



**Stevensville Town Council Meeting
Agenda for
THURSDAY, MAY 25, 2023
6:00 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 04/27/2023](#)
5. Approval of Bi-Weekly Claims
 - a. [Claims for April #18351, #18352, #18361-#18363, #18367, #18369](#)
 - b. [Claims for May #18353, #18355-#18360, #18364, #18366, #18368](#)
6. Public Hearings
 - a. [Budget Amendment for FY 2022-2023](#)
7. New Business
 - a. [Discussion/Decision: Resolution No. 518, a Resolution Amending the Fiscal Year Budget 22/23](#)
 - b. [Discussion/Decision: 2-Year Extension Request for Final Plat Filing Deadline for Twin Creeks Subdivision Phase 2](#)
 - c. [Discussion/Decision: Consent to the Mayors Appointment of Jessie F. Voss as a Volunteer Firefighter](#)
 - d. [Discussion/Decision: Consent to the Mayors Appointment of Erica Cochran as a Volunteer EMT](#)
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 04/27/2023

Stevensville Town Council Meeting Minutes for THURSDAY, APRIL 27, 2023

6:00 PM 206 Buck Street, Town Hall

CONDENSED MINUTES

1. Call to Order and Roll Call

Mayor Gibson called the meeting to order. Councilmembers Barker, Lowell and Michalson were all present. Councilmember Brown has an excused absence.

2. Pledge of Allegiance

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

Craig Thomas, 4189 Ember Lane, Stevensville, MT. Airport Board Chair. Thank you, Mayor Gibson, councilmembers, and administrative staff, for working through this audit, we understand that it was quite difficult. We just wanted to express our appreciation for your efforts that you put forth on your behalf. Ms. Montana is 79 on the 4th of May and she is part of the group from the Museum of Mountain Flying. They will be having a celebration in Missoula.

4. Approval of Minutes

a. Town Council Meeting Minutes 04/13/2023

Mayor Gibson: introduced town council meeting minutes for 04/13/2023.

Councilmember Michalson: make a motion to approve town council meeting minutes of 04/13/2023.

Councilmember Lowell: 2nd.

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

Councilmember Barker: aye.

Councilmember Lowell: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 3-0

5. Approval of Bi-Weekly Claims

a. Claims #18312-#18330

Mayor Gibson: introduced approval of bi-weekly claims, #18312-#18330.

Councilmember Michalson: make a motion to approve of bi-weekly claims, #18312-#18330 .

Councilmember Barker: 2nd.

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

Councilmember Michalson: #18320, HDR engineering did we run out of the \$10,000 that we had allotted?

Mayor Gibson: no, we have started the process for the bids for ARPA, which they are involved in, they have done the survey and now they are doing design and then it will go to DEQ so I think that we will be able to put out the bids in August.

Councilmember Michalson: So, this is what that is for, the wording made it sound like it was capacity evaluation.

Mayor Gibson: on that, is that for the capacity of the ARPA grant?

Pam Sosa, Finance Officer: this one was for the capacity study.

Mayor Gibson: last I was told, any day now.

Councilmember Michalson: I was just wondering. I just thought that we had run out of the ten grand.

Mayor Gibson: any further discussion, seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Lowell: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 3-0

6. New Business

a. Informational: Denning, Downey & Associates Presentation of the 2020/2021 and 2021/2022 Audits

Mayor Gibson: introduced Bob Denning to present the audit for 20/21 and 21/22

Robert Denning with the CPA firm Denning, Downey CPA's: I am here to present the official audit report of FY ending June 30, 21 and June 30, 22. This report brings the city current with both state and federal guidelines. We have already issued the report to the state and the feds I just want to jump right into this, I am really pleased to say you receive our highest let me just jump to a page in the report. Page 13, 2nd paragraph. This is where I would like you to direct people when they say what was our audit about, what was the report. In our opinion the financial statement as referred to above presents fairly in all material respects, respective financial position of governmental activity, the business activities, each major fund and the aggregate fund information. I can't say anything better, the number to present to the public so, very good job. When I was here last time, 5 months ago, I presented a very aggressive plan to balance cash for almost two years to correct all of the errors in the accounting system, to catch up on your late AFR reporting and to perform this audit with the federal on time, was kind of aggressive plan. To tell the truth, even I was wondering if we could get this done, I stand before you know

with all of those things successfully completed. I am not taking credit; the tasks could never have been completed without the work of Robert and Pam. Pam's legacy is that she helped get the city back on their feet. I pushed them hard, and I pushed my staff hard, when I saw something lagging, I pushed. Everybody stepped up to the plate, Pam, Robert and my staff. This was a federal audit, page 95. Summarizes the federal awards. 1.2 million on the airport program, and then two grants on the CARES act. We audited all of those programs in compliance with federal law, congress comes up with a check list, we tested every one of those things and we found no problems.

