



**Stevensville Town Council Meeting
Agenda for
TUESDAY, SEPTEMBER 24, 2019
7:00 PM**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval of Minutes
 - [a.](#) August 5, 2019
 - [b.](#) August 6, 2019
 - [c.](#) August 28, 2019
 - [d.](#) September 5, 2019
4. Approval of Bi-Weekly Claims
 - [a.](#) Claim #'s 15446 - 15504
5. Administrative Reports
6. Guests
7. Correspondence
8. Public Comments
9. Unfinished Business
 - [a.](#) Discussion/Decision: Contract for legal services with Scott B. Owens, City Attorney
 - [b.](#) Discussion/Decision: Performing a special audit from May 2019 through July 2019
10. New Business
 - [a.](#) Discussion/Decision: Resolution 449, Adopting the Final Budget for Fiscal Year 2020
 - [b.](#) Discussion/Decision: Stevensville Scarecrow Festival Event & Alcohol Use Permit
11. Executive Report
12. Town Council Comments
13. Board Report
14. Adjournment

Guidelines for Public Comment

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

During any council meeting you have two opportunities to comment:

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

Comment made outside of these times may not be allowed.

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

Stevensville Town Council Vacancy Interviews
Minutes for
MONDAY, AUGUST 05, 2019
7:00 PM

1. Call to Order and Roll Call
Mayor Dewey called the meeting to order at 7:00 pm.
Roll Call: Mayor Dewey, Council member Holcomb, staff and members of the public were present.
10. New Business
Council member Holcomb compiled and asked the interview questions to the council candidates. Applicant, Gigi DonDiego withdrew her application at 4:00 pm on 8/5/2019. After the interviews, Council member Holcomb explained the appointments would take place on August 8, 2019.
 - a. Ward I Applicant - Sarah Armijo
 - b. Ward I Applicant - Gigi DonDiego
-Withdrew
 - c. Ward I Applicant - Steve Gibson
 - d. Ward II Applicant - Dempsey Vick
8. Public Comments
Mayor Dewey asked for Public Comment; None at this time.
14. Adjournment
Mayor Dewey adjourned the meeting at 7:23 pm.

Stevensville Town Council Vacancy Interviews
Minutes for
TUESDAY, AUGUST 06, 2019
7:00 PM

1. Call to Order and Roll Call

Mayor Dewey called the meeting to order at 7:00 pm.

Roll Call: Mayor Dewey, Council member Holcomb, staff and members of the public were present.

10. New Business

Council member Holcomb asked the same interview questions to all council candidates. After the interviews, Council member Holcomb explained the appointments would take place on August 8, 2019.

- a. Ward I Applicant - Jaime Williams
- b. Ward I Applicant - Mason Buchanan
- c. Ward II Applicant - Trenis Hindle
- d. Ward II Applicant - Jerid Huggans
- e. Ward II Applicant - Patrick Shourd

8. Public Comments

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

14. Adjournment

Mayor Dewey adjourned the meeting at 7:39 pm.

Stevensville Town Council Meeting
Minutes for
WEDNESDAY, AUGUST 28, 2019
7:00 PM

1. Call to Order and Roll Call
Mayor Dewey called the meeting to order at 7:00 pm.
Roll Call: Mayor Dewey, Council members Shourd, Vick, Gibson and Holcomb. Staff and members of the public were also present.
9. Unfinished Business
No Unfinished Business this evening.
10. New Business
 - a. Bid Opening - Stevensville Airport Reconstruction & New Midfield
Mayor Dewey explained the process; The Town Clerk will open the bids with Council present. Tyler Reed presented an overview of the airport project, Pavement Reconstruction and New Midfield. He explained that this has been long in the works and a high priority for the FAA, in order to maintain safety at the airport. Craig Thomas, representing the airport thanked Council for the special meeting because the FAA deadlines are drop dead. It is because the airport has done such a good planning, Tyler has been successful at getting the project to this stage.
As the Clerk opened the bids according to the timeline they were received, Tyler assisted in locating the Bid Tabulations to verify valid bids from the contractors. The Tabulations included: Completed Bid Form with unit prices in Words and Figures, 10% Bid Security Enclosed, Completed Equal Opportunity Certification, Completed Tax Delinquency and Felony convictions Certification, Completed Bidder's List, Evidence of Competency & Financial Responsibility, Completed Buy American Certification, Bid Proposal Signed/Dated, Contractor's Registration Number Provided, and Addendums Acknowledged. Total Schedules I - IV: \$1,661,024.00
The first bid opened was from First Mark, they met all 10 tabulations and their bid total estimate was \$1,695,303.00. The second bid was from Schellinger. Their bid met all 10 tabulations with a total estimate of \$1,837,160.50. The third bidder was Knife River. Their bid met all 10 tabulations and their bid estimate was \$1,497,413.20.
Tyler will take the bids back to his office and double check the math on the bid totals and make sure there are no discrepancies. Mayor Dewey clarified FAA's original deadline was September 13, and they moved that to September 10. The Mayor asked to award the bid to Knife River contingent on confirmation of the bids. There will be another special meeting next week. We will need certain paper work from FAA before we can call that meeting. That meeting will have proper notice and at that time, Council will award the bid. Mayor Dewey clarified that the special meeting on September 5th would take place next week to award the contract bid.
Mayor Dewey asked Council if there were any more questions from Tyler about the project or the bids.
 - b. Discussion/Decision - FY2020 Preliminary Budget Presentation
Council member Gibson started out with asking Mayor Dewey a couple questions before they got started on the agenda item. He asked if the Mayor was going to go thru the whole packet tonight; Mayor Dewey clarified he was going to hit the highlights of the packet tonight, as the entire packet is available if there are any specific questions tonight and it is available online. Council member Gibson recommended the four basic highlights as: How much money we have to start the year with; How much money we expect to receive in revenue; How much money do we expect to spend; How much money do we expect to have at the end? He stated that his question last time was from last year's budget; How much was appropriated and how

