



**Stevensville Town Council Meeting
Agenda for
THURSDAY, DECEMBER 14, 2023
6:30 PM
206 Buck Street, Town Hall**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
 - a. Town Council Meeting Minutes 11/09/2023
5. Approval of Bi-Weekly Claims
 - a. Claims #18685, #18686, #18688-#18708, #18710-#18713 (These Claims were Paid out of Cycle due to the Thanksgiving Holiday)
 - b. Claims #18715-#18739
6. Administrative Reports
 - a. Airport
 - b. Building Department
 - c. Finance
 - d. Fire Department
 - e. Police Department
 - f. Public Works
7. New Business
 - a. Discussion/Decision: Opening of bids for the Town of Stevensville Street Paving Project
 - b. Discussion/Decision: Approval to Move Forward with the Process to Apply for HB355 Funding
 - c. Discussion/Decision: Consent to the Mayor's Appointment of Jennifer M. Searle as a Volunteer Firefighter
 - d. Discussion/Decision: Consent to the Mayor's Appointment of Matthew S. Wilkinson as a Volunteer Firefighter
 - e. Discussion: Resignation of Assistant Fire Chief Lee Henderson
 - f. Discussion/Decision: To Nominate and Elect a Councilmember to Serve as Council President in accordance with Town Council Rules Part XII
 - g. Discussion/Decision: Suspension of Town Council Rules to Cancel the December 28, 2023, Town Council Meeting and Authorizing Claims to be Paid out of Cycle
 - h. Discussion: C.O.W. Meetings being held starting in January 2024
8. Board Reports
9. Town Council Comments
10. Executive Report
11. Adjournment

Welcome to Stevensville Town Council Chambers

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

It is essential that we treat each other with respect.

We expect that participants will:

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

We further expect that participants will refrain from disrespectful displays:

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

Guidelines for Public Comment

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

During any council meeting you have two opportunities to comment:

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

Comment made outside of these times may not be allowed.

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

Thank you for observing these guidelines.

File Attachments for Item:

- a. Town Council Meeting Minutes 11/09/2023

Stevensville Town Council Meeting Minutes
for THURSDAY, NOVEMBER 09, 2023, 6:30 PM
206 Buck Street, Town Hall

CONDENSED MINUTES

1. Call to Order and Roll Call

Mayor Gibson called the meeting to order. Councilmembers Barker, Brown, Lowell and Michalson are all present.

2. Pledge of Allegiance

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

4. Approval of Minutes

a. Town Council Meeting Minutes for 10/26/2023

Mayor Gibson: Introduced approval of town council meeting minutes for 10/26/2023.

Councilmember Barker: make a motion to approve the town council meeting minutes for 10/26/23.

Councilmember Michalson: 2nd.

Mayor Gibson: motion and a 2nd. Public comment? Any further discussion? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 4-0

5. Approval of Bi-Weekly Claims

a. Claims #18654-#18681, #18682-18684

Mayor Gibson: introduced claims #18654-#18681, #18682-18684.

Gina Crowe, Finance Officer: yes, there are three more added.

Councilmember Michalson: make a motion to approve claims #18654-#18681, #18682-18684.

Councilmember Lowell: 2nd.

Mayor Gibson: motion and a 2nd. Public comment? Any further discussion?

Councilmember Barker: #18666, Miller Enterprises, stump grinding. Where was that at? Stumpo grinding around gas lines, \$850.00.

Stephen Lassiter: on College street, the big tree that we cut down on College.

Councilmember Barker: also #18669 on the visa, Sure Charging for \$992.25.

Gina Crowe: those are for the AED's, fire department.

Mayor Gibosn: anything further? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 4-0.

6. Administrative Reports

a. Airport

Will Rowe: as far as the airport go, we are getting back in compliance with the FAA for lighting. Runway lights are up and running. Have been working with Jenelle and Gina to get all of the past lease payments and getting those sent out in chunks so that we are not getting inundated all at one time.

b. Building Department

In the packet.

c. Finance

d. Fire Department

Chief Motley: monthly report is in the packet. Pretty much normal. Three mutual aids, Victor and Florence and then they came and helped us. Christmas lights are going up next Sunday.

e. Police Department

Chief Schaffer: read from the police report provided in the packet. Officer Kopsa has secured a spot at the academy for January.

f. Public Works

In the packet.

Mayor Gibson: Mr. Kruse's last day is November 17th.

7. New Business

a. Discussion/Decision: Appointment of Stephen Lassiter as the New Public Works Director

Mayor Gibson: introduced new business item a. Appointment of Stephen Lassiter as the New Public Works Director. Councilmember Lowell, Gina and I conducted interviews, and it was very close, and both candidates were good. We decided to appoint Mr. Lassiter.

Councilmember Lowell: make a motion to appoint Stephen Lassiter as the New Public Works Director.

Councilmember Barker: 2nd.

Mayor Gibson: motion and a 2nd. Public comment? Seeing none, further discussion?

Councilmember Michalson: so, you are working on the water and the sewer certify?

Stephen Lassiter: yes, I will be, it is my top priority.

Mayor Gibson: he will start on November 20th and in that hiring letter it was state that he will work for his water and sewer certifications. Further discussion? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 4-0.

b. Discussion/Decision: RFP for Gravel Pit at the Stevensville Airport

Mayor Gibson: introduced new business item b. RFP for Gravel Pit at the Stevensville Airport

Councilmember Michalson: make a motion to approve RFP for Gravel Pit at the Stevensville Airport.

Councilmember Brown: 2nd.

Mayor Gibson: motion and a 2nd. Public comment?

PUBLIC COMMENT

Jenelle Berthoud, Town Clerk: read public comment from Kelli Weed. (the written comment is included in the meeting minutes.)

Craig Thomas, Airport Board Chairperson: we discussed this at considerable length at a special meeting. There was a vote on this. I have spent the last six years on this project getting it to this stage and the airport needs this funding and the FAA has approved all of the items that Ms. Weed has discussed. And have stated it as being safe. We have also been through our local

engineer. Mr. Thomas commented on the concerns that Ms. Weed made in her public comment. We would like you to consider this as a financial gain for the airport.

Brian Germane, Airport Board Member: 3464 Baldwin Rd. Stevensville: a lot of the items that were addressed in that letter were to airport runway protection. This gravel pit is outside the runway protection zone, by 600 feet. The concern that has been brought up relative to it being in the runway protection zone is not really applicable the reason is the runway protection zone will go over that if the runway was to be lengthened, the FAA states that runway extension is out 10 years. During that time the gravel pit would run its course. This gravel pit would exist over the next six years and beyond the runway protection zone. When I wrote that letter I gave two options, the first one would be preferred to allow the airport board to negotiate and find interested parties. Couple of reasons, one would be to work through these issues and find solutions, going to an RFP process is somewhat difficult. What if the product like 30-50 feet down the company does not know what is down there. My request would be that the town council allow the airport board to negotiate with these parties and come up with the best plan with all of these things in mind and the come to you with that best proposal.

Jerry 4493 Sunnyside Cemetery Road, Stevensville : as an interested observer. I belong to the Stevensville Airport Foundation, pilots and hanger owners that got together to try and help the airport. The airport needed help and we volunteer and try to fix things up and help to improve the airport. The Stevensville Airport is a beautiful airport, and it has the opportunity to be the destination airport for all of the people from Idaho and Montana. The facts that Kelli put on there are facts, they are not wrong, she took worst case. The perfect airports out in the desert you ride it out, here a safety zone is important, the FAA requires a safety zone. Engineers and FAA would not allow us to have a gravel that impeded on the airport. We need this for income for the airport.

Councilmember Lowell: I am confused about what she is talking about when taking off, like over Whitehair's house, is that what she is meaning?

Brian Germane: may I approach the table? (provided a picture/map to the council) Here is an ariel of the airport itself with the existing runway as it is right now. The current runway protection zone comes out like this, the area in yellow is where the pit would be. What Kelli is referring to is here, in a perfect world you would want no trees or anything in this area, but that is not the case, we have homes and business. The current runway protection zone extends out 1200 feet the gravel pit that is proposed would be another 600 feet past that and would encompass this area (referred to an area on the map) that it would be cutting into.

Councilmember Michalson: just so I can get this you want two options and the first one you guys want to work with the two or three people that you have working with to bring a proposal to the council and then option number two the council would put out an RFP to basically do the same thing. My question is if you are working with these two of three people wouldn't they bid on that.

Brian Germane: yes, they would bid on that potentially, the county who is the first that approached us with this idea, the county is probably going to go away, they just wanted to come in and do this, and if there is going to be completion then they are not interested. The other two

companies that I am talking to have done a little bit of research on their own one of them has gone out there and did some tests at their own cost. They could only get down 8 feet with the equipment that they brought to really understand it you are digging down as deep as you can to see the material.

Mayor Gibson: it is up to the council it is the word negotiate is the problem. it will have to come to the board for their decision with an RFP.

Councilmember Michalson: to stay with the rules this does need to go to an RFP.

Brian Germane: I am pretty close to this line of work so I understand.