Councilmember Michalson: I will stick right where we were at, I was at the last airport meeting and a subject came up that an audit was needed to be done, would this pass for them.

Robert Denning: the airport is a function of the town, and this grant was part of the airport fund, and that grant was for 1.2 million.

Councilmember Michalson: so, it would work.

Robert Denning: so, the way that works, the FAA will go to the federal website and look for two things, is the audit complete and is it there and did you comply.

Councilmember Barker: what findings are we going to have to fix as a town?

Robert Denning: previous audit you had 15 audit findings, this time you have 10. We will go through each of them. Mr. Denning reviewed the 10 findings with the council. These findings were laid out in the audit report.

Mayor Gibson: I think the BARSAs were an over expenditure on 3rd Street, and it was not entered.

Robert Denning: you hold a public hearing for budget amendments.

Councilmember Michalson: journal vouchers, are those a budget amendment too?

Robert Denning: journal vouchers are making corrections to the accounting system. It is not a state law.

Councilmember Michalson: backing up to the budget amendments, from 2016-part of 2019 we did them periodically, not at the end. The reason that I say that is the last one that Stacie and I saw. I don't know a lot about accounting, wouldn't it make sense to do them throughout the year instead of all at once.

Robert Denning: I would agree, you have to have the money before you can spend it. Sometimes that does not happen and I only audit at the end of the year. Revenue bonds, you have those for water and sewer. The law says that you need to keep your rates high enough to pay off at any time 110% of the next principal and interest payment coming up. My calculations shows, the sewer fund was short in 2021 and in 2022. I am not aware, is this going to be discussed in the future?

Mayor Gibson: if you look at our response, we are going to review that with rural water. Water rate analysis.

Councilmember Lowell: what do you attribute this to, overspending in the accounts?

Robert Denning: when was the last time that you increased your water and sewer rates?

Councilmember Lowell: I know that it will probably come down to it and I am just looking at it, what can we do besides raise the rates.

Robert Denning: I see this all the time, if my bill went up 3% a year, I would probably not have a problem. I know inflation and stuff like that, but if my bill did not go up for 10 years and then went up 30%, I would have a cow! I always think that we should incrementally move them up, that was the deal that you had.

Mayor Gibson: I don't think that it is as much about overspent as you stated they haven't been resided for 3 years, we are going to have a big discussion about this during the budget. I don't think that everyone realizes how much electricity we use to run these pumps. There is a proposal to raise electricity rates by 28%. We are going to have to take a strong look at this. You approve the claims, and a lot of that is the water and sewer electricity bills.

Councilmember Lowell: a lot of people are having a hard time paying their bills now, I don't know how the accounts receivable is, at one time it was at like \$50,000. So, they have that under control.

Mayor Gibson: as far as the late payments go and with Melanie here, we give them so much time, for example we have done water shut off notices. We are doing everything we can, give them 60 and 90 days.

Robert Denning: segregation of duties. Comment number 5, it is not like you have a staff of lots of people, I am required to report that you have a plan for checks and balances. Comment 6 I think that we understand the internal controls to your cash disbursements in 2021.

Mayor Gibson: we did that in January when Pam came, 2 signatures on the account, one person opens the mail, and some people don't touch money.

Robert Denning: comment number 7, the timely finding of AFR. We are back on track; the state takes this pretty seriously Senate bill 302, allowed any taxpayer if the town was late to sue the town. Number 8, the building code enforcement, I have a had time with this, we have two Montana codes that are conflicting to each other. If they take the more conservative that you can't have more than \$12,000. Two ways to fix this, you can increase your budget and that would solve the problem and you could lower your building code fees.

Mayor Gibson: there is something that is related to this in the legislature, and it is giving more leeway to this.

Robert Denning: Comment number 9 was 2021, when we levy taxes, we have a law that says if you have too much cash you can't levy taxes. Cities are allowed to levy 50% more than their budget it is your summer months that are the most, 50% doesn't cut it. I would recommend looking at your budgets and increasing it and it would not be an issue.

Councilmember Michalson: or check their bank accounts once a month just like one of your findings.