much was spent. Council Member Gibson requested that we have at the next meeting: What the budget was and what was spent. He asked the other council members how they would like to proceed with this tonight, do we want to ask questions as we go; Mayor Dewey stated that he has a presentation for them all tonight and that will hit highlights of the budget. The slideshow is uploaded on the Town's website as well. After Mayor Dewey presents, he stated that he would like to address council's questions, as well as any questions from the public during Public Comment.

Mayor Dewey started with the Budget's Purpose; For the citizens, it gives an overall picture of the town's intentions for the year, serving as a policy tool and intentions. For Management, it serves as a guide and control mechanism. Mayor explained the budget process and the October 1st, 2019 deadline. Mayor went into the Cash Review and reassured that we have the Finance Officer here for any questions or clarification. We are not reconciled up to June 30th yet, once that is done, we will have a more exact projected fund balance of what the working capital looks like. We will bring forward a budget amendment sooner than later. Mayor asked for any questions from Council on the Cash Situation, as we are confident we are within 1%-3% of the General Fund. The Finance Officer is also reviewing any financial history from May 1, 2019- present. With no questions from Council, Mayor moved into Revenue and Expenditure Review. Revenues are estimated at \$2.4 million. Taxes make up 52%, just over half of the revenue source. We are just about at phase 5 of the water increases. Council member Gibson, asked if the water rates were going to be going up 5% in November. Mayor Dewey clarified, yes. Council member Gibson asked for clarification on a large reserve in the Water Fund; Mayor assured, Yes; This organization has kept two years of water bonds in reserve, just in case, as a decision Council made four years ago. There is a large portion of reserve money which was set aside for the water storage project, which we are just about underway with. We will be studying the water rates this fall, keeping up with the rates of inflation. 65% of the expenditures out of the General Fund is personnel. Mayor Dewey displayed a Revenue and Expenditures bar graph chart, depicting the balance of the General Fund over the last 10 years. Mayor asked Council if there were any questions. Council member Gibson asked if we under-spent or over-spent last year; Mayor responded with under-spent. Mayor Dewey continued with estimating the General Fund to generate \$660,832 in revenue; 53% from property taxes, 32% from State Entitlement share and 10% for service charges. Mayor explained that instead of seeing a raise in taxes for services not used by all, those using services will see an increase, such as in business license fees, event permits, recreation fees, alarm permits and organic waste dump permits. Moving onto General Fund Expenditures, this will include a \$40,000 transfer to the Capital Improvements Fund. Moving on to Priority Outcomes for the coming year, we are looking to cover the administrative workload, coverage and staffing in Public safety, traffic and pedestrian safety in school zones, infrastructure reliability and efficient response to Public Works functions. The purpose of the administration of the Mayor is to provide leadership, direction, coordination, and support. The Mayor is asking for an equipment upgrade to allow better connectivity to the office and an increase in salary for the increased, 30/40 hours a week of work, so that the Mayor is accessible to staff and citizens. The FY2020 Proposed Budget includes \$25/hr compensation at 30 hour/wk, with the total annual compensation at \$39,000/Yr. The chart displayed the Mayor's breakdown of tasks and salary allocation. Mayor asked for any further questions. Council member Holcomb asked the budget committee if before making their recommendation, did they reach out to other towns our size to see what their mayors made? A representative from the committee responded in, that was taken into account and they found that there were other city manager complimentary earnings beyond the mayor, so other towns had supplemental mayor earnings. Council member Holcomb stated that she did her own research. Council member Gibson suggested we move on.

