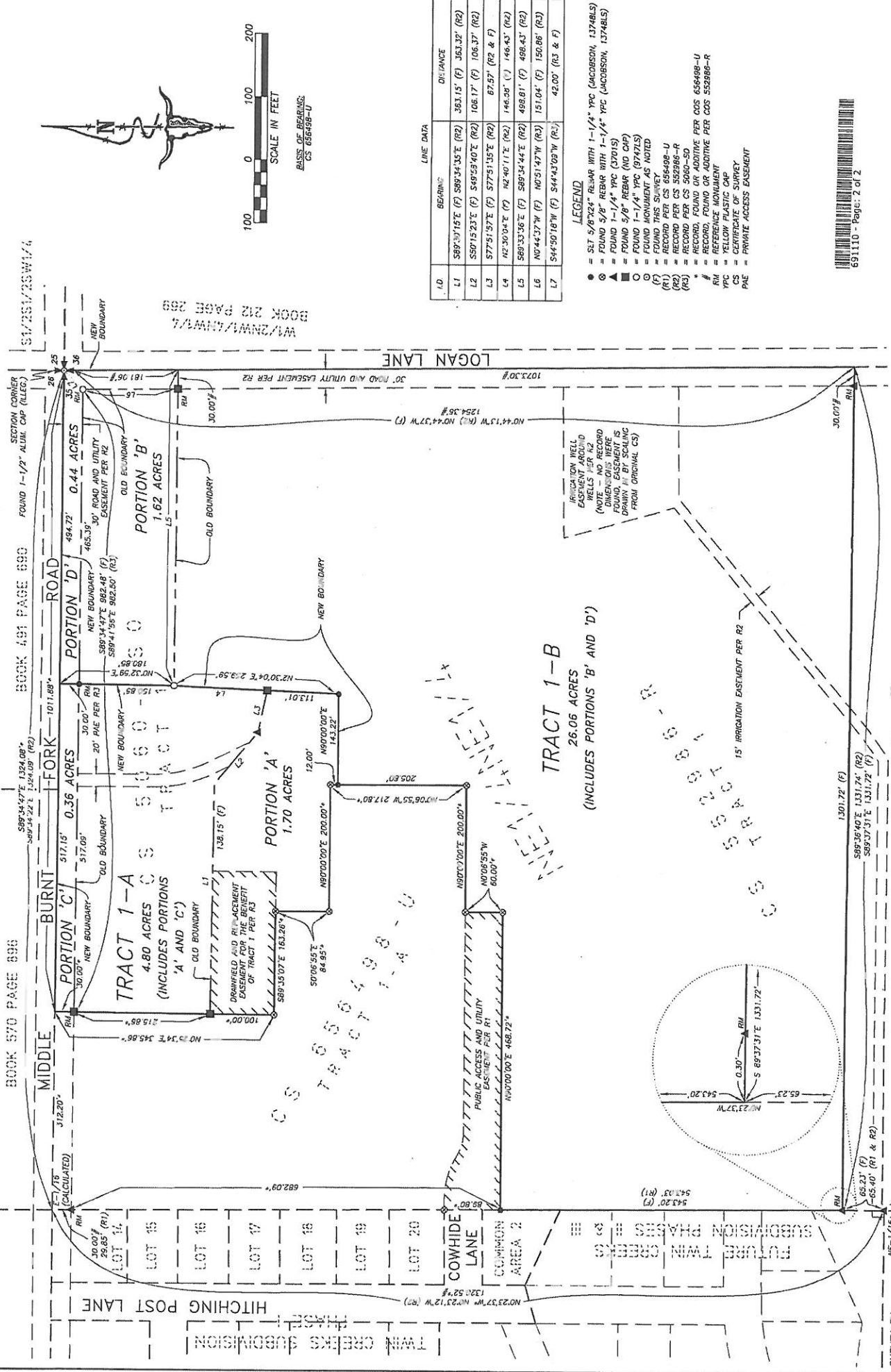
STATE OF MONTANA RAVALLI COUNTY Page: 1 of 2
RECORD ID: 95730
CERTIFICATE OF SURVEY NO. 1110-R
Ravina Platerberg, CLERK AND RECORDER
Fee \$27.00 By: 11/10/14
Deputy