Robert Underwood: you look at it when you passed the budget amendment for 21 and those numbers would have changed that the number, we were just off a little bit.

Robert Denning: last comment is loans between funds, by the way, loans between funds I am down with, but if you loan between funds and extend it more than 12 months, I want to see terms of payments. In FY 21 you had a loan between funds and that was paid back and not an issue. In conclusion the prior audit had 15 audit findings, this audit 10 and of those 10 most of them were already corrected. Even though there is some room for improvement, everything is now correct.

Councilmember Lowell: I did not notice anything on the fire department's pension fund. I noticed that they were down to the bare bones, how does the town handle that.

Robert Underwood: that is just a pass through, the state insurance for fire and police a check comes from the state, we write a check back to the fire department relief fund.

Councilmember Lowell: as there are more retirees which I am sure that there will be, how do you up your fund for that.

Mayor Gibson: I will talk a little in the executive report, there is a lot going on in the legislature. There is a bill that is going on about an increase to PERS.

Robert Denning: did you see your liability for PERS I put it in the report. That is this town's share.

Mayor Gibson: it is connected to, and you have all different retirement funds. The state of Montana has different rates and investment options. Board of Investments base a lot on expenses.

Councilmember Lowell: after going through all of this, what is your prediction for next year and the budget. I for see it as a very tight budget year.

Robert Denning: I want to bring your attention to page 25 and 21. When I am looking at the health of the government, I look at the general fund. That tells me that you are a pretty conservative government. You are not wasting your money. I am proud of you.

Mayor Gibson: thank you and thank Tika and John.

b. Discussion/Decision: Gravel Pit Funding Source for the Stevensville Airport

Mayor Gibson: introduced new business item b. Gravel pit funding source for the Stevensville Airport. Is there someone here that would like to present this agenda item.

Craig Thomas: Airport Board Chairman, all of the data is in front of you. The gravel for the county is going to end in the next couple of years.

John Horat: Ravalli County Road and Bridge Department. Back in October we wrote a letter about the county needing a new gravel pit, memorandum of understanding. Have had a good relationship with the town in the past. Mr. Horat went over the documents provided to the

council. We are very interested in doing this with the town. I also have our road foreman with us tonight.

Mayor Gibson: thank you, this is not from me, the town attorney did review this about the bid process for market value. It is not that we don't want to not work with the county, it is not that we don't want to see revenue for the airport. I think that the council needs to look into all of this and the road department. I guess it is up to you and how you want to pursue this.

Councilmember Michalson: one of them goes back to the FAA letter where they are talking about an environmental impact study, who will pay for that, they are not cheap.

John Horat: that is something that we would take care of pay for it.

Mayor Gibson: I wish that the airport manager was here, this has been going on for some time. He was under the impression that this was going to be a different proposal. The way that this proposal was, I think that we need to sit down with the county, their attorney wants to get involved, their attorney wants to get involved and the airport manager. I think that there are too many questions, I want to make it clear, I wish that we could say yes Ravalli County.

Councilmember Michalson: what about the noise level up there, this thing gets going it is going to be pretty loud.

Nate Pelkey: I have had at least two meetings with the airport board, we address a lot of these things and the 50-year plan with the FAA, it would be our daily operations, 7:00am -5:00pm. typical workday. There would be public comment on this, we try to work with our neighbors.

Mayor Gibson: how would the council like to proceed.

Councilmember Michalson: I think that we should pursue this further, if we can get the county attorney and the town attorney together to discuss this and satisfies MCA instead of going back and forth. .

John Horat: my only request is, we are busy, we just want some sort of consensus, I am not sure how your board works, some sort of consensus that we could work something out legally and potentially that we could work on that memorandum. If it is a thumbs down and I don't want a gravel pit no way no how, then I don't want to waste time meeting with attorneys. We just want an answer.

Mayor Gibson: we want to work with you, but I can't say when this is going to happen. One of my main concerns to your proposal right now and maybe we can work something out, the last part is town code and MCA code. Up to 10 years it has to go to the voter approval for over 5 years.

John Horat: I am looking at MCA and we have done other agreements with other entities.

Mayor Gibson: I guess Mr. Michalson has made a motion to move forward. We are busy also, we don't have a finance officer after tomorrow, I can't honestly have an answer that we can get to this.

John Horat: I just want to know that you want to move forward.

Mayor Gibson: we are not saying that there will never be a gravel pit.

Councilmember Barker: you said that this would have to go through the public and you are asking for guidance now, there is still a lot of public out there that has not heard about it. I am all for making money for the airport, but it needs to come in front of the public, it puts us on the spot.