Police Department is looking to increase staff by 2 FTE, with a School Resource Officer. This will bring staff to 4, plus one Civilian Officer. The Fire Department is staffed with volunteers. Vehicle replacements and acquisitions include 2 vehicles for the police department and 1 vehicle for Building Inspection. Increase Public Works staff with 1 FTE. This will bring Public Works FTE to 6.75, for a 7-day work week for Public Works coverage to regular and incidental occasions.

Council member Gibson asked Chief Marble questions regarding the amount of current officers and the mileage on the older vehicles. Chief Marble clarified there are 2 current officers and the mileage on the vehicles are 116,000 miles and 121,000 miles. We are looking anywhere from \$15,000 to \$18,000 for state bids for vehicles. Mayor Dewey clarified that \$80,000 is allocated for police vehicles, fully equipped, while \$35,000 for the Building Dept, who currently does not have a vehicle. Their current vehicle represents their own business, while it could be representing the town. The Building Department is also looking at a software program.

As far as the well field, we continue to monitor that and how often those pumps will need to be changed. We will need to keep a reserve while we continue to monitor the life span of those pumps. The recommendation has been that the Town acquire more land for a well field, as the town grows and develops. The leakage isn't doing any of the current pumps any good. We would also like to work on repairing leakage in the reservoir.

Council member Gibson asked Mayor Dewey a question regarding the Budget, referring to page 80, it appears that some employees are getting a raise and some are not; Council member asked what that determination was based upon. Mayor Dewey clarified that those employees, who have been with us for a year, can get a merit increase. Council member asked to break that down before the next meeting.

Council member Gibson also asked the Mayor to explain the organization's merit system; Mayor Dewey continued to explained. Council member Gibson would like to see what those raises would cost, of the overall increases. Counselor Gibson also expressed he is not in favor of the merit system as presented. Mayor Dewey also explained that he would be open to revisiting the merit-based raise system. Council member Vick would like to see the difference in what we are paying a seasonal employee verse a full-time employee.

Mayor Dewey asked how Council would like to proceed. Council member Gibson would like to go thru the budget. The next scheduled meeting is September 12. Counselor Gibson verified that council members are allowed to make verbal motions at the next meeting, followed by an example of a motion off the cuff and on the spot. Mayor Dewey reassured, yes and Council member requested that all department heads be present at the next meeting.

Mayor Dewey would like to provide as much clarification to the budget as possible. Council member Holcomb asked about lowering the judge's pay in the past; Mayor Dewey clarified that the Judge's pay has always been \$18,000 yr. In the budget, salaries and wages do not include the judge's pay, as that is contracted. The Court Clerk is an employee, the judge is not.

Mayor Dewey said that he would be interested in taking Public Comment at this time.

Stacey Barker, 10 Winslett

Stacey discussed the Park Board's Master Plan, her concern was that board has not met in over a year but then there is money in the budget to be spent. That money needs to be put back or it needs to go in front of the park board.

Joe Parrin 503 Charlos

Joe reassured that with any of his doubts, he was reassured tonight. He would like to see the overall changes, not financially but changes in general. He double checked that there were 2 part-time employees in the building department. Mayor explained there is an increase of revenue expected in that department. As recommended by the Budget Committee, we do

have an Economic Development fund and it was recommended that the money be put into the town; We have an opportunity to contract with the Main Street Assoc.

Mayor Dewey confirmed that we will need clarification on a few things at the next meeting, including as to why we have park money in the budget.

Mayor Dewey confirmed there are no major projects planned for sewers this year because of energy put into the water storage. Mayor explained the progress on the water storage project, planning the project to be fully funded this year. \$362,000 constricted for construction, \$91,000 for future bod payments & \$169,000 for depreciation. The rate structure was designed to pull in \$60,000 a yr. for that storage project.

Mayor Dewey clarified there has been a separate line in the general fund for fireworks; This comes up every year.

8. Public Comments

With no more question from the public under New Business, Preliminary Budget, there are also no Public Comments.

14. Adjournment

Council member Vick made a Motion to adjourn the meeting. The Motion was Seconded by Council member Shourd and all voted "Aye." Mayor Dewey adjourned the meeting at 9:09 pm.

Stevensville Special Town Council Meeting
Minutes for
THURSDAY, SEPTEMBER 05, 2019
7:00 PM

1. Call to Order and Roll Call

Mayor Dewey called the meeting to order at 7:00 pm.

Roll Call: Mayor Dewey, Council member Holcomb, Gibson, Vick and Shourd. Staff and members of the public were present.