SHEET 1 OF 2
CERTIFICATE OF SURVEY NO.
RAVALLI COUNTY, MONTANA

W 1011110-11 page 2

CERTIFICATE OF SURVEY

TO DEPICT THE RELOCATION OF COMMON BOUNDARIES IN THE
 NE1/4NE1/4 SECTION 35, T9N, R20W, P.M.M., RAVALLI COUNTY, MONTANA



LINE DATA	BEARING	DISTANCE
L1	S89°37'15"E (F)	589.34' (F)
L2	S50°15'23"E (F)	549.53' (F)
L3	S77°51'57"E (F)	577.51' (F)
L4	N2°30'04"E (F)	12.00' (F)
L5	S89°33'56"E (F)	589.34' (F)
L6	N0°44'37"W (F)	107.04' (F)
L7	S44°30'18"W (F)	544.33' (F)

- LEGEND**
- = SET 5/8" X 24" REBAR WITH 1-1/4" YPC (JACOBSON, 13748LS)
 - ⊙ = FOUND 5/8" REBAR WITH 1-1/4" YPC (JACOBSON, 13748LS)
 - ▲ = FOUND 1-1/4" YPC (3701S)
 - ▲ = FOUND 5/8" REBAR (NO CAP)
 - = FOUND 1-1/4" YPC (9742LS)
 - = FOUND MONUMENT AS NOTED
 - (F) = FOUND THIS SURVEY
 - (R1) = RECORD PER CS 656498-U
 - (R2) = RECORD PER CS 552886-R
 - (R3) = RECORD PER CS 5060-SO
 - # = RECORD, FOUND OR ADDITIVE PER COS 656498-U
 - RM = RECORD PER CS 552886-R
 - YPC = YELLOW PLASTER CONCRETE
 - CS = CERTIFICATE OF SURVEY
 - PAE = PRIVATE ACCESS EASEMENT

691110 - Page 2 of 2

1/4	SEC	T	R
35	9N	20W	

CS 567282-F
 TRACT 2-A

SURVEY BY:
 TERRITORIAL - LANDWORKS, INC.
 P.O. BOX 3851
 MISSOULA, MONTANA 59806 (406)721-0142
 T:\ACTIVE FILES\2014 PROJECTS\3543-MFCU COS 552886-R BLR\B.DWG\COS-14-3543-BLR.DWG

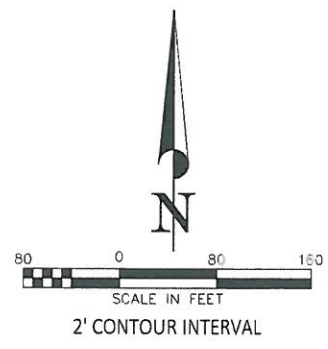
SHEET 2 OF 2
 CERTIFICATE OF SURVEY NO. _____
 RAVALLI COUNTY, MONTANA

F:\018\3009 Misc. Invoicing\reeves\reeves - Survey Drawing.dwg, 1/20/2018



EXISTING FIRE HYDRANT

MANHOLE 27
RIM EL. = 3432.89'
INV. IN (E) = 3427.89' (FOR FUTURE)
INV. OUT (W) = 3427.89'



PROJECT #	2019 - MISC.
DATE	1/20/2018
BY	JESSE REEVES
CHECKED BY	
DATE	
SCALE	
REVISION	
NO.	
DATE	
BY	
DESCRIPTION	

JESSE REEVES
TRACT 1-B CS#691110 R

Professional Consultants Inc.
1000 W. Main Street, Suite 100
Stevensville, MT 59701
Phone: (406) 338-1111
Fax: (406) 338-1112
www.pciconsultants.com

DEC. 2019
SITE LAYOUT
1

SEC. 35, T9N, R20W
STEVENSVILLE, MT

Item Attachment Documents:

- b. Discussion/Decision: Resolution No. 469, Adopting a Master Schedule for Charges & Fees



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:	2/13/2020
Agenda Topic:	Discussion/Decision: Resolution No. 469, Adopting a Master Schedule for Charges & Fees
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	2/13/2020
Notes:	

RESOLUTION NO. 469

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

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

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

WHEREAS, the Town Council adopted the FY2020 budget, which includes a master fee schedule supporting the adopted revenue budget; and

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

NOW, THEREFORE, BE IT RESOLVED that the Town Council hereby amends and adopts the fees as shown in the attached schedule with an effective date of July 1, 2019.