Mayor Gibson: it is the money, the word negotiate.

Councilmember Barker: I see this as a money-making issue. Have you contacted the people around this area that you are looking at doing this?

Brian Germane: not yet.

Councilmember Barker: because they need to know. Is this going to look like the pit that is already there.

Brian Germane: very similar, the other side is the county, the reason that the county approached us is because they are running out. Nearly identical to this process.

Councilmember Michalson: I would make a motion to approve option number two an RFP out for this process.

Councilmember Brown: 2nd.

Mayor Gibson: motion and a 2nd. Public comment? Further discussion? For option number two.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye

Councilmember Michalson: aye.

Mayor Gibson: passes 4-0.

c. Discussion/Decision: Suspension of Town Council Rules to Cancel the November 23, 2023, Town Council Meeting in Observance of the Thanksgiving Holiday and Authorizing Claims to be Paid out of Cycle

Mayor Gibson: introduced new business item c. Suspension of Town Council Rules to Cancel the November 23, 2023, Town Council Meeting in Observance of the Thanksgiving Holiday and Authorizing Claims to be Paid out of Cycle

Councilmember Barker: make a motion to suspend Town Council Rules to Cancel the November 23, 2023, Town Council Meeting in Observance of the Thanksgiving Holiday and Authorizing Claims to be Paid out of Cycle

Councilmember Lowell: 2nd.

Mayor Gibson: motion and a 2nd. Public comment? Any further discussion?

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Lowell: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 4-0.

d. Discussion/Decision: Approve Process to Replace the Mayors Position

Mayor Gibson: introduced new business item d. Approve Process to Replace the Mayors Position

Councilmember Michalson: Due to the fact that one of these options directly involves the council president I would ask for the council's permission to recuse myself tonight.

Councilmember Lowell: I would like to make a motion to take applications to replace the mayor's position.

Councilmember Barker: 2nd.

Mayor Gibson: motion and a 2nd to take applications. Public comment?

PUBLIC COMMENT

Jenelle Berthoud, Town Clerk: read a letter from Susan McCreary, (the public comment will be included in these minutes).

Mayor Gibson: that has been some confusion on timelines and ages to be a mayor. We have a motion and a 2nd Jenelle please take the vote.

Councilmember Barker: no.

Councilmember Brown: very hard decision, pros and cons for both sides, aye.

Councilmember Lowell: aye.

Councilmember Michalson: abstained.

Mayor Gibson: passes 2-1

8. Board Reports

NONE

9. Town Council Comments

NONE

10. Executive Report

Mayor Gibson: my last meeting will be the 29th.

11. Adjournment

APPROVE:

ATTEST:

Steve Gibson, Mayor

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

a. Claims #18685, #18686, #18688-#18708, #18710-#18713 (These Claims were Paid out of Cycle due to the Thanksgiving Holiday)

11/21/23
16:54:45

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 11/23

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Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18685	C	728 HDR ENGINEERING, INC.	1,747.79					
Project # 10330253 Task # 006. Project description Stevi_TO10_Mis Services. Task Description: Pine street.								
Received reimbursement from Spire Properties Check 2098.								
		1200565286 10/18/23 Pine Street Review from HD	1,747.79			2250 411010	350	101000
*** Claim from another period (10/23) ****								
18686	C	728 HDR ENGINEERING, INC.	785.86					
Project # 110330253 Task # 007. Project Description: Stevi_TO10_Misc Services. Task Description Park Street								
Received reimbursement from Double N Builders LLC Ck # 2001								
		1200565287 10/18/23 Park Street Review from HD	785.86			2250 411010	350	101000
18688	C	1556 AMAZON	5.89					
Office Supplies								
		Nov2023 11/16/23 Office Supplies	5.89			1000 410550	210	101000
18689		1675 Ravalli County Sheriff's Office	1,765.74					
Police Department Zuercher maintenance Fees. Central Square billed to Ravalli County, Stevensville pays 10% of the manitanance.								
		11082023 11/08/23 PD -Maintenance Fees	1,765.74*			1000 420100	356	101000
18690		858 MILLER LAW OFFICE, PLLC	6,356.75					
File # 18013 : STEVENSVILLE WATER RIGHT MATTERS								
		1324 11/15/23 WATER RIGHTS FILE NO. 18013	6,356.75			5210 430530	352	101000
18691		1935 GARDEN CITY JANITORIAL INC	857.00					
PW could not find the turn off valve to a residence home, the home is currently vacant and the owner wanted to make sure the pipes didnt freeze. Requested help from previous PW Directors and outside help to locate the valve but could not locate it. Had to call a plumber to help turn off water supply to the residence.								
		87683 11/10/23 Svc call turn off H2O supply	857.00			5210 430510	350	101000
*** Claim from another period (9/23) ****								
18692		1575 Craig Thomas	50.00					
Airport mowing								
		cthomas23 09/15/23 Airport mowing	50.00			5610 430300	360	101000
18693		1976 DPHHS -EHFS	75.00					
License Renewal for Splash Pad. License # S323577.								
		S323577 11/03/23 SplashPad License 2024	75.00*			1000 460445	330	101000

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16:54:45

TOWN OF STEVENSVILLE
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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18694		1976 DPHHS -EHFS License Renewal for Municipal Pool. License # P10466	200.00					
		P10466 11/03/23 SplashPad License 2024	200.00*			1000 460445	330	101000
18695		228 Norco, Inc. CO2 for water line repair.	97.67					
		39067892 11/01/23 CO2 for water line repair	97.67			5210 430550	230	101000
18696		1760 Jon Vercreyssen Irrigation winterization for city parks, pool area and splash pad.	500.00					
		100 11/09/23 Winterization	250.00			1000 460430	360	101000
		100 11/09/23 Winterization	250.00*			1000 460445	360	101000
18697		386 MONTANA RAIL LINK, INC. Rail Road Crossing fees.	66.00					
		814469 11/07/23 Fees for RR Crossing	33.00*			5210 430550	530	101000
		814469 11/07/23 Fees for RR Crossing	33.00*			5310 430630	530	101000
18698		158 Donaldson Bros. Concrete for sidewalk repair where the stump was removed.	459.80					
		56676 11/08/23 Sidewalk repair	459.80			1000 430200	360	101000
18699		1061 WESTERN BUILDING CENTER Form boards for side walk repair	26.29					
		15I557572 11/07/23 Side walk repair	26.29			1000 430200	360	101000
18700		178 Ravalli County Treasurer May George Property. Tax payer 330510 School District 2-3 Stevi Rural. Geo Code 1764-26-4-01-51-0000	19.56					
		23-24 11/01/23 George May Property Tax 23-34	19.56*			5210 430510	330	101000
18701		1929 MISSOULA MOTOR PARTS CO. Evolution blade for #2010. - FD	28.02					
		772618 11/10/23 Evolutionj Blade for #2010	28.02			1000 420460	232	101000
		*** Claim from another period (10/23) ****						
18702	C	299 L.N. CURTIS & SONS SCBA MSA G1 annual flow testing for FY 23-24.	1,500.00					
		761093 10/31/23 Annual Flow Test	1,500.00		Colett	1000 420460	360	101000