9. Unfinished Business

Council member Gibson asked Mayor Dewey to explain what had happened to the online agenda and packet for the scheduled, September 12th meeting. Mayor Dewey continued to explain that we are aware of the online technical issue with Municode, our software program and we have been in contact with them and their technical support. There is a glitch in the "Meetings" software, which is causing the agenda to show and not show at different times. The problem should be fixed shortly and the agenda and packet should be available for the September 12th meeting. He also verified that on that agenda, there is a New Agenda item to change the original scheduled September 26th meeting to September 24, 2019. Indeed, the administration is asking Council to reschedule the original meeting on the 26th to the 24th, as both, the Town Clerk and myself will be out of town. That meeting should be showing up on the website now, it just might not have an Agenda and Packet attached to it, depending on if it is fixed.

a. Discussion: FY2020 Preliminary Budget

Mayor Dewey said that the reason this item is on the Agenda tonight was to provide feedback to the information requests on the Preliminary Budget presented last week. Leaving the meeting last week, there was not a good sense in certain areas in which the Council wanted to address, so we are hoping to give them that opportunity tonight, so that we can spend the next week before that September 12th meeting, fine-tuning and addressing whatever comes out of the budget discussion tonight. Council member Gibson replied with, going back to the same questions he had before; If we could get the 2019 Budget and what was spent; A summary of the General Fund; As far as the request for the cars, what is the mileage on the existing care and what would it cost for new cars, including the outfit. Council member Gibson would not like to make a decision on buying cars without knowing the costs. He also asked if Mayor could provide an "across-the-board 2% raise" for everyone, after their Probationary Period, clarifying that an employee's probationary is six months. Mayor responded with readiness to provide some of that information for Council tonight.

Mayor Dewey said that we have ran a Revenue Expenditure versus Actual Report and some of these reports are still changing slightly as we are continuing to reconcile. As of June 30, 2019, the Mayor reported that we brought in \$2,375,584.00 that was actual Revenue received; \$2,198,486.00 was actually spent; The budget approved was \$3,209,319.00 Council member Gibson asked if almost 1 million less was spent, and that was correct., Spending 69% of what was appropriated. A solid portion of why we did not spend the entire portion was because we appropriated money for the water storage project and that was not spent; We plan to carry that over. We plan to have this year's revenue estimates verse expenditures; Mayor Dewey confirmed, that is in the budget. As for last year, we spent 93% of our budget, with under-spending \$47,734.00 due to large vacancies. Council member Gibson asked if someone was retiring this year and asked if it was in the budget; Mayor responded, that liability does not exist.

Council member Holcomb asked about a potential contract with the Main Street Association. She continued to ask the details on that potential contract. Mayor Dewey said any contract with Main Street Assoc. would look any way Council wishes. Council member

Holcomb stated that she looked into the Economic Development Fund and she is being told that once that money is gone, it is hard to get money back into that fund. Mayor Dewey stated, we would hope those funds toward economic development spent would boost the tax base and help the general fund; Continuing, there are not many one-time expenditures that wouldn't need constant funding out of this fund. One time, there was a large transfer, not that long ago, from the general fund, when the general fund saw a large surplus and was moved into Economic Development. That is how that fund has been sustained in recent history. Otherwise, that fund has been an expenditure fund, not a revenue fund. It is up to Council, if they choose to contract with the Main Street Assoc. to keep that fund moving and working for the town. Council member Gibson stated that he does not think it will be until next meeting Council will be making motions to approve or disapprove line items. Mayor Dewey reassured him that this meeting is really just to let Council aware, certainly Council is welcome to get bids for Economic Development purposes but this is money in the budget, set aside, more like "ear-marked" items for Council to be aware. We certainly do not have staff to drive Economic Development in the way it should be done. Council member Gibson would like to see our expenditures of 2020 not exceed our expected revenue. Mayor Dewey explained that there are funds in which we are spending down cash. Council member mentioned items in the general fund are going to be important; such as pay raises, the equipment requests; things need to be addressed, such as those four findings in the last audit. Mayor Dewey discussed the four findings. Addressing the infrastructure projects, if we cannot increase the fund balances to carry out that project, that is not how that money was designed. They continued to discuss the four findings, including reoccurring bills which did not have receipts. Council member Gibson requested an "Action Plan" on those four audit findings. Mayor Dewey explained there are 2 cards, in which are checked out, while each vehicle has a fleet card. Mayor Dewey asked for feedback from Council as far as the goals and objectives in the budget. We do understand that there is a desire for additional information. Council member Gibson again said that he would like additional information on the prices of vehicles and the price differences in raises. He would like the budget to be done by the end of September so we are not fined again for being late.

Mayor Dewey would like as much feedback to be prepared for the meeting on the twelfth of September. Council member Gibson expressed that he is not in favor a car for the building department. He would also like to know the price per vehicle for the police department. The raises are still out there as to what direction we are going to go. Mayor Dewey expressed that The Finance Officer is pulling those number's together and the police clerk is working on the police car numbers for you.