Passed and adopted by the Town Council of the Town of Stevensville, Montana, this 13th day of February, 2020.

Approved:

Attest:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk

FY2019-2020 MASTER FEE SCHEDULE

ADMINISTRATION

ANIMAL TYPE

Chickens/Rabbits/Ducks	\$25.00/year
Dog; spayed/neutered:	\$5.00/year (\$3.00/year 60+ citizen)
Dog; unspayed/unneutered	\$10.00/year (\$5.00/year 60+ citizen)

BUSINESS TYPE

General Business License	\$50.00/year
Junk Dealer License (add-on):	\$10.00/year
Pawnbroker License (add-on):	\$50.00/year
Non-Profit Organization	NO CHARGE
Itinerant/Transient Vendor	\$50.00/year
Alcohol Off-premise Consumption	\$100.00/year
Alcohol On-premise Consumption	\$150.00/year
Alcohol All Beverage	\$250.00/year
Alcohol License Transfer Fee	\$50.00/transfer

EVENT

Special Event Application	\$50.00/event
Power Usage Fee	\$30.00/event
Garbage/Waste Fee	\$10.00/day
Porta-Potty Fee	\$60.00/event

PLANNING & ZONING

Zoning Change Application Fee	\$450.00
Conditional Use Permit Application Fee	\$450.00
Variance (Board of Adjustment) App Fee	\$450.00
Appeal (Board of Adjustment) App Fee	\$450.00
Annexation Application Fee	\$750.00
Minor Subdivision Preliminary Plat Review	\$200.00 (1-2 lots)
Minor Subdivision Preliminary Plat Review fee based upon size of parcel of \$25.00/lot (3-5 lots)	\$750.00 + processing
Minor Subdivision Final Plat Review	\$50.00 (1-2 lots)
Minor Subdivision Final Plat Review fee based upon size of parcel of \$5.00/lot (3-5 lots)	\$200.00 + processing

Major Subdivision Preliminary Plat Review (6 or more lots)- \$900.00

Application Fee plus Processing Fee based upon size of parcel:

6 to 15 lots	\$25.00/lot
16 to 25 lots	\$30.00/lot
26 to 35 lots	\$35.00/lot
36 or more lots	\$50.00/lot

Major Subdivision Final Plat Review - fee based upon size of parcel of \$5.00/lot \$350.00 + processing

Floodplain Permit: \$150.00

Floodplain Variance: \$450.00

Floodplain Appeal: \$450.00

MISCELANEOUS

Archived Documents/Multiple Files Search: \$25.00 per search

Audio Copies of Meetings: \$5.00 per CD

Copies of Documents: \$.25 per page

PUBLIC SAFETY

BUILDING DEPARTMENT

BUILDING FEES

Total Valuation of Project

(materials & labor)

Fee

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

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

ELECTRICAL FEES

Residential

_ New SFR, dwelling, cabin, etc. 100-200 amp service	\$200.00
_ New addition, remodel interior rewire	\$100.00
_ Service change-out or upgrade	\$75.00
_ Accessory building (garage, barn, shed, greenhouse, etc.) up to 200 amps	\$100.00
_ 201-300 amps	\$200.00
_ Over 300 amps	\$300.00
_ Misc. work not considered interior remodel/rewire	\$30.00
_ Mobile home, RV, modular, etc.	
_ On rental space with existing service	\$50.00
_ Private lot with existing	\$75.00
_ Private lot, new service	\$100.00

Multi-family (duplex through 12 units)

\$200 plus \$75.00 each unit (number of units_ x \$75 = ___ + \$200)

Commercial

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

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

MECHANICAL FEES

Fees are based on the cost of the mechanical work (labor & materials) to be done

Cost	Permit Fee
\$1- \$10,000	\$50.00_ first \$1,000 plus \$15.00 for each additional \$1,000 or fraction thereof above \$1,000;
\$10,000-\$50,000	\$185.00 first \$10,000 plus \$10.00 for each additional \$1,000 or fraction thereof above \$10,000;
\$50,000 and up	\$585.00 first \$50,000 plus \$5.00 for each additional \$1,000 or fraction thereof above \$50,000;