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TOWN OF STEVENSVILLE
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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (9/23) ****								
18703		1849 StoryBrook Medicine	310.36					
		FF physical for Trevor Motley						
		091523TMot 09/15/23 FF Physical	310.36			1000 420410	351	101000
*** Claim from another period (10/23) ****								
18704		108 BITTERROOT STAR	107.85					
		10/04/23 - Public Hearing.						
		10/11/23 - Legal call for Bids for Water Leak Repair.						
		10/25/23 - Legal call for Bids on Water Leak Repair						
		2811 11/02/23 10/4/23 - Public Hearing	18.75			1000 410550	330	101000
		2811 11/02/23 Call for Bid - H2O Leak Repais	44.55*			5210 430510	330	101000
		2811 11/02/23 Call for Bid - H2O Leak Repais	44.55*			5210 430510	330	101000
*** Claim from another period (10/23) ****								
18705		1879 Torgerson's LLC	102.00					
		Windshield Repair on Backhoe						
		P08587 10/31/23 Windshield Repair	34.00			1000 430900	360	101000
		P08587 10/31/23 Windshield Repair	34.00			1000 430100	232	101000
		P08587 10/31/23 Windshield Repair	34.00			1000 460430	360	101000
18706		348 Snow Mountain Electric	97.77					
		Water heater went out in the Town Hall, had to replace redo some wiring for safety.						
		3695 11/14/23 Electric repair for water heat	97.77*			1000 410550	230	101000
18707	C	728 HDR ENGINEERING, INC.	5,052.31					
		Professional services related to the towns street improvements for Spring Street, Rail Road Street, West 3rd Street and West 2nd Street.. Task Order 11.						
		1200565118 10/17/23 Street Project Engineering	5,052.31*			2820 430200	350	101000
*** Claim from another period (10/23) ****								
18708	C	728 HDR ENGINEERING, INC.	5,243.33					
		October Invoice for Preliminary Engineering Water System Improvement						
		1200573647 11/20/23 Prelim Engineering Water L	5,243.33			5230 430550	900 2	101000
18710		1975 Rocky Mountain Print Solutions	245.00					
		Checks						
		231107-040 11/17/23 Checks	4.90			1000 410360	210	101000
		231107-040 11/17/23 Checks	19.60			1000 410550	210	101000
		231107-040 11/17/23 Checks	19.60			1000 420100	210	101000
		231107-040 11/17/23 Checks	19.60			1000 420410	210	101000
		231107-040 11/17/23 Checks	4.90*			2394 420531	210	101000
		231107-040 11/17/23 Checks	85.75*			5210 430510	210	101000
		231107-040 11/17/23 Checks	85.75*			5310 430610	210	101000
		231107-040 11/17/23 Checks	4.90			5610 430300	210	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (10/23) ****								
18711	C	1787 Valli Information Systems, Inc.	306.99					
UB Credit Card Services								
	91086	10/31/23 Billing maintenance UB	153.49*			5210 430510	331	101000
	91086	10/31/23 Billing maintenance UB	153.50*			5310 430610	331	101000
18712	E	33 NORTHWESTERN ENERGY	12,403.12					
Northwestern Energy 36 different accounts								
Nov 23	11/15/23	721275-6 Light Dist 3	297.50			2430 430263	340	101000
Nov 23	11/15/23	722451-2 206 Buck 45% TH	170.95			1000 411201	340	101000
Nov 23	11/15/23	722451-2 206 Buck 45% PD	170.95			1000 420100	340	101000
Nov 23	11/15/23	722451-2 206 Buck 10% Bldg Dep	37.97			2394 420531	340	101000
Nov 23	11/15/23	723606-0 Peterson Add'n Lighti	222.96			2420 430263	340	101000
Nov 23	11/15/23	723607-8 Dayton Add'n Lighting	306.56			2410 430263	340	101000
Nov 23	11/15/23	724186-2 Maplewood Cemetery	12.50			1000 430900	340	101000
Nov 23	11/15/23	724187-0 Main St seasonal Lig	8.06			1000 430263	340	101000
Nov 23	11/15/23	724206-8 Orig Town Street Ligh	294.74			1000 430263	340	101000
Nov 23	11/15/23	724207-6 ESH - 5th St. Lights	534.07			1000 430263	340	101000
Nov 23	11/15/23	724208-4 5th St to Lange Park	20.12			1000 430263	340	101000
Nov 23	11/15/23	724209-2 Add'l Town lighting	183.40			1000 430263	340	101000
Nov 23	11/15/23	724515-2 MBF H20 plant	47.18			5210 430520	340	101000
Nov 23	11/15/23	724518-6 102 Main St pump #1	61.73			5210 430520	340	101000
Nov 23	11/15/23	724755-4 Riverside Cemetery IR	0.00			1000 430900	340	101000
Nov 23	11/15/23	724756-2 Maplewood Cemetery	0.00			1000 430900	340	101000
Nov 23	11/15/23	724942-8 Sewer lift station W.	10.86			5310 430620	340	101000
Nov 23	11/15/23	724944-4 Sewer trtmnt plant	3,366.09			5310 430620	340	101000
Nov 23	11/15/23	724971-7 Truck garage South	89.50			5210 430520	340	101000
Nov 23	11/15/23	725036-8 L&C Yard Light	12.50			1000 460430	340	101000
Nov 23	11/15/23	725041-8 L&C Park 5hp IRR	0.27			1000 460430	340	101000
Nov 23	11/15/23	725042-6 L&C Park Parking Lot	6.00			1000 460430	340	101000
Nov 23	11/15/23	725084-8 L&C Park Rest/Field	15.00			1000 460430	340	101000
Nov 23	11/15/23	782189-5 214 Buck St.- H2O 25%	19.38			5210 430520	340	101000
Nov 23	11/15/23	782189-5 214 Buck St. - WW 25%	19.37			5310 430620	340	101000
Nov 23	11/15/23	782189-5 214 Buck St.- PD 50%	38.74			1000 420100	340	101000
Nov 23	11/15/23	1447753-3 3rd & Park	14.90			1000 430263	340	101000
Nov 23	11/15/23	1538216-1 421 Airport Rd - SRE	39.63			5610 430300	340	101000
Nov 23	11/15/23	1583216-1 421 Airport Rd - FD	39.63			1000 420422	340	101000
Nov 23	11/15/23	1685436-6 Crksde Mdws Ph 1	311.07			2440 430263	340	101000
Nov 23	11/15/23	1685994-4 Crksde Mdws ph 2	165.82			2440 430263	340	101000
Nov 23	11/15/23	2057364-8 Pool	47.89			1000 460445	340	101000
Nov 23	11/15/23	2079637-1 MBF Well Field 305	4,975.80			5210 430520	340	101000
Nov 23	11/15/23	2079645-4 MBF booster station	101.00			5210 430520	340	101000
Nov 23	11/15/23	3148944-6 Twin Creeks Lighting	534.68			2450 430263	340	101000
Nov 23	11/15/23	3218493-9 223 Main St	55.88			1000 460430	340	101000
Nov 23	11/15/23	3672984-6 300 Main Street	25.57			1000 460430	340	101000

11/21/23
16:54:45

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 11/23

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Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	Nov 23	11/15/23 3672985-3 Stevensville Cutoff	6.00			1000 430263	340	101000
	Nov 23	11/15/23 3691677-3 157 Sewer Work Rd	14.65			5210 430520	340	101000
	Nov 23	11/15/23 Sewer 157 Sewer Works Rd Depot	14.65			5310 430620	340	101000
	Nov 23	11/15/23 Streets 157 Sewer Works Rd Dep	14.65*			1000 430200	340	101000
	Nov 23	11/15/23 3763580-2 Dickerson Park	7.64			1000 460430	340	101000
	Nov 23	11/15/26 3795194-4 206 Buck St Light	87.26			1000 411201	340	101000
18713		23 VALLEY DRUG AND VARIETY	67.88					
Roll of Stamps								
	640259	11/13/23 Stamps	9.90			1000 410550	311	101000
	640259	11/13/23 Stamps	21.45			5210 430510	311	101000
	640259	11/13/23 Stamps	21.45			5310 430610	311	101000
	640259	11/13/23 Stamps	3.30			1000 410360	311	101000
	640259	11/13/23 Stamps	3.30			5610 430300	311	101000
	640259	11/13/23 Stamps	3.30			1000 420100	311	101000
	640259	11/13/23 Stamps	3.30			1000 420410	311	101000
	628997	09/22/23 Postage	1.88			1000 410550	311	101000
# of Claims			27	Total:		38,477.98		
Total Electronic Claims			27,045.29	Total Non-Electronic Claims		11432.69		

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	\$6,941.72
2250 PLANNING	
101000 Cash - Operating	\$2,533.65
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	\$42.87
2410 DAYTON LIGHTING #1 DISTRICT 55	
101000 Cash - Operating	\$306.56
2420 PETERSON ADDN LIGHTING #2 DISTRICT 80	
101000 Cash - Operating	\$222.96
2430 GEO SMITH LIGHTING #3 DISTRICT 76	
101000 Cash - Operating	\$297.50
2440 CREEKSIDE LIGHTING #4 DISTRICT 77	
101000 Cash - Operating	\$476.89
2450 TWIN CREEKS LIGHTING #5 DISTRICT	
101000 Cash - Operating	\$534.68
2820 GAS APPORTIONMENT TAX	
101000 Cash - Operating	\$5,052.31
5210 WATER	
101000 Cash - Operating	\$13,023.01
5230 ARPA Water Leak Repair Grant	
101000 Cash - Operating	\$5,243.33
5310 SEWER	
101000 Cash - Operating	\$3,704.67
5610 AIRPORT	
101000 Cash - Operating	\$97.83
Total:	\$38,477.98