Mayor Gibson: it is somewhat unclear in the agenda item; I mean it says negotiable between the county and the airport board. that is not how it works; the town owns the airport.

Councilmember Michalson: I can't speak for other councilmembers; I think that it is a great source, I agree that the public has to know, I am for it. I would like to make a motion to have our town attorney and the county attorney get together and work out the details for the county and the town of Stevensville.

Councilmember Barker: 2nd.

Mayor Gibson: motion and a second. Public comment, seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Lowell: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 3-0

c. Discussion/Decision: Skydive Montana Hanger Lease Proposal, Lot 5 Block 6 of the Stevensville Airport

Mayor Gibson: introduced new business item c, Skydive Montana Hanger Lease Proposal, Lot 5 Block 6 of the Stevensville Airport.

Councilmember Michalson: make a motion to approve Skydive Montana Hanger Lease Proposal, Lot 5 Block 6 of the Stevensville Airport.

Councilmember Barker: 2nd.

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

Councilmember Lowell: as I reviewed the lease it stated in there that if they were to leave the airport that they would tear down their building?

Robert Underwood: that is a termination clause, we don't own the building.

Councilmember Lowell: I just thought that it was stated weird.

William Rowe: CEO Skydive Montana, that is what is in the lease proposal. Not something that we put in there.

Councilmember Barker: looking through this absolutely no specifications on square footage dollar amounts and they are all left blank.

Robert Underwood: that is the normal agreement and we have to put in the size of the building and 14 cents per square foot. They get the land and then we figure out the amount.

Jenelle Berthoud: the reason that this one is being left blank is that we are also still going through all of the past two years to see who has paid and has not paid. Square footage of that lot changes when they pick the size of hanger.

Councilmember Barker: it would be nice to at least have an estimate.

Jenelle Berthoud: that can't happen because this is an agreement.

Robert Underwood: we have to follow the guidelines; the airport board approves the lease and then it comes to us.

Councilmember Lowell: there is a Resolution that is talking about a cost at the airport, it would probably be a good idea to have a copy of resolutions that are pertaining to this so that they can be updated. I don't remember the percentage and I think that it should be updated and amended.

Mayor Gibson: how would you like to proceed with this agenda item?

Councilmember Lowell: I will make a motion to approve the Skydive Montana lease, I am sorry you already have a motion.

Mayor Gibson: we already have the motion and the second, any further discussion seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Lowell: aye.

Councilmember Michalson: aye.

Mayor Gibson: passes 3-0

7. Board Reports

Councilmember Barker: Park Board Report, progress at the pool, pump is in service, concrete issues, looking at what it will cost to fix it. Also going to reach out to some of our groups to look at the repairs. Picnic tables are installed, and they have gone in and resurfaced it. Arbor Day event at Lewis and Clark Park. Talked about the Scarecrow Festival, working with MDT. October 6th and the 7th. Lighting concerns, not sure what the status is for Northwest Energy. Steve has done amazing on the Park Board, we tried to elect him and no one else wanted it so now I am the chairperson.

8. Town Council Comments

Councilmember Michalson: next Tuesday-Thursday Councilmember Barker and I will be attending conference.

9. Executive Report

Mayor Gibson: ARPA, Pothole Bill, if it passes, it would be pretty big for the town. Capacity study will be done soon. This energy thing, 28% more on electricity, it has not gone through yet. We are getting closer and closer to getting the police department back to town hall. I will keep you posted on these bills.

10. Adjournment

APPROVE:

ATTEST:

Steve Gibson, Mayor

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

a. Claims for April #18351, #18352, #18361-#18363, #18367, #18369

05/23/23
15:49:09

TOWN OF STEVENSVILLE
Claim Details
For the Accounting Period: 4/23

Page: 1 of 2
Report ID: AP100

For doc #s from 18351 to 18369
* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18351		16 MONTANA ENVIRONMENTAL LAB LLC	211.50					
1	2303381 04/24/23	WWTP DEQ COMPLIANCE TESTS	211.50			5310 430610	355	101000
18352		16 MONTANA ENVIRONMENTAL LAB LLC	427.65					
1	2303127 04/26/23	MONTHLY WW LAB TESTS	427.65			5310 430610	355	101000
18361		74 STEVENSVILLE RURAL FIRE DISTRICT	26.49					
REHAE MEAL SPLIT								
1	130 04/24/23	MEAL SPLIT	26.49			1000 420410	229	101000
18362		74 STEVENSVILLE RURAL FIRE DISTRICT	147.61					
TOOLS PATIENT ACCESS BAGS- MVA EXTRICATIONS								
1	131 04/24/23	PATIENT ACCESS BAG	147.61			1000 420460	212	101000
18363		289 MONTANA DEPT. OF ENVIRONMENTAL	70.00					
TESTING FEE FOR CODY ANDERSON								
1	APPLICATIO 04/11/23	WVCERTIFICATION	70.00*			5310 430610	335	101000
18367		85 CENTURYLINK	211.19					
1	4067777132 04/22/23	H2O PLANT PHONE #7132	67.96			5210 430530	340	101000
2	4067770185 04/22/23	WWTP INTERNET #0185	69.99			5210 430530	340	101000
3	4067779934 04/22/23	MBF RESERVOIR #9934	74.24			5210 430530	340	101000
18369		1436 Maureen M. O'Connor	717.05					
SPRING 2023 COLJ CONFERENCE								
1	04/27/23	MEALS REIMBURSEMENT	114.50			1000 410360	370	101000
2	04/27/23	MILEAGE REIMBURSEMENT	279.03			1000 410360	370	101000
3	04/27/23	HOTEL REIMBURSEMENT	323.52			1000 410360	370	101000
		# of Claims	7	Total:				1,811.49

05/23/23
15:49:09

TOWN OF STEVENSVILLE
Fund Summary for Claims
For the Accounting Period: 4/23

Page: 2 of 2
Report ID: AP110

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	\$891.15
5210 WATER	
101000 Cash - Operating	\$211.19
5310 SEWER	
101000 Cash - Operating	\$709.15
Total:	\$1,811.49

File Attachments for Item:

b. Claims for May #18353,#18355-#18360, #18364, #18366, #18368

05/23/23
15:50:25

TOWN OF STEVENSVILLE
Claim Details
For the Accounting Period: 5/23

Page: 1 of 3
Report ID: AP100

For doc #s from 18351 to 18369
* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18353	1659 CHS Mountain West CO-OP		266.25					
1	UV2-TE2608 05/04/23 WEED AND DANDELION SPRAY		133.13			1000 430900	220	101000
2	UV2-TE2608 05/04/03 WEED AND DANDELION KILLER		133.12			1000 460430	220	101000
18355	1061 WESTERN BUILDING CENTER		261.39					
1	151232682 05/10/23 BLOWER FOR CEMETERIES		130.70			1000 430900	212	101000
2	151232682 05/10/23 BLOWER FOR SNOW REMOVAL		130.69			1000 460430	212	101000
18356	1118 Montana Magistrates Association		300.00					
1	05/01/23 ASSOCIATION DUES		300.00			1000 410360	370	101000
18357	1257 NJC & MCCA		60.00					
1	05/09/23 COURT CLERKS YEARLY DUES		60.00			1000 410360	330	101000
18358	289 MONTANA DEPT. OF ENVIRONMENTAL		100.00					
1	5R2300441 05/01/23 DRINKING WATER RENEWAL		30.00*			5210 430510	335	101000
2	5R2300441 05/01/23 WASTEWATER RENEWAL		40.00*			5310 430610	335	101000
3	5R2301366 05/01/23 DRINKING WATER RENEWAL		30.00*			5210 430510	335	101000
18359	728 HDR ENGINEERING, INC.		2,500.00					
TWIN CREEK PHASE III								
1	1200513251 04/10/23 ENGINEERING SERVICES		2,500.00*			5210 430510	354	101000
18360	728 HDR ENGINEERING, INC.		2,500.00					
PINE STREET PROJECT								
1	1200513252 04/10/23 ENGINEERING SERVICES		2,500.00*			5210 430510	354	101000
18364	17 MONTANA SAWS LLC		434.80					
1	05/10/23 STRING AND TRIMMER		200.00			1000 430900	212	101000
2	05/10/23 PREMIX OIL		17.40			1000 430900	212	101000
3	05/10/23 STRING AND TRIMMER		200.00			1000 460430	212	101000
4	05/10/23 PREMIX OIL		17.40			1000 460430	212	101000
18366	1787 Valli Information Systems, Inc.		545.29					
1	88338 05/10/23 1ST IMAGE		145.80*			5210 430510	350	101000
2	88338 05/10/23 DUPLEXING		0.08*			5210 430510	350	101000
3	88338 05/10/23 MANUAL FIRST IMAGE		0.60*			5210 430510	350	101000
4	88338 05/10/23 FOREIGN FST IMAGE		1.00*			5210 430510	350	101000
5	88338 05/10/23 E-STATEMENT		9.75*			5210 430510	350	101000
6	88338 05/10/23 WEB POSTING		9.36*			5210 430510	350	101000
7	88338 05/10/23 POSTAGE		350.50*			5210 430510	350	101000
8	88338 05/10/23 MANUAL POSTAGE		7.77*			5210 430510	350	101000
9	88338 05/10/23 FOREIGN POSTAGE		7.25*			5210 430510	350	101000
10	88338 05/10/23 ZRG CLIENT CUSTOMER FIELD		6.60*			5210 430510	350	101000