The Mayor's compensation was starting to be the topic of discussion. Mayor Dewey understands two different points of view, while one council member is focused on the budget's bottom line, another council member is focused on justifying what the Mayor does for that compensation. Council member Gibson replied with, then we have that decision as to where that money comes from. There are two different views, one the bottom line and the other is that our mayor makes more than most in the state of Montana. Council member Holcomb stated that she thinks it needs to stay where it is at, Council member Gibson expressed that he is not sure it needs to stay at \$10,000/yr but cannot stay at an hourly rate. Council member Gibson is open to that discussion next council meeting. Council member Holcomb stated that she would like to have seen what the department heads wanted. Council member Gibson requested that the department heads be present at the next budget meeting; He would like to talk to the Chief of Police and he has never met the Public Works Supervisor. These are the people that do the works and they can explain why they need a car, or whether or not public works needs a part-time or full-time employee.

Council member Shourd, in regards to compensation, at a time when we were in need, the Mayor did step up. He also feels that he has no problem increasing compensation to what other mayors in the past have made.

The Finance Officer explained that if we do not appropriate the funds in the budget, they cannot spend those funds this coming year. If the park board wants to meet and have a plan to spend that money available, that appropriation is in the budget.

Council member Gibson is not in favor of raising taxes or fees, including the water rates by 3%, if anything, we should be reducing them.

10. New Business

- a. Discussion/Decision: Approval of Mill Levies and Lighting District Assessments for FY2020
 Mayor Dewey explained the Mill Levies are not before Council this evening, although the resolution for the Lighting District Assessments for FY2020 is. Finance Officer explained the FY19-20 Light District Assessment Worksheet. There is a Lighting District Reserve and he explained the difference as to why some districts are determined by lot size and some are determined by percentage of lot square footage. Further discussion continued among Council about the 0%, 1%, 2% and 3% Increases. Mayor Dewey asked if Council would like to approve Resolution 448 or adjust the percentage.
 Mayor Dewey called for Public Comment.
 Unanimous, was interested in installing LED lights.
 Stacie Barker, 104 Winslet.
 Stacie is interested in, now that LED lights installed by NW Energy has been brought up to lower costs, can we change this in the future?
 Council member Shourd made a Motion to accept Resolution 448 with the 3% increases. The Motion was Seconded by Council member Vick.
 Council member Shourd asked the Finance manager to verify the outcome without having 25% in the Reserve Lighting Fund. Council member Shourd rescinded his motion.
 Council member Vick made a Motion to Adopt Resolution 448 Lighting Assessments with a 0% Increase. The Motion was Seconded by Council member Gibson.
 Resolution 448 will be changed to show:
 District #5 Twin Creeks \$2600 equally per lot
 District #77 Creekside \$2650 % of lot square footage
 District #80 Peterson \$1050 % of lot square footage
 Mayor Dewey called for the vote. Council member Vick "Aye," Shourd "Aye," Holcomb "Aye" and Gibson "Aye." The Motion passed 4-0.

8. Public Comments

Mayor Dewey called for Public Comment.
 Nancy Lowell, 211 Church.
 Nancy spoke about the investments the town is making. She was interested in the interest money the town is making on \$1,894,145. Also concerned that the Administration is in charge of investing "our money." She would like to see the town paying down the principle and interest on the water. She was wondering why "Professional Services" was overdrawn or in the red, and she was wondering why in the budget the Mayor's salary was not under "Executive," she was wondering where it was coming from.
 Stacie Barker, 104 Winslet.
 At the last council meeting, there was supposed to be a grant contract on the airport tonight. Mayor Dewey clarified that he spoke with FFA and there will be a draft grant contract at the September 12 meeting. Tonight is a Special Meeting.
 Jim Tadvick, 509 Mission.

Jim did research on what other mayors in similar-sized towns make and he just cannot justify the wage the Mayor is asking for.

Mayor Dewey confirmed with Council and the public that moving the time ahead to 6:30 pm would not cause any conflicts to accommodate the lengthy agenda with the budget.

14. Adjournment

Mayor Dewey adjourned the meeting at 8:55 pm.