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

Stacie Barker, Councilmember

Bob Michalson, Councilmember

Cindy Brown, Councilmember

Nancy Lowell, Councilmember

Steve Gibson, Mayor

Date Approved _____

File Attachments for Item:

b. Claims #18715-#18739

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TOWN OF STEVENSVILLE
Claim Approval List
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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account	
			*** Claim from another period (11/23) ****						
18715	C	1711 Office Solutions & Service	30.00						
		Printer lease for FD/Court							
		120500 11/30/23 Printer Lease	15.00			1000 410360	320	101000	
		120500 11/30/23 Printer Lease	15.00*			1000 420410	320	101000	
			*** Claim from another period (11/23) ****						
18716		1897 Denning, Downey & Associates	12,400.00						
		Assistance with AFR Preparation							
		16795 11/26/23 AFR Assistance Prep	12,400.00*			1000 410530	350	101000	
			*** Claim from another period (11/23) ****						
18717		348 Snow Mountain Electric	130.75						
		HT1250 radio, antenna & labor for FD							
		3696 11/14/23 Radio & antenna for FD	130.75			1000 420460	360	101000	
			*** Claim from another period (11/23) ****						
18718		593 KG EXPRESS LUBE	70.00						
		Oil change for PD 4X4/AWD MT-131868M 2021 Ford.							
		84105 11/22/23 Oil Change	70.00			1000 420100	231	101000	
			*** Claim from another period (11/23) ****						
18719	E	1702 DE Lage Landen Finance Services,	82.00						
		Copier Lease							
		81439711 11/25/23 Copier Lease	41.00			1000 410360	320	101000	
		81439711 11/25/23 Copier Lease	41.00*			1000 420410	320	101000	
			*** Claim from another period (11/23) ****						
18720		1436 Maureen M. O'Connor	3,000.00						
		Monthly Judge Services							
		231201 12/01/23 Monthly Judge Services	3,000.00			1000 410360	350	101000	
			*** Claim from another period (11/23) ****						
18721		690 Core & Main LP	182.00						
		Unions for galvanized water pipe							
		169309 11/22/23 Repairs & maintenance WWTP	182.00			5210 430510	230	101000	
			*** Claim from another period (11/23) ****						
18722		1956 Legacy Glass	150.00						
		Replace windshield on Skid Steer.							
		80399 11/14/23 Repair Windshield	150.00			1000 430100	232	101000	
			*** Claim from another period (11/23) ****						
18723		74 STEVENSVILLE RURAL FIRE DISTRICT	886.00						
		Annual service for Bauer breathing air compressor							
		139 11/15/23 Annual Svc or Air Compressor	886.00			1000 420460	360	101000	
			*** Claim from another period (11/23) ****						
18724		1675 Ravalli County Sheriff's Office	320.06						
		Zuercher annual fees and maintenance fees.							
		11032023 11/03/23 Zuercher annual fees	320.06			1000 420410	331	101000	

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18725		1929 MISSOULA MOTOR PARTS CO.	38.44					
Antifreeze - inv 772554 for \$27.98. gasket adhesive for skidsteer windshield - inv 77377 for \$11.56. Credit for \$1.10 ref 110723.								
		772554 11/09/23 Maintenance Supplies	27.98			1000 430100	232	101000
		773377 11/15/23 Maintenance Supplies	11.56			1000 430100	232	101000
		110723 11/07/23 Maintenance Supplies credit	-1.10			1000 430100	232	101000
18726	E	33 NORTHWESTERN ENERGY	14,619.09					
Northwestern Energy 36 different accounts								
		DEC 23 12/04/23 721275-6 Light Dist 3	285.66			2430 430263	340	101000
		DEC 23 12/04/23 722451-2 206 Buck 45% TH	336.31			1000 411201	340	101000
		DEC 23 12/04/23 722451-2 206 Buck 45% PD	336.31			1000 420100	340	101000
		DEC 23 12/04/23 722451-2 206 Buck 10% Bldg Dep	74.72			2394 420531	340	101000
		DEC 23 12/04/23 723606-0 Peterson Add'n Lighti	212.17			2420 430263	340	101000
		DEC 23 12/04/23 723607-8 Dayton Add'n Lighting	291.71			2410 430263	340	101000
		DEC 23 12/04/23 724186-2 Maplewood Cemetery	12.16			1000 430900	340	101000
		DEC 23 12/04/23 724187-0 Main St seasonal Lig	6.15			1000 430263	340	101000
		DEC 23 12/04/23 724206-8 Orig Town Street Ligh	295.98			1000 430263	340	101000
		DEC 23 12/04/23 724207-6 ESH - 5th St. Lights	525.14			1000 430263	340	101000
		DEC 23 12/04/23 724208-4 5th St to Lange Park	20.41			1000 430263	340	101000
		DEC 23 12/04/23 724209-2 Add'l Town lighting	184.57			1000 430263	340	101000
		DEC 23 12/04/23 724515-2 MBF H20 plant	250.86			5210 430520	340	101000
		DEC 23 12/04/23 724518-6 102 Main St pump #1	98.13			5210 430520	340	101000
		DEC 23 12/04/23 724755-4 Riverside Cemetery IR	0.00			1000 430900	340	101000
		DEC 23 12/04/23 724756-2 Maplewood Cemetery	0.00			1000 430900	340	101000
		DEC 23 12/04/23 724942-8 Sewer lift station W.	14.81			5310 430620	340	101000
		DEC 23 12/04/23 724944-4 Sewer trtmnt plant	4,043.78			5310 430620	340	101000
		DEC 23 12/04/23 724971-7 Truck garage South	265.31			5210 430520	340	101000
		DEC 23 12/04/23 725036-8 L&C Yard Light	12.16			1000 460430	340	101000
		DEC 23 12/04/23 725041-8 L&C Park 5hp IRR	0.27			1000 460430	340	101000
		DEC 23 12/04/23 725042-6 L&C Park Parking Lot	6.00			1000 460430	340	101000
		DEC 23 12/04/23 725084-8 L&C Park Rest/Field	16.00			1000 460430	340	101000
		DEC 23 12/04/23 782189-5 214 Buck St.- H2O 25%	20.00			5210 430520	340	101000
		DEC 23 12/04/23 782189-5 214 Buck St. - WW 25%	20.00			5310 430620	340	101000
		DEC 23 12/04/23 782189-5 214 Buck St.- PD 50%	40.00			1000 420100	340	101000
		DEC 23 12/04/23 1447753-3 3rd & Park	14.67			1000 430263	340	101000
		DEC 23 12/04/23 1538216-1 421 Airport Rd - SRE	93.90			5610 430300	340	101000
		DEC 23 12/04/23 1583216-1 421 Airport Rd - FD	93.90			1000 420422	340	101000
		DEC 23 12/04/23 1685436-6 Crksde Mdws Ph 1	291.24			2440 430263	340	101000
		DEC 23 12/04/23 1685994-4 Crksde Mdws ph 2	157.50			2440 430263	340	101000
		DEC 23 12/04/23 2057364-8 Pool	59.43			1000 460445	340	101000
		DEC 23 12/04/23 2079637-1 MBF Well Field 305	5,511.19			5210 430520	340	101000
		DEC 23 12/04/23 2079645-4 MBF booster station	138.72			5210 430520	340	101000
		DEC 23 12/04/23 3148944-6 Twin Creeks Lighting	499.87			2450 430263	340	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	DEC 23	12/04/23 3218493-9 223 Main St	53.74			1000 460430	340	101000
	DEC 23	12/04/23 3672984-6 300 Main Street	6.00			1000 460430	340	101000
	DEC 23	12/04/23 3672985-3 Stevensville Cutoff	6.00			1000 430263	340	101000
	DEC 23	12/04/23 3691677-3 157 Sewer Work Rd	21.81			5210 430520	340	101000
	DEC 23	12/04/23 Sewer 157 Sewer Works Rd Depot	21.81			5310 430620	340	101000
	DEC 23	12/04/23 Streets 157 Sewer Works Rd Dep	21.81*			1000 430200	340	101000
	DEC 23	12/04/23 3763580-2 Dickerson Park	7.69			1000 460430	340	101000
	DEC 23	12/04/23 3795194-4 206 Buck St Light	251.20			1000 411201	340	101000
18727		16 MONTANA ENVIRONMENTAL LAB LLC	1,321.15					
		Water and WWTP Lab Testing						
	2311222	11/02/23 WWTP Lab Testing	211.50*			5310 430640	355	101000
	2311331	11/07/23 WWTP Lab Testing	211.50*			5310 430640	355	101000
	2311650	11/22/23 WWTP Lab Testing	355.15*			5310 430640	355	101000
	2311898	11/20/23 WWTP Lab Testing	211.50*			5310 430640	355	101000
	2312150	11/28/23 WWTP Lab Testing	211.50*			5310 430640	355	101000
	2311332	11/02/23 H2O Testing	60.00			5210 430540	355	101000
	2311652	11/09/23 H2O Testing	60.00			5210 430540	355	101000
18728	C	1904 Trapper Peak Law, Melanie C	952.70					
		Prosecuting services						
	639	12/04/23 Prosecuting Services	180.00			1000 410364	352	101000
	640	12/04/23 Prosecuting Services	568.70			1000 410364	352	101000
	641	12/04/23 Prosecuting Services	60.00			1000 410364	352	101000
	642	12/04/23 Prosecuting Services	90.00			1000 410364	352	101000
	643	12/04/23 Prosecuting Services	54.00*			1000 410364	370	101000
		*** Claim from another period (11/23) ****						
18729	E	852 CENEX FLEETCARD	1,525.89					
		Fuel for FD, PD, PW.						
	278198CL	11/30/23 Fuel	37.80			1000 420460	231	101000
	278198CL	11/30/23 Fuel	28.97			2230 420730	231	101000
	278198CL	11/30/23 Fuel	41.24			2230 420730	231	101000
	278198CL	11/30/23 Fuel	95.51			1000 420460	231	101000
	278198CL	11/30/23 Fuel	140.23			1000 420100	231	101000
	278198CL	11/30/23 Fuel	59.99			1000 420100	231	101000
	278198CL	11/30/23 Fuel	103.40			1000 420100	231	101000
	278198CL	11/30/23 Fuel	121.58			1000 420100	231	101000
	278198CL	11/30/23 Fuel	202.29			1000 430100	231	101000
	278198CL	11/30/23 Fuel	62.18			1000 430100	231	101000
	278198CL	11/30/23 Fuel	24.85			1000 430100	231	101000
	278198CL	11/30/23 Fuel	428.83			1000 430100	231	101000
	278198CL	11/30/23 Fuel	91.79			1000 430100	231	101000
	278198CL	11/30/23 Fuel	87.23			1000 430100	231	101000