05/23/23
15:50:25

TOWN OF STEVENSVILLE
Claim Details
For the Accounting Period: 5/23

Page: 2 of 3
Report ID: AP100

For doc #s from 18351 to 18369
* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
11	88338 05/10/23	ETEXT	1.50*			5210 430510	350	101000
12	88338 05/10/23	ADD IMAGE	3.32*			5210 430510	350	101000
13	88338 05/10/23	MANUAL ADD IMAGE	1.64*			5210 430510	350	101000
14	88338 05/10/23	FOREIGN ADD IMAGE	0.12*			5210 430510	350	101000
18368		1754 Construct Montana, LLC	576.80					
1	1088 05/05/23	BUILDING INSPECTION CONSULTATI	576.80			2394 420531	350	101000
		# of Claims	10	Total:				7,544.53

File Attachments for Item:

a. Budget Amendment for FY 2022-2023



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:	Public Hearing
Person Submitting the Agenda Item:	Steve Gibson
Second Person Submitting the Agenda Item:	Robert Underwood
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	05/25/2023
Agenda Topic:	Budget Amendment for FY 2022-2023
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	05/25/2023
Notes:	The Town Council approved up to \$10,000.00 from the Jean Thomas fund for pool repairs to meet state pool standards at the February 9, 2023, meeting. This budget amendment will place the \$10,000.00 from the Jean Thomas fund into the appropriate Pool fund to cover pool repairs. Resolution can be found under new business item a.

File Attachments for Item:

a. Discussion/Decision: Resolution No. 518, a Resolution Amending the Fiscal Year Budget
22/23



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:	Steve Gibson
Second Person Submitting the Agenda Item:	Robert Underwood
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	05/25/2023
Agenda Topic:	Discussion/Decision: Resolution No. 518, a Resolution Amending the Fiscal Year Budget 22/23
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	05/25/2023
Notes:	

RESOLUTION NO. 518

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF STEVENSVILLE,
MONTANA, PROVIDING FOR THE AMENDMENT OF THE BUDGET FOR THE
FISCAL YEAR 2022-2023**

WHEREAS, the Stevensville Town Council adopted the budget for Fiscal Year 2022-2023 by Resolution No. 509; and

WHEREAS, the Jean Thomas Fund, will exceed the appropriations originally set in the Fiscal Year 2022-2023 budget

WHEREAS, an increase in spending authority is necessary to cover the exceeded appropriations.

NOW THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Stevensville, Montana that the fiscal year 2022-2023 budget be amended as follows:

Expenditure Increase Fund 2987 Jean Thomas Fund \$10,000

WHEREAS, the General Fund, for pool repairs will exceed the appropriations originally set in the Fiscal Year 2022-2023 budget

WHEREAS, an increase in spending authority is necessary to cover the exceeded appropriations.

NOW THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Stevensville, Montana that the fiscal year 2022-2023 budget be amended as follows:

Expenditure Increase Fund 1000 General Fund \$6,000

WHEREAS, pursuant to Sections 7-6-4006, MCA, the Town Council of the Town of Stevensville, Montana has held a public hearing on this proposed amendment,

Passed and adopted by the Town Council and Mayor of the Town of Stevensville the 25th day of May 2023.