09/20/19
13:55:22

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 9/19

Page: 1 of 8
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date	Vendor #/Name/ Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
			*** Claim from another period (8/19) ****						
15446		348	Snow Mountain Electric	294.02					
	3083	08/07/19	Motorola speaker mic	49.21			1000 420460	360	101000
	3082	08/07/19	2000 Wat UPS	244.81			5210 430530	360	101000
			*** Claim from another period (8/19) ****						
15455		29	STEVENSVILLE NAPA AUTO PARTS	333.13					
	08/31/19		Battery	189.17			1000 420460	232	101000
	08/31/19		Core Deposit	72.00			1000 420460	232	101000
	08/13/19		Core Refund	-72.00			1000 420460	232	101000
	08/31/19		MIN SMARTGL ATO FUSES	6.78			1000 430100	232	101000
	08/31/19		TRAN FLU QT DEXRON3I	4.67			5610 430300	231	101000
	08/31/19		Oil Dry	19.58			5610 430300	231	101000
	08/31/19		Water pump	52.98			5210 430510	232	101000
	08/31/19		Heater, Bypass hoes	26.84			5210 430510	232	101000
	08/31/19		Radiator Hose	33.11			5210 430510	232	101000
			*** Claim from another period (8/19) ****						
15466		115	BURNT FORK COMMISSION	127.68					
	Aug 19	09/03/19	1550" H2O delivered	127.68			1000 430900	340	101000
			*** Claim from another period (8/19) ****						
15467		1448	Bitter Root Laundry & Cleaners	47.23					
			Rug Cleaning for the Pool						
	0066109	08/26/19	Pool Rug Cleaning	47.23*			1000 460450	350	101000
15468		1448	Bitter Root Laundry & Cleaners	47.23					
			Rug Cleaning for the Pool						
	0066730	09/09/19	Pool Rug Cleaning	47.23*			1000 460450	350	101000
			*** Claim from another period (8/19) ****						
15469		690	Core & Main LP	6,881.85					
	K369141	08/29/19	MM 5/8x3/4 Meter Gal 3G UC39	6,881.85			5210 430550	220	101000
15470		690	Core & Main LP	152.93					
	L148388	09/10/19	MM 5/8x3/4 Meter Gal 3G UC39	152.93			5210 430550	220	101000
15471		107	HACH CO.	307.41					
	11626133	09/05/19	PEEK Salt Bridge, Kynar	86.89			5310 430640	220	101000
	11626133	09/05/19	Equitransferrant PH7 Buffer,	78.05			5310 430640	220	101000
	11626133	09/05/19	KTO: PH Buffer Sol Kit 5001	31.09			5310 430640	220	101000
	11626133	09/05/19	eee Phosver 3 PWD PLWS 10mL	77.90			5310 430640	220	101000
	11626133	09/05/19	Freight Charges	33.48			5310 430640	220	101000

09/20/19
13:55:22

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 9/19

Page: 2 of 8
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
15472	63487	08/21/19	593 KG EXPRESS LUBE Oil Chance	61.00 61.00			1000 420460	231	101000
*** Claim from another period (8/19) ****									
15473	E	07/01/19-7/30/19	1596 Charter Communications	134.97					
Account: x349									
	July 19	07/01/19	H2O/Sewer office phone & inte	67.48			5210 430510	340	101000
	July 19	07/01/19	H2O/Sewer office phone & inte	67.49			5310 430610	340	101000
*** Claim from another period (8/19) ****									
15474	E	08/01/19-8/30/19	1596 Charter Communications	144.97					
Account: x349									
	Aug 19	08/01/19	H2O/Sewer office phone & inter	72.49			5210 430510	340	101000
	Aug 19	08/01/19	H2O/Sewer office phone & inter	72.48			5310 430610	340	101000
15475	E	09/01/19-9/30/19	1596 Charter Communications	147.14					
Account: x349									
	Sep 2019	09/01/19	H2O/Sewer office phone & int	73.57			5210 430510	340	101000
	Sep 2019	09/01/19	H2O/Sewer office phone & int	73.57			5310 430610	340	101000
15476	E	06/09/19-08/09/19	1596 Charter Communications	41.50					
Paid three months due Jun - Aug Pool Account X273									
	Sep 19	09/03/19	Pool Telephone 9/3-10/2	41.50			1000 460450	340	101000
*** Claim from another period (6/19) ****									
15478	E	06/09 - 07/08	1596 Charter Communications	167.42					
Account X265									
	Jun 19	06/09/19	FD phone/internet	13.97			1000 420410	340	101000
	Jun 19	06/09/19	H2O dept phone/internet	45.49			5210 430510	340	101000
	Jun 19	06/09/19	Sewer dept phone/internet	45.49			5310 430610	340	101000
	Jun 19	06/09/19	Court phone/internet	13.50			1000 410360	340	101000
	Jun 19	06/09/19	BD phone/internet	14.00			2394 420531	340	101000
	Jun 19	06/09/19	PD phone/internet	34.97			1000 420100	340	101000
*** Claim from another period (7/19) ****									
15479	E	07/09 - 08/09	1596 Charter Communications	169.94					
Account X265									
	Jul 19	07/09/19	FD phone/internet	14.49			1000 420410	340	101000
	Jul 19	07/09/19	H2O dept phone/internet	45.99			5210 430510	340	101000
	Jul 19	07/09/19	Sewer dept phone/internet	45.99			5310 430610	340	101000
	Jul 19	07/09/19	Court phone/internet	14.50			1000 410360	340	101000
	Jul 19	07/09/19	BD phone/internet	14.50			2394 420531	340	101000