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18730		593 KG EXPRESS LUBE	70.00					
		Oil change for PD 4X4/AWD MT-131864M 2021 Ford Police Interceptor.						
		84238 12/04/23 Oil Change	70.00			1000 420100	231	101000
18731	C	1845 Thomson Reuters-West	210.00					
		Online Software Subscription Charges						
		849333788 12/01/23 Online Software Maintenance	210.00*			1000 420100	331	101000
18732	C	1854 Central Square	18,029.88					
		The state reimburses the \$18,0829.88 as part of the grant we received for the PD. These are for licenses fee and annual subscriptions for year 21 & 22.						
		338153 11/19/21 License & Annual Subscription	11,106.27*			1000 420100	331	101000
		361493 08/18/22 License & Annual Subscription	6,923.61*			1000 420100	331	101000
18733	C	1754 Construct Montana, LLC	303.60					
		Building inspection consultation and plan review.						
		1110 12/05/23 Bldg Inspection & Plan Rev	303.60			2394 420531	350	101000
18734	C	1841 Overstreet Law Group	1,353.00					
		Legal services						
		NOV2023 11/29/23 Legal Services	1,353.00			1000 411100	352	101000
		*** Claim from another period (11/23) ****						
18735	E	1659 CHS Mountain West CO-OP	228.04					
		Fuel for PW						
		UV4-UJ0406 11/07/23 Fuel	78.59			1000 430100	231	101000
		UV4-UJ5314 11/22/23 Fuel	64.48			1000 430100	231	101000
		UV4-UI5465 10/23/23 Fuel	84.97			1000 430100	231	101000
		*** Claim from another period (11/23) ****						
18736	C	1787 Valli Information Systems, Inc.	904.20					
		Billing System for UB						
		91657 11/30/23 UB Billing System	452.10*			5210 430510	331	101000
		91657 11/30/23 UB Billing System	452.10*			5310 430610	331	101000
18737		23 VALLEY DRUG AND VARIETY	1.40					
		Postage for Letter to DEQ for Public Works						
		645161 12/05/23 Postage	0.70			5210 430510	311	101000
		645161 12/05/23 Postage	0.70			5310 430610	311	101000
18738	E	1823 Visa c/o Rocky Mountain Bank	8,530.53					
		Credit Card Payment						
		CC-105 10/10/23 Chief of PD	45.02			1000 202200		101000
		9944728005				CC Accounting: 1000-	-420100-345	
		Verizon Wireless						
		CC-105 10/10/23 Airport Phone	52.35			1000 202200		101000
		9944728005				CC Accounting: 1000-	-430300-345	
		Verizon Wireless						

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	CC-105 10/10/23	Mayor	46.56			1000 202200		101000
	9944728005							
	Verizon Wireless							
	CC-105 10/10/23	Fire Department	30.06			1000 202200		101000
	9944728005							
	Verizon Wireless							
	CC-105 10/10/23	Police Department	316.30			1000 202200		101000
	9944728005							
	Verizon Wireless							
	CC-105 10/10/23	Public Works Water	41.56			5210 202200		101000
	9944728005							
	Verizon Wireless							
	CC-105 10/10/23	Public Works Sewer	41.56			5310 202200		101000
	9944728005							
	Verizon Wireless							
	CC-106 09/22/23	Public Works Phone/Internet	68.99			5310 202200		101000
	CENTURYLINK							
	CC-106 09/22/23	Public Works Phone/Internet	52.01			5210 202200		101000
	CENTURYLINK							
	CC-106 09/22/23	Public Works Phone/Internet	58.25			5210 202200		101000
	CENTURYLINK							
	CC-110 11/06/23	PD Credit	-22.50			1000 202200		101000
	Verizon Wireless							
	CC-110 11/06/23	Airport	52.39			5610 202200		101000
	Verizon Wireless							
	CC-110 11/06/23	Mayor	46.59			1000 202200		101000
	Verizon Wireless							
	CC-110 11/06/23	Fire Department	30.06			1000 202200		101000
	Verizon Wireless							
	CC-110 11/06/23	PD all others	254.67			1000 202200		101000
	Verizon Wireless							
	CC-110 11/06/23	PW Water	41.59			5210 202200		101000
	Verizon Wireless							
	CC-110 11/06/23	PW Sewer	41.59			5310 202200		101000
	Verizon Wireless							
	CC-112 10/01/23	Invoice 4430788V411	217.40			1000 202200		101000
	BITTERROOT DISPOSAL 5411-88770							
	CC-112 10/01/23	Invoice 4430788V411	217.40			5310 202200		101000
	BITTERROOT DISPOSAL 5411-88770							
	CC-113 11/01/23	Invoice 4463717V411	217.40			1000 202200		101000
	BITTERROOT DISPOSAL 5411-88770							
	CC-113 11/01/23	Invoice 4463717V411	217.40			5310 202200		101000
	BITTERROOT DISPOSAL 5411-88770							
	CC-113 11/01/23		6.52			1000 202200		101000
	BITTERROOT DISPOSAL 5411-88770							

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	CC-116	10/01/23 Waste Disposal	5.42			1000 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting:	1000-	-410360-340		
	CC-116	10/01/23 Waste Disposal	21.74			1000 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting:	1000-	-410550-340		
	CC-116	10/01/23 Waste Disposal	5.44			1000 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting:	1000-	-420100-340		
	CC-116	10/01/23 Waste Disposal	5.44			1000 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting:	1000-	-420410-340		
	CC-116	10/01/23 Waste Disposal	5.44			2394 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting:	2394-	-420531-340		
	CC-116	10/01/23 Waste Disposal	32.61			5210 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting:	5210-	-430510-340		
	CC-116	10/01/23 Waste Disposal	32.61			5310 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting:	5310-	-430610-340		
	CC-117	11/01/23 Waste Disposal	5.42			1000 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting:	1000-	-410360-340		
	CC-117	11/01/23 Waste Disposal	21.74			1000 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting:	1000-	-410550-340		
	CC-117	11/01/23 Waste Disposal	5.44			1000 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting:	1000-	-420100-340		
	CC-117	11/01/23 Waste Disposal	5.44			1000 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting:	1000-	-420410-340		
	CC-117	11/01/23 Waste Disposal	5.44			2394 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting:	2394-	-420531-340		
	CC-117	11/01/23 Waste Disposal	32.61			5210 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting:	5210-	-430510-340		
	CC-117	11/01/23 Waste Disposal	32.61			5310 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting:	5310-	-430610-340		
	CC-117	11/01/23 Finance Charge	1.63			1000 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting:	1000-	-410550-556		
	CC-118	10/22/23 Public Works Phone/Internet	68.99			5310 202200		101000
		4067770185586B		CC Accounting:	5310-	-430610-345		
		CENTURYLINK						
	CC-118	10/22/23 Public Works Phone/Internet	58.65			5210 202200		101000
		4067779934767B		CC Accounting:	5210-	-430510-345		
		CENTURYLINK						
	CC-118	10/22/23 Public Works Phone/Internet	52.54			5210 202200		101000
		4067777132716B		CC Accounting:	5210-	-430510-345		
		CENTURYLINK						
	CC-119	11/01/23 Circuit board for runway lights	745.17			5610 202200		101000
		11183		CC Accounting:	5610-	-430300-360		
		Airside Solutions Inc						
	CC-121	11/01/23 Court - IT Services	107.40			1000 202200		101000
		92040		CC Accounting:	1000-	-410360-356		
		First Call Computer Solutions, Inc						