APPROVED:

ATTEST:

Steve Gibson, Mayor

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

b. Discussion/Decision: 2-Year Extension Request for Final Plat Filing Deadline for Twin Creeks Subdivision Phase 2



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:	Steve Gibson
Second Person Submitting the Agenda Item:	PCI Engineering
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	05/25/2023
Agenda Topic:	Discussion/Decision: 2-Year Extension Request for Final Plat Filing Deadline for Twin Creeks Subdivision Phase 2
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	05/25/2023
Notes:	<p>The original deadline for final plat filing of Twin Creeks Subdivision Phase 2 was January 15, 2021.</p> <p>A Town Council meeting was held on November 12, 2020, where the Town Council approved a one-year extension to the final plat filing of Phase 2. New filing date was January 15, 2022.</p> <p>A Town Council Meeting was held on September 9, 2021, where the Town Council approved a two-year extension to the final plat filing of Phase 2. New filing date was January 25, 2024.</p> <p>PCI is currently requesting a two-year extension to the current January 15, 2024, filing date. Asking for the new filing date for Phase 2 to be January 15, 2026.</p> <p>Additional documentation is included with this agenda item.</p>



Missoula Office
3115 Russell Street • PO Box 1750 • Missoula, Montana 59806
406-728-1880 • fax 406-728-0276

Hamilton Office
1713 N. First Street • Hamilton, Montana 59840
406-363-1201 • fax 406-363-1215

April 25, 2023

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

RE: Twin Creeks Subdivision Phase 2 Extension Request

Dear Mayor and Council Members:

Please accept this letter as our formal request for an extension to the final plat filing deadline for Phase 2 of Twin Creeks Subdivision. We would like to request a two-year extension allowing our new deadline to be January 15th, 2026, rather than the current deadline of January 25th, 2024. This would put the deadline for Phase 2 at the same existing deadline as Phase 3.

The current owner recently purchased the property. Phase 2 has all approvals including DEQ approval, but the owner prefers to hold off on construction until Phase 3 is approved by DEQ so that both Phases can be built as one project, for better efficiency and economy of scale.

Since the Town of Stevensville approved Twin Creeks in 2008, much has changed in regard to real estate development and housing construction, and remains in many ways a fluid situation. Costs of construction have risen dramatically. The labor market today bears no resemblance to what it did back then, both as to finding and retaining skilled workers and in the wages they require. The additional time from an extension will provide more history and perhaps stability in the market, which will enable us to file a plan and to finance the project with the benefit of more current circumstances. In addition, making the Phase 2 and Phase 3 deadlines the same will make sense economically by completing the infrastructure work at the same time.

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

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

The current situation is as follows:

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

You may recall that last fall we received your approval to rephase Phase 3 and delete a total of 15 lots. There was not a request at that time for an extension to either phase.

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

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

Sincerely,



Ron Ewart 
Land Use Planner
Professional Consultants Inc.
3115 Russell St / PO Box 1750
Missoula, MT 59806
Office- (406) 728.1880
rone@pcimontana.com
www.pcimontana.com