PLUMBING FEES

Enter how many of each fixture to be installed, add total	Bar sink
number of fixtures and enter total as indicated:	Bidet
Area drain	Car wash sump
Backflow preventer	Clothes washer
	Coffee maker
	Dishwasher

Drinking fountain	Each permit fee	\$25.00
Dental chair	Water piping repair, replace or alter	\$10.00
Floor drain	Drain repair, replace or alteration,	\$10.00
Floor sink	Vent piping repair, replace or alteration	\$10.00
Indirect waste	Fixture or trap repair, replace or alter	\$10.00
Kit sink {domestic}	Fuel gas piping, 1-4 outlets	\$10.00
Kit sink (comm)	" 5 or more outlets add	\$6.00
Lavatory	Water heater replace/repair	\$10.00 each
Lawn/fire sprklr	Med gas/vacuum piping, 1-5 outlets	\$110.00
Roof drains	"\$10.00 ea additional outlet	
Service/utility sink	Water service	\$10.00
Shower	SUB-TOTAL\$	___ _
Sump drain	TOTAL NUMBER OF FIXTURES FROM LIST	ABOVE _ multiply x \$9.00
Traps		
Urinal		
Water closet		
Grease trap		
Water heater		
Ice maker		
Wash tray		

FIRE DEPARTMENT

Ambulance (Res 441):	
Ambulance Mileage:	\$10.00 per loaded mile
Transport, BLS Emergent:	\$500.00
Oxygen (1/2 hour increments):	\$30.00
Defibrillation supplies:	\$125.00
BLS Routine Supplies:	\$25.00
Ambulance Attendants:	\$150.00
Bonfire Permit	\$25.00
Fire Reports	\$5.00 + .25/page

POLICE DEPARTMENT

Fingerprinting Services	\$20.00/card
Police Reports	\$5.00 + .25/page

GENERAL PUBLIC SAFETY

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

PUBLIC WORKS DEPARTMENT

AIRPORT

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

CEMETERY

Grave Spaces	
Town Residents	\$300.00
Non- Residents	\$500.00
Cremation Spaces	
Town Residents	\$300.00
Non-Residents	\$500.00
Grave Site Opening and Closing	
Town Residents	\$250.00
Non-Resident	\$400.00
Cremation Opening and Closing	
Town Residents	\$150.00
Non-Residents	\$250.00
Niche - All Residents	\$600.00 *includes opening & closing
Delivery charges Extra	\$40.00
Engraving Extra	\$101.00
2nd Niche Opening	
Opening & closing	\$150.00
Delivery Charges Extra	\$40.00
Engraving	\$101.00
Disinterment	
All Residents	\$700.00

GENERAL PUBLIC WORKS

Town Employee w/ Backhoe:	\$48.00 per hour
Town Employee w/ Truck:	\$35.00 per hour
Town Employee	\$20.00 per hour

ORGANIC WASTE DUMP

Resident non-commercial	\$50.00/year
Non-Resident non-commercial	\$75.00/year
Commercial use	\$150.00/year

STREETS & TRANSPORTATION

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

WATER & WASTEWATER

Infrastructure (Res 345):

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

Water Main Tap:	\$125.00 one-time fee
Sewer Main Tap:	\$125.00 one-time fee

Fire Suppression/Sprinkler Service Line:	\$250.00 Annual Charge
--	------------------------

PARKS & RECREATION

PARK USE

Organized League/Assoc. Field Use	\$3.00/player
Pavilion Rental - Resident	\$20.00
Pavilion Rental - Non-Resident	\$30.00

SWIMMING POOL

Swimming - Per Entry	
Youth (Ages 3-11)	\$3.00
Student (Ages 12-17)	\$4.00
Adults (Ages 18-62)	\$5.00
Senior (62+) or Public Service	\$4.00

Swimming Lessons & Classes

Group Sessions	\$55.00
Private Sessions	\$80.00
Water Aerobics	\$5.00/class

Season Swim Passes

Individual Passes	
Youth	\$55.00
Student	\$65.00
Adult	\$85.00
Senior/Public Service	\$65.00
Family Passes	
Family of 6 in same household	\$270.00

Pool Parties

Up to 20 Swimmers	\$60.00/hour
20-40 Swimmers	\$80.00/hour
40-60 Swimmers	\$100.00/hour