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	92040	CC-121 11/01/23 Admin - IT Services First Call Computer Solutions, Inc	322.20			1000 202200		101000
				CC Accounting: 1000-		-410550-356		
	92040	CC-121 11/01/23 PD - IT Services First Call Computer Solutions, Inc	322.20			1000 202200		101000
				CC Accounting: 1000-		-420100-356		
	92040	CC-121 11/01/23 FD - IT Services First Call Computer Solutions, Inc	107.40			1000 202200		101000
				CC Accounting: 1000-		-420410-356		
	92040	CC-121 11/01/23 BLDG -IT Services First Call Computer Solutions, Inc	107.40			2394 202200		101000
				CC Accounting: 2394-		-420531-356		
	92040	CC-121 11/01/23 Water - IT Services First Call Computer Solutions, Inc	537.00			5210 202200		101000
				CC Accounting: 5210-		-430510-356		
	92040	CC-121 11/01/23 Sewer - IT Services First Call Computer Solutions, Inc	537.00			5310 202200		101000
				CC Accounting: 5310-		-430610-356		
	92040	CC-121 11/01/23 Airport - IT Services First Call Computer Solutions, Inc	107.40			5610 202200		101000
				CC Accounting: 5610-		-430300-356		
	MT0022713	CC-123 11/16/23 Annual Renewal MONTANA DEPT. OF ENVIRONMENTAL QUALITY	1,500.00			5310 202200		101000
				CC Accounting: 5310-		-430610-335		
	2787624835	CC-124 11/03/23 email for Fire Chief GoDaddy	11.99			1000 202200		101000
				CC Accounting: 1000-		-420410-330		
	2805497307	CC-125 11/03/23 email for Cassie Kopsa GoDaddy	17.99			1000 202200		101000
				CC Accounting: 1000-		-420100-330		
	2814426744	CC-126 11/22/23 Stephen Lassiter email GoDaddy	2.10			5210 202200		101000
				CC Accounting: 5210-		-430510-330		
	2814426744	CC-126 11/22/23 Stephen Lassiter email GoDaddy	2.10			5310 202200		101000
				CC Accounting: 5310-		-430610-330		
	ADOBE	CC-127 11/10/23 ADOBE-Admin	35.82			1000 202200		101000
				CC Accounting: 1000-		-410550-330		
	ADOBE	CC-127 11/10/23 ADOBE - PD	5.12			1000 202200		101000
				CC Accounting: 1000-		-420100-330		
	ADOBE	CC-127 11/10/23 ADOBE - Water	25.59			5210 202200		101000
				CC Accounting: 5210-		-430510-330		
	ADOBE	CC-127 11/10/23 ADOBE - Sewer	25.59			5310 202200		101000
				CC Accounting: 5310-		-430610-330		
	ADOBE	CC-127 11/10/23 ADOBE - Airport	5.12			5610 202200		101000
				CC Accounting: 5610-		-430300-330		

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	CC-127	11/10/23 ADOBE - Bldg	5.12			2394 202200		101000
ADOBE				CC Accounting: 2394-		-420531-330		
	CC-128	11/21/23 Office Supplies	6.43			1000 202200		101000
TOS11212023				CC Accounting: 1000-		-410550-210		
AMAZON								
	CC-128	11/21/23 Office Supplies	2.14			1000 202200		101000
TOS11212023				CC Accounting: 1000-		-420100-210		
AMAZON								
	CC-128	11/21/23 Office Supplies	2.14			1000 202200		101000
TOS11212023				CC Accounting: 1000-		-420410-210		
AMAZON								
	CC-128	11/21/23 Office Supplies	2.14			2394 202200		101000
TOS11212023				CC Accounting: 2394-		-420531-210		
AMAZON								
	CC-128	11/21/23 Office Supplies	12.84			5210 202200		101000
TOS11212023				CC Accounting: 5210-		-430510-210		
AMAZON								
	CC-128	11/21/23 Office Supplies	12.84			5310 202200		101000
TOS11212023				CC Accounting: 5310-		-430610-210		
AMAZON								
	CC-128	11/21/23 Office Supplies	2.14			1000 202200		101000
TOS11212023				CC Accounting: 1000-		-410360-210		
AMAZON								
	CC-128	11/21/23 Office Supplies	2.14			5610 202200		101000
TOS11212023				CC Accounting: 5610-		-430300-210		
AMAZON								
	CC-129	11/21/23 Hard drive for PD	35.78			1000 202200		101000
AMAZON				CC Accounting: 1000-		-420100-220		
	CC-130	11/21/23 Office Supplies	6.27			1000 202200		101000
TOS11212023				CC Accounting: 1000-		-410550-210		
AMAZON								
	CC-130	11/21/23 Office Supplies	2.10			1000 202200		101000
TOS11212023				CC Accounting: 1000-		-420100-210		
AMAZON								
	CC-130	11/21/23 Office Supplies	2.10			1000 202200		101000
TOS11212023				CC Accounting: 1000-		-420410-210		
AMAZON								
	CC-130	11/21/23 Office Supplies	2.10			2394 202200		101000
TOS11212023				CC Accounting: 2394-		-420531-210		
AMAZON								
	CC-130	11/21/23 Office Supplies	12.57			5210 202200		101000
TOS11212023				CC Accounting: 5210-		-430510-210		
AMAZON								
	CC-130	11/21/23 Office Supplies	12.57			5310 202200		101000
TOS11212023				CC Accounting: 5310-		-430610-210		
AMAZON								

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	CC-130	11/21/23 Office Supplies	2.10			1000 202200		101000
TOS11212023					CC Accounting: 1000-	-410360-210		
AMAZON								
	CC-130	11/21/23 Office Supplies	2.10			5610 202200		101000
TOS11212023					CC Accounting: 5610-	-430300-210		
AMAZON								
	CC-131	11/12/23 Public works email	9.00			5310 202200		101000
GoDaddy					CC Accounting: 5310-	-430610-330		
	CC-131	11/12/23 Public works email	8.99			5210 202200		101000
GoDaddy					CC Accounting: 5210-	-430510-330		
	CC-134	11/21/23 USB Flash Drives - FD	16.00			1000 202200		101000
AMAZON					CC Accounting: 1000-	-420410-210		
	CC-135	12/15/23 Ravalli Electric Co-op	7.20			1000 202200		101000
RAVALLI ELECTRIC CO-OP					CC Accounting: 1000-	-420422-340		
	CC-135	12/15/23 Ravalli Electric Co-op	136.80			5610 202200		101000
RAVALLI ELECTRIC CO-OP					CC Accounting: 5610-	-430300-340		
	CC-136	11/15/23 Uniforms for PD	209.27			1000 202200		101000
INV 77122-1					CC Accounting: 1000-	-420100-226		
BALCO UNIFORM								
	CC-120	11/01/23 Admin - Phone/internet	70.59			1000 202200		101000
1110123					CC Accounting: 1000-	-410550-340		
Spectrum								
	CC-120	11/01/23 PD - Phone/internet	258.96			1000 202200		101000
1110123					CC Accounting: 1000-	-420100-340		
Spectrum								
	CC-120	11/01/23 PD - Phone/internet	-255.94			1000 202200		101000
1110123					CC Accounting: 1000-	-420100-340		
Spectrum								
	CC-120	11/01/23 FD - Phone/internet	35.29			1000 202200		101000
1110123					CC Accounting: 1000-	-420410-340		
Spectrum								
	CC-120	11/01/23 Court - Phone/internet	35.29			1000 202200		101000
1110123					CC Accounting: 1000-	-410360-340		
Spectrum								
	CC-120	11/01/23 Water -Phone/internet	105.78			5210 202200		101000
1110123					CC Accounting: 5210-	-430510-340		
Spectrum								
	CC-120	11/01/23 WWT - Phone/internet	52.98			5310 202200		101000
1110123					CC Accounting: 5310-	-430610-340		
Spectrum								
	CC-120	11/01/23 Pool - Phone/internet	49.99			1000 202200		101000
1110123					CC Accounting: 1000-	-460445-340		
Spectrum								
	CC-138	12/01/23 M365 Licensing Agreement	28.75			1000 202200		101000
First Call Computer Solutions, Inc					CC Accounting: 1000-	-410360-356		

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
		CC-138 12/01/23 M365 Licensing Agreement	86.25			1000 202200		101000
First Call		Computer Solutions, Inc		CC Accounting: 1000-		-410550-356		
		CC-138 12/01/23 M365 Licensing Agreement	86.25			1000 202200		101000
First Call		Computer Solutions, Inc		CC Accounting: 1000-		-420100-356		
		CC-138 12/01/23 M365 Licensing Agreement	28.75			1000 202200		101000
First Call		Computer Solutions, Inc		CC Accounting: 1000-		-420410-356		
		CC-138 12/01/23 M365 Licensing Agreement	28.75			2394 202200		101000
First Call		Computer Solutions, Inc		CC Accounting: 2394-		-420531-356		
		CC-138 12/01/23 M365 Licensing Agreement	143.75			5210 202200		101000
First Call		Computer Solutions, Inc		CC Accounting: 5210-		-430510-356		
		CC-138 12/01/23 M365 Licensing Agreement	143.75			5310 202200		101000
First Call		Computer Solutions, Inc		CC Accounting: 5310-		-430610-356		
		CC-138 12/01/23 M365 Licensing Agreement	28.75			5610 202200		101000
First Call		Computer Solutions, Inc		CC Accounting: 5610-		-430300-356		
		CC-139 11/02/23 First Call	4.62			1000 202200		101000
First Call		Computer Solutions, Inc		CC Accounting: 1000-		-410360-356		
		CC-139 11/02/23 First Call	13.91			1000 202200		101000
First Call		Computer Solutions, Inc		CC Accounting: 1000-		-410550-356		
		CC-139 11/02/23 First Call	13.91			1000 202200		101000
First Call		Computer Solutions, Inc		CC Accounting: 1000-		-420100-356		
		CC-139 11/02/23 First Call	4.64			1000 202200		101000
First Call		Computer Solutions, Inc		CC Accounting: 1000-		-420410-356		
		CC-139 11/02/23 First Call	4.64			2394 202200		101000
First Call		Computer Solutions, Inc		CC Accounting: 2394-		-420531-356		
		CC-139 11/02/23 First Call	23.19			5210 202200		101000
First Call		Computer Solutions, Inc		CC Accounting: 5210-		-430510-356		
		CC-139 11/02/23 First Call	23.19			5310 202200		101000
First Call		Computer Solutions, Inc		CC Accounting: 5310-		-430610-356		
		CC-139 11/02/23 First Call	4.64			5610 202200		101000
First Call		Computer Solutions, Inc		CC Accounting: 5610-		-430300-356		
18739		1847 Montana State Fire Chiefs	150.00					
		MSFCA Membership renewal for 2024						
		M2015404 12/07/23 Membership 2024	150.00			1000 420410	330	101000
		# of Claims	25	Total:	65,488.73			
		Total Electronic Claims	46,768.93	Total Non-Electronic Claims	18719.80			