Attachments

TWIN CREEKS SUBDIVISION

PHASES 2 AND 3

AERIAL VICINITY MAP



TWIN CREEKS, PHASES 2 & 3

REPHASING PLAN AS-APPROVED

TWIN CREEKS SUBDIVISION
PHASES 2 & 3
STEVENSVILLE, MT
RAVALLI COUNTY

Professional Consultants, Inc.
MAY 13, 2021
AS-APPROVED
1

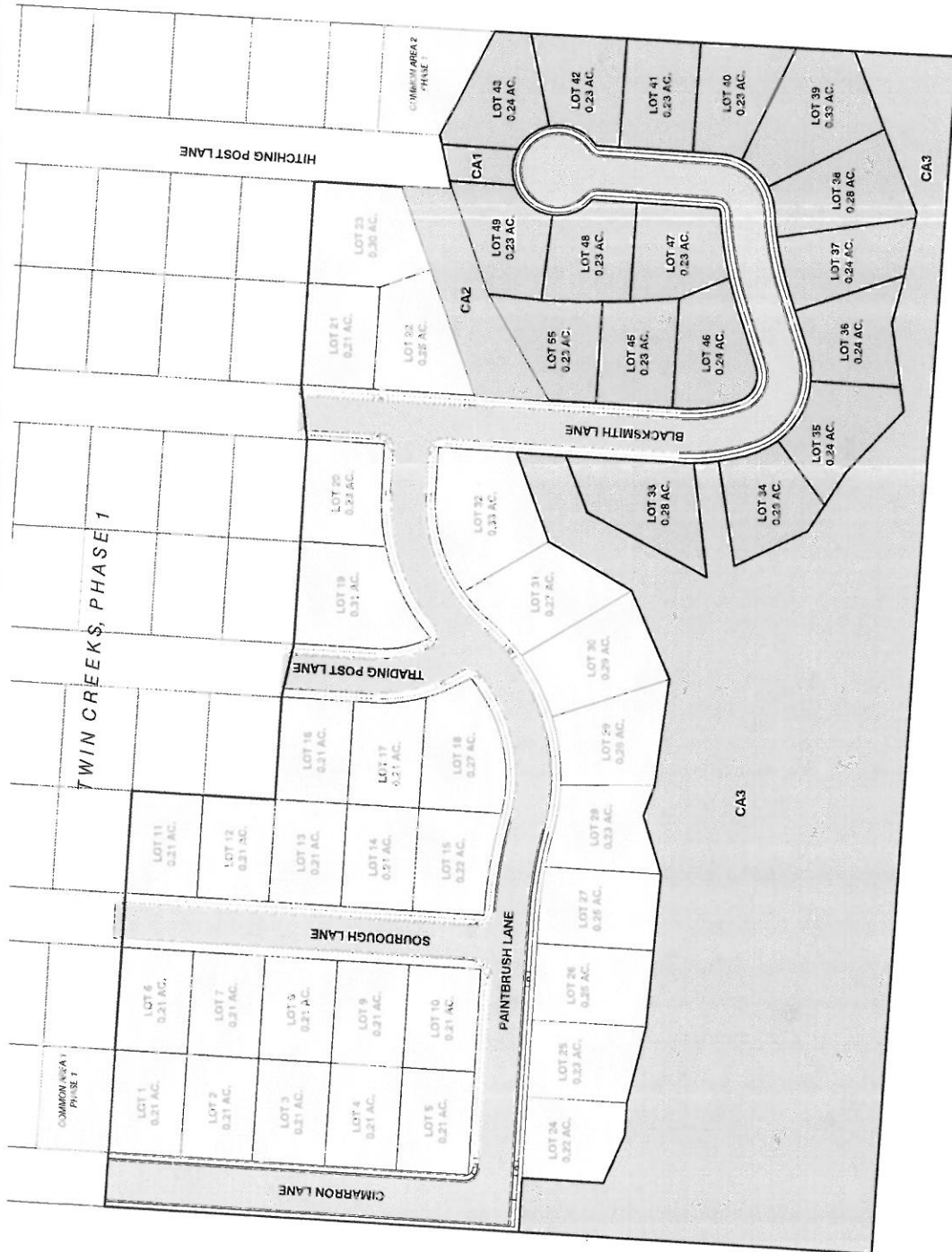
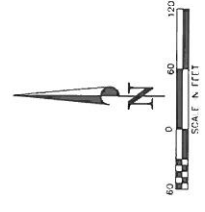
LEGEND

- PHASE 2 (NO CHANGES)
- ▨ PHASE 3
- ▩ COMMON AREA
- CA COMMON AREA

FINAL PLAT FILING DEADLINES:

- PHASE 2 - JANUARY 25, 2024
- PHASE 3 - JANUARY 15, 2026

CA1 AND CA2 DEDICATED WITH FILING OF PHASE 3



File Attachments for Item:

c. Discussion/Decision: Consent to the Mayors Appointment of Jessie F. Voss 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:	Steve Gibson
Second Person Submitting the Agenda Item:	Chief Jeff Motley
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	05/25/2023
Agenda Topic:	Discussion/Decision: Consent to the Mayors Appointment of Jessie F. Voss as a Volunteer Firefighter
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	05/25/2023
Notes:	



Stevensville Fire Department

206 Buck Street
Stevensville, MT 59870

May 17, 2023

Fire Chief Jeff Motley has recommended the appointment of Jessie F. Voss as a volunteer Firefighter to the Town of Stevensville Fire Department.

Jessie F. Voss has successfully completed all necessary steps of the hiring process for volunteers.

Respectfully submitted,

Jeff Motley, Chief
Stevensville Fire Department

File Attachments for Item:

d. Discussion/Decision: Consent to the Mayors Appointment of Erica Cochran as a Volunteer EMT



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:	Steve Gibson
Second Person Submitting the Agenda Item:	Chief Jeff Motley
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	05/25/2023
Agenda Topic:	Discussion/Decision: Consent to the Mayors Appointment of Erica Cochran as a Volunteer EMT
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	05/25/2023
Notes:	



Stevensville Fire Department

206 Buck Street
Stevensville, MT 59870

May 17, 2023

Fire Chief Jeff Motley has recommended the appointment of Erica R. Cochran as a volunteer EMT to the Town of Stevensville Fire Department.

Erica R. Cochran has successfully completed all necessary steps of the hiring process for volunteers.

Respectfully submitted,

Jeff Motley, Chief
Stevensville Fire Department