09/20/19
13:55:22

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 9/19

Page: 3 of 8
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	Jul 19	07/09/19	PD phone/internet	34.47			1000 420100	340	101000
15481	E	1596	Charter Communications	165.97					
	08/09 - 09/08								
			Account X265						
	Sep 19	09/09/19	FD phone/internet	13.60			1000 420410	340	101000
	Sep 19	09/09/19	H2O dept phone/internet	45.29			5210 430510	340	101000
	Sep 19	09/09/19	Sewer dept phone/internet	45.29			5310 430610	340	101000
	Sep 19	09/09/19	Court phone/internet	13.60			1000 410360	340	101000
	Sep 19	09/09/19	BD phone/internet	13.60			2394 420531	340	101000
	Sep 19	09/09/19	PD phone/internet	34.59			1000 420100	340	101000
			*** Claim from another period (7/19) ****						
15483			553 Lane and Associates, Inc.	225.00					
	2019		Consortium Fee (FY 19-20)						
	0019	05/30/19	Streets/Roads Consortium Fee	75.00*			1000 430200	350	101000
	0019	05/30/19	Water Consortium Fee	75.00			5210 430510	350	101000
	0019	05/30/19	Sewer Consortium Fee	75.00			5310 430610	350	101000
			*** Claim from another period (8/19) ****						
15484			228 Norco, Inc.	10.54					
			Cylinder Rent						
	27291282	08/31/19	Cylinder Rental - Streets	3.52			1000 430200	220	101000
	27291282	08/31/19	Cylinder Rental - Water	3.51			5210 430510	220	101000
	27291282	08/31/19	Cylinder Rental - Sewer	3.51			5310 430610	220	101000
			*** Claim from another period (8/19) ****						
15485			33 NORTHWESTERN ENERGY	737.34					
	Aug 19	09/04/19	Crksde Mdws Lighting Dist #4 1	76.24			2440 430263	340	101000
	Aug 19	09/05/19	Crksde Mdws Lighting Dist #4 2	182.32			2440 430263	340	101000
	Aug 19	09/04/19	Stevensville Cutoff Rd Path	6.10			1000 430263	340	101000
	Aug 19	09/05/19	Twin Creeks Dist #5	472.68			2450 430263	340	101000
			*** Claim from another period (8/19) ****						
15486			1665 PLATT	15.45					
	V980757	08/28/19	3M ITCNS-1500-12" Black	15.45			5310 430640	230	101000
15487			124 Montana League of Cities and	750.00					
	MLCT 19	10/01/19	MLCT annual conf - Mayor	150.00			1000 410200	380	101000
	MLCT 19	10/01/19	MLCT annual conf - Clerk	150.00			1000 410550	380	101000
	MLCT 19	10/01/19	MLCT annual conf - FinOff	75.00			1000 410550	380	101000
	MLCT 19	10/01/19	MLCT annual conf - FinOff	37.50			5210 430510	380	101000
	MLCT 19	10/01/19	MLCT annual conf - FinOff	37.50			5310 430610	380	101000
	MLCT 19	10/01/19	MLCT annual conf - Duty Clerk	67.50			5210 430510	380	101000
	MLCT 19	10/01/19	MLCT annual conf - Duty Clerk	67.50			5310 430610	380	101000
	MLCT 19	10/01/19	MLCT annual conf - Duty Clerk	15.00			1000 410550	380	101000
	MLCT 19	10/01/19	MLCT annual conf - Council	150.00			1000 410211	380	101000