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	\$44,865.64
2230 AMBULANCE	
101000 Cash - Operating	\$70.21
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	\$539.35
2410 DAYTON LIGHTING #1 DISTRICT 55	
101000 Cash - Operating	\$291.71
2420 PETERSON ADDN LIGHTING #2 DISTRICT 80	
101000 Cash - Operating	\$212.17
2430 GEO SMITH LIGHTING #3 DISTRICT 76	
101000 Cash - Operating	\$285.66
2440 CREEKSIDE LIGHTING #4 DISTRICT 77	
101000 Cash - Operating	\$448.74
2450 TWIN CREEKS LIGHTING #5 DISTRICT	
101000 Cash - Operating	\$499.87
5210 WATER	
101000 Cash - Operating	\$8,302.45
5310 SEWER	
101000 Cash - Operating	\$8,794.52
5610 AIRPORT	
101000 Cash - Operating	\$1,178.41
Total:	\$65,488.73

12/12/23
15:52:36

TOWN OF STEVENSVILLE
Claim Approval Signature Page
For the Accounting Period: 12 / 23

Page: 12 of 12
Report ID: AP100A

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

Stacie Barker, Councilmember

Bob Michalson, Councilmember

Cindy Brown, Councilmember

Nancy Lowell, Councilmember

Steve Gibson, Mayor

Date Approved _____

File Attachments for Item:

a. Airport

December Airport Manager's report

OSI is scheduling there annul service of the Awos system I have been in contact with them so I will be present during there service. We have had several ongoing issues with the weather reporting system at the airport for a long time now. I'm hoping that after this visit it will be properly up and running.

The fuel Farm transfer is complete, soon we will be seeing new signs, equipment and the tank will be updated to be properly placarded.

I'm getting a lot of activity on future hangar leases however it is a slow process to get paperwork back and then get them Infront of the board and then to council.

I am currently working on revising the Oct 1 2013 Stevensville hangar and user document to match the airports current and future growth. Once that is complete it will be brought Infront of the board and then the town council for approval.

Will Rowe

Airport Manager

File Attachments for Item:

b. Building Department

MONTHLY REPORT

Building Department

November 2023

<u>Permits Issued</u>	<u>Fees Collected</u>
<u>Building</u> (1 permits)	
1. NSFR	\$0
2. New Commercial Building	\$0
3. Renovation/Remodel	\$303.60
4. Demo	\$0
<u>Electrical</u> (0 permits)	
1. NSFR	\$0
2. New Commercial Building	\$0
3. Renovation/Remodel	\$0
4. Demo	\$0
<u>Mechanical</u> (0 permits)	
1. NSFR	\$0
2. New Commercial Building	\$0
3. Renovation/Remodel	\$0
4. Demo	\$0
<u>Plumbing</u> (0 permits)	
1. NSFR	\$0
2. New Commercial Building	\$0
3. Renovation/Remodel	\$0
4. Demo	\$0
Total permits issued: 1	Total fees collected: \$303.60
<u>Activities</u>	
1. Inspections and consultations.	
2. Active clearing or archiving old and expired permits, depending on age of activity.	
3. Implement uniform strategies to increase records retention and accessibility thereof.	
<u>Items of Interest</u>	
1. Continued exploration of best ways to universally digitize records and day to day functions to be accessible across pertinent staff for greater efficiency.	

Prepared by Jenelle Berthoud, Town Clerk

File Attachments for Item:

d. Fire Department



STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

Activity Report – November 2023

Calls for the Month of November: 55

Calls for Stevensville Town: 18

Calls for Stevensville Rural: 37

Mutual Aid: 0

Missed calls: 0

Medical Response: 43

Fire Calls: 7

Motor Vehicle Crash: 5

Total Calls: 55

Calls for the Year to Date: 635

Calls for Stevensville Town: 240

Calls for Stevensville Rural: 381

Mutual Aid: 14

Missed call: 2

Medical Response: 504

Fire Calls: 99

Motor Vehicle Crash: 32

Total Calls: 635

File Attachments for Item:

f. Public Works

TOWN OF STEVENSVILLE PUBLIC WORKS ACTIVITY REPORT November 2023

UTILITIES REPORT

Domestic Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	17,429,000	18,284,000

- 💧 Monthly, weekly and Annual reports to the state
- 💧 Monthly Meter Readings
- 💧 Unread Meters: 162
- 💧 Satisfied Permit reporting and testing requirements

Waste Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	5,970,000	4,799,000

- 💧 State Reports and EPA, weekly monthly and Annual samples taken and reports submitted.
- 💧 Wasting to drying beds
- 💧 Satisfied Permit reporting, testing and regulatory requirements

○

OTHER

- 💧 Preemptive Sanitary Sewer Jetting in all Grids
- 💧 Meter reads and billing cycle
- 💧 Daily road grid inspections
- 💧 3 utility locates
- 💧 3 different curb valve repairs, Park, Riverside, Mission
- 💧 Continued leaf and debris removal throughout town
- 💧 Removal of curb weeds Twin Creeks, Geo Smith and other areas
- 💧 Plowing and sanding
- 💧 Poured sidewalk at College ST after stump removal
- 💧 Burning yard debris as conditions permit
- 💧 Reviewed contractor bids and revised water main project
- 💧 Coordinate with engineers on paving project, Spring and RR Ave
- 💧 Road shoulder repair and maintenance
- 💧 Continued to replace defective meters
- 💧 1 Urn burial and one full burial
- 💧 Street maintenance, potholes, sign installation and replacement
- 💧 Water and Waste plants rounds

- 💧 3 Utility inspections
- 💧 Preventive maintenance at WWTP buildings
- 💧 Vehicle Maintenance
- 💧 1 after hours trouble call
- 💧 Alley maintenance
- 💧 Downtown risk management inspections

WO Number	Type	Status	Description	Locations	Assigned To	Requester
003119	SCHEDULED	Closed	Monthly Meter Readings	Water / Town of Stevensville	Cody Anderson Dustin Tribby Steve Kruse	Steve Kruse
003118	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville	Cody Anderson Glenn Bies	Steve Kruse
003117	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
003115	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
003113	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
003110	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
003109	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville		Steve Kruse
003107	SCHEDULED	Closed	Inspect all Parks for safety issues, clearances, conditions, etc, and start work order for any issues needing attention	Town of Stevensville	Stephen Lassiter	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
003106	SCHEDULED	Closed	Start and drive plow/sander truck to exercise	Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies Ian Murray	Steve Kruse
003104	SCHEDULED	Closed	Check compressor oil level, blow off air and recharge	23-Headworks Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies Steve Kruse	Steve Kruse
003102	CORRECTIVE	Closed	Road base in holes on access road to plant near middle gate	Town of Stevensville	Glenn Bies Jeff Wilkinson	Stephen Lassiter
003101	CORRECTIVE	Closed	Patch potholes on RR Ave	Streets	Jeff Wilkinson	Stephen Lassiter
003100	SCHEDULED	Closed	Hose brush on headworks perforated plate screen		Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
003098	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
003097	SCHEDULED	Closed	Check oil level on influent pumps	Wastewater / Town of Stevensville	Cody Anderson Glenn Bies Steve Kruse	Steve Kruse
003095	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville	Cody Anderson Glenn Bies	Steve Kruse
003093	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
003091	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
003090	SCHEDULED	Closed	Calibrate sensor at wellhouse monthly	Water / Town of Stevensville	Cody Anderson Steve Kruse	Steve Kruse
003088	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
003087	CORRECTIVE	Closed	Haul 20 yards road base from Yoders	Town of Stevensville	Jeff Wilkinson	Stephen Lassiter
003086	CORRECTIVE	Closed	Dig Urn burial at Riverside for 11/21	Town of Stevensville		Cody Anderson
003085	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville Water / Town of Stevensville		Steve Kruse
003084	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville		Steve Kruse
003082	SCHEDULED	Closed	Inspect all Parks for safety issues, clearances, conditions, etc, and start work order for any issues needing attention	Town of Stevensville	Stephen Lassiter	Steve Kruse
003081	SCHEDULED	Closed	Start and drive plow/sander truck to exercise	Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies Ian Murray	Steve Kruse
003079	SCHEDULED	Closed	Inspect, plow and sand all grids as needed	Streets	Cody Anderson Glenn Bies Jeff Wilkinson Stephen Lassiter	Steve Kruse
003076	SCHEDULED	Closed	Hose brush on headworks perforated plate screen		Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
003074	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville		Steve Kruse
003070	CORRECTIVE	Closed	Sweep lower shop, glass fragments etc	Town of Stevensville	Jeff Wilkinson Stephen Lassiter Steve Kruse	Steve Kruse
003069	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville 19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville	Cody Anderson Glenn Bies	Steve Kruse
003068	SCHEDULED	Closed	Backhoe Status fluids/tires/air filter/filters/clean exterior and interior		Glenn Bies Ian Murray	Steve Kruse
003067	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
003064	CORRECTIVE	Closed	DMR to DEQ for October	Wastewater / Town of Stevensville	Cody Anderson Stephen Lassiter Steve Kruse	Steve Kruse
003063	CORRECTIVE	Closed	Install round irrigation box at curb valve on Riverside for Central ST house	Town of Stevensville	Cody Anderson Glenn Bies Jeff Wilkinson Stephen Lassiter	Steve Kruse
003060	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
003056	CORRECTIVE	Closed	Repair curb valve at 505 Mission	Water / Town of Stevensville	Cody Anderson Glenn Bies Jeff Wilkinson Stephen Lassiter	Steve Kruse
003055	CORRECTIVE	Closed	Pump chlorine at wellhouse	Wastewater / Town of Stevensville	Cody Anderson Glenn Bies Jeff Wilkinson Stephen Lassiter	Steve Kruse
003051	SCHEDULED	Closed	maintenance jetting of St Mary's/5th Street/Masonic alley, alley behind SPD and alley behind Town Hall	43-Manholes / Wastewater / Town of Stevensville Town of Stevensville Wastewater / Town of Stevensville		Steve Kruse
003043	SCHEDULED	Closed	Hose brush on headworks perforated plate screen		Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
003040	SCHEDULED	Closed	Check oil level on influent pumps	Wastewater / Town of Stevensville	Cody Anderson Glenn Bies Steve Kruse	Steve Kruse
003038	CORRECTIVE	Closed	Dig full grave at Maplewood for Saturday burial	Town of Stevensville	Cody Anderson Glenn Bies Jeff Wilkinson Stephen Lassiter	Cody Anderson
003034	CORRECTIVE	Closed	Repair corner of E 2nd and Buck at Cenex, need road base and compactor	Streets	Cody Anderson Glenn Bies Jeff Wilkinson Stephen Lassiter	Steve Kruse
003033	SCHEDULED	Closed	weekly/biweekly cleaning of channels, clarifiers and bar screen brush	24-Influent Channel / Wastewater / Town of Stevensville 23-Headworks Bldg / Wastewater / Town of Stevensville	Cody Anderson Glenn Bies	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
				19-Final Clarifier 1 / Wastewater / Town of Stevensville 20-Final Clarifier 2 / Wastewater / Town of Stevensville		
003027	SCHEDULED	Closed	Influent and effluent DEQ sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
003021	SCHEDULED	Closed	Start and drive plow/sander truck to exercise	Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies Ian Murray	Steve Kruse
003003	SCHEDULED	Closed	Hose down clarifier walls to prevent buildup, do between 8:15 and 9 during pump down	Wastewater / Town of Stevensville	Cody Anderson Glenn Bies Jeff Wilkinson Steve Kruse	Steve Kruse
003000	SCHEDULED	Closed	Grease Huber sludge press and sludge pump		Glenn Bies	Steve Kruse
002994	SCHEDULED	Closed	Monthly DEQ Sampling	23-Headworks Bldg / Wastewater / Town of Stevensville 39-UV Bldg / Wastewater / Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
002985	SCHEDULED	Closed	Start and drive plow/sander truck to exercise	Town of Stevensville	Cody Anderson Dustin Tribby Glenn Bies Ian Murray	Steve Kruse
002968	CORRECTIVE	Closed	Repair faulty curb valve at Kodiaks, need freezind device, new curb and box. Locates done	Town of Stevensville	Cody Anderson Glenn Bies Jeff Wilkinson Steve Kruse	Steve Kruse

File Attachments for Item:

- a. Discussion/Decision: Opening of bids for the Town of Stevensville Street Paving Project



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	12/14/2023
Agenda Topic:	Discussion/Decision: Opening of bids for the Town of Stevensville Street Paving Project
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/14/2023
Notes:	

File Attachments for Item:

b. Discussion/Decision: Approval to Move Forward with the Process to Apply for HB355 Funding



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	Gina Crowe, Finance Director
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	12/14/2023
Agenda Topic:	Discussion/Decision: Approval to Move Forward with the Process to Apply for HB355 Funding
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/14/2023
Notes:	With the council's approval of this agenda item, the Town of Stevensville can apply for additional funding through HB 355. A public hearing will need to be held as well.

File Attachments for Item:

c. Discussion/Decision: Consent to the Mayor's Appointment of Jennifer M. Searle as a Volunteer Firefighter



Stevensville Fire Department

206 Buck Street
Stevensville, MT 59870

December 14, 2023

Fire Chief Jeff Motley has recommended the appointment of Jennifer M. Searle as a volunteer Firefighter to the Town of Stevensville Fire Department.

Jennifer Searle has successfully completed all necessary steps of the hiring process for volunteers.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeff Motley", is written over a large, light-colored scribble.

Jeff Motley, Chief
Stevensville Fire Department



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	Fire Chief Jeff Motley
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	12/14/2023
Agenda Topic:	Discussion/Decision: Consent to the Mayor's Appointment of Jennifer M. Searle as a Volunteer Firefighter
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/14/2023
Notes:	

File Attachments for Item:

d. Discussion/Decision: Consent to the Mayor's Appointment of Matthew S. Wilkinson as a Volunteer Firefighter



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	Fire Chief Jeff Motley
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	12/14/2023
Agenda Topic:	Discussion/Decision: Consent to the Mayor's Appointment of Matthew S. Wilkinson as a Volunteer Firefighter
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/14/2023
Notes:	



Stevensville Fire Department

206 Buck Street
Stevensville, MT 59870

December 14, 2023

Fire Chief Jeff Motley has recommended the appointment of Matthew S. Wilkinson as a volunteer Firefighter to the Town of Stevensville Fire Department.

Matthew has successfully completed all necessary steps of the hiring process for volunteers.

Respectfully submitted,

A handwritten signature in black ink that reads "Jeff Motley".

Jeff Motley, Chief
Stevensville Fire Department

File Attachments for Item:

e. Discussion: Resignation of Assistant Fire Chief Lee Henderson



Stevensville Fire Department

206 Buck Street
Stevensville, MT 59870

December 14, 2023

Fire Chief Jeff Motley has accepted the resignation of Assistant Fire Chief Lee Henderson, effective December 15, 2023.

A recommendation for the replacement of the Assistant Fire Chief will be submitted to the council at the next scheduled meeting. If approved, the newly appointed Assistant Fire Chief will begin duties on January 1, 2024.

The Fire Department wishes to thank Lee Henderson for his time as Assistant Fire Chief. We appreciate your dedication and wish you all the best.

Respectfully submitted,

Jeff Motley, Chief
Stevensville Fire Department

Command Vehicle #2002, assigned to the Assistant Chief, has been returned to the Stevensville Fire Department by Lee Henderson.



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	Fire Chief Jeff Motley
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	12/14/2023
Agenda Topic:	Discussion: Resignation of Assistant Fire Chief Lee Henderson
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/14/2023
Notes:	

File Attachments for Item:

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



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	12/14/2023
Agenda Topic:	Discussion/Decision: To Nominate and Elect a Councilmember to Serve as Council President in accordance with Town Council Rules Part XII
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/14/2023
Notes:	A town council president is needed to complete the 2023 council year. <i>A candidate for Council President shall notify the Town Clerk in writing or via-email of her/his desire to be president.</i> This agenda item will also be on the January 11, 2024, town council meeting for the 2024 council year.

TOWN OF STEVENSVILLE TOWN COUNCIL RULES

AS SET BY RESOLUTION NO. 387e

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.

File Attachments for Item:

g. Discussion/Decision: Suspension of Town Council Rules to Cancel the December 28, 2023, Town Council Meeting and Authorizing Claims to be Paid out of Cycle



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	12/14/2023
Agenda Topic:	Discussion/Decision: Suspension of Town Council Rules to Cancel the December 28, 2023, Town Council Meeting and Authorizing Claims to be Paid out of Cycle
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/14/2023
Notes:	

File Attachments for Item:

h. Discussion: C.O.W. Meetings being held starting in January 2024



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Bob Michalson
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	12/14/2023
Agenda Topic:	Discussion: C.O.W. Meetings being held starting in January 2024
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	12/14/2023
Notes:	