09/20/19
13:55:22

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 9/19

Page: 4 of 8
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date	Vendor #/Name/ Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
15488		289	MONTANA DEPT. OF ENVIRONMENTAL	1,722.00					
3									
FY 18-19			Annual Community Connection Fee						
	512000844	09/05/19	Annual Comm Connection Fee	1,722.00			5210 430510	330	101000
			*** Claim from another period (8/19) ****						
15490		16	MONTANA ENVIRONMENTAL LAB LLC	1,662.40					
	1907812	08/07/19	Sewer testing - Aug 2019	155.20			5310 430640	350	101000
	1907511	08/08/19	Sewer testing - Aug 2019	296.00			5310 430640	350	101000
	1908097	08/15/19	Sewer testing - Aug 2019	356.00			5310 430640	350	101000
	1908513	08/22/19	Sewer testing - Aug 2019	297.00			5310 430640	350	101000
	1908734	08/27/19	Sewer testing - Aug 2019	155.20			5310 430640	350	101000
	1908453	08/20/19	Water testing - Aug 2019	22.00			5210 430540	350	101000
	1908454	08/28/19	Water testing - Aug 2019	320.00			5210 430540	350	101000
	1908524	08/15/19	Water testing - Aug 2019	61.00			5210 430540	350	101000
			*** Claim from another period (8/19) ****						
15491		66	MONTANA ELECTRONICS Co., Inc.	360.00					
	2552	08/22/19	Apollo Pager X2	360.00*			1000 420460	212	101000
15492		84	M.M.I.A.	1,500.00					
	919015	09/11/19	Tribbensee Deductible	1,500.00*			1000 410550	511	101000
15494		141	CNA SURETY	105.00					
	FY 19-20	11/04/19	Surety bond UB Clerk	26.25*			5210 430510	520	101000
	FY 19-20	11/04/19	Surety bond UB Clerk	26.25*			5310 430610	520	101000
	FY 19-20	11/04/19	Surety bond Treasurer	6.57*			5210 430510	520	101000
	FY 19-20	11/04/19	Surety bond Treasurer	6.56*			5310 430610	520	101000
	FY 19-20	11/04/19	Surety bond Treasurer	13.12			1000 410550	520	101000
	FY 19-20	11/04/19	Surety bond Court Clerk	8.75			1000 410360	520	101000
	FY 19-20	11/04/19	Surety bond Town Clerk	8.75			1000 410550	520	101000
	FY 19-20	11/04/19	Surety bond PD Clerk	8.75			1000 420100	520	101000
			*** Claim from another period (8/19) ****						
15496		74	STEVENSVILLE RURAL FIRE DISTRICT	22.24					
	78	08/22/19	Training Meal Rehab	22.24*			1000 420460	229	101000
15497		351	STANFORD POLICE SUPPLY	167.80					
	94385	09/07/19	Car Seat Organizer	22.95			1000 420100	226	101000
	94385	09/07/19	24-7 Tactical Pants	54.95			1000 420100	226	101000
	94385	09/07/19	5.11 PDU Rapid Shirts 3XL	73.95			1000 420100	226	101000
	94385	09/07/19	ASP Breakaway Cap/Window Punch	15.95			1000 420100	226	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (8/19) ****									
15498		34	STEVENSVILLE HARDWARE AND RENTAL	1,046.43					
	Aug 19	08/31/19	FD-R&M	4.99*			1000 420460	230	101000
	Aug 19	08/31/19	Cemetary-Trap	16.99			1000 430900	220	101000
	Aug 19	07/01/19	Sewer-R&M	7.99			5310 430640	360	101000
	Aug 19	08/31/19	Water O&S	5.79			5210 430530	220	101000
	Aug 19	08/31/19	Parks R&M	28.28			1000 460430	230	101000
	Aug 19	08/31/19	FD-Keg shopot	6.99*			1000 420460	230	101000
	Aug 19	08/31/19	FD-Keg Shoot	4.79*			1000 420460	230	101000
	Aug 19	08/31/19	Sewer-Hose Testing	1.71			5310 430610	230	101000
	Aug 19	08/31/19	Parks-trencher rental	176.00*			1000 460430	359	101000
	Aug 19	08/31/19	Parks-R&M	15.20			1000 460430	230	101000
	Aug 19	08/31/19	Parks-R&M	151.13			1000 460430	230	101000
	Aug 19	08/31/19	Parks-R&M	7.18			1000 460430	230	101000
	Aug 19	08/31/19	Parks-R&M	7.74			1000 460430	230	101000
	Aug 19	08/31/19	Parks-R&M	11.97			1000 460430	230	101000
	Aug 19	08/31/19	Parks-R&M	19.13			1000 460430	230	101000
	Aug 19	08/31/19	Parks-R&M	19.13			1000 460450	230	101000
	Aug 19	08/31/19	Parks-R&M	7.18			1000 460430	230	101000
	Aug 19	08/31/19	Parks-R&M	1.68			1000 460430	230	101000
	Aug 19	08/31/19	Parks-R&M	3.99			1000 460430	230	101000
	Aug 19	08/31/19	Water-R&M	13.76			5210 430530	230	101000
	Aug 19	08/31/19	Parks-R&M	7.08			1000 460430	230	101000
	Aug 19	08/31/19	Parks-R&M	29.76			1000 460430	220	101000
	Aug 19	08/31/19	Water-R&M	21.53			5210 430540	230	101000
	Aug 19	08/31/19	PW-R&M	18.96			1000 430100	230	101000
	Aug 19	08/31/19	Streets-R&M	273.95			1000 430200	230	101000
	Aug 19	08/31/19	Parks-R&M	4.29			1000 460430	230	101000
	Aug 19	08/31/19	Parks-R&M	27.98			1000 460430	230	101000
	Aug 19	08/31/19	Sewer Plant-R&M	41.28			5310 430640	230	101000
	Aug 19	08/31/19	TH-R&M	0.59*			1000 411201	230	101000
	Aug 19	08/31/19	TH-R&M	46.64*			1000 411201	230	101000
	Aug 19	08/31/19	PW-R&M	1.49			1000 430100	230	101000
	Aug 19	08/31/19	Water-R&M	2.99			5210 430510	230	101000
	Aug 19	08/31/19	Parks-R&M	2.29			1000 460430	230	101000
	Aug 19	08/31/19	Water-R&M	19.99			5210 430510	230	101000
	Aug 19	08/31/19	Parks-O&S	35.99			1000 460430	220	101000
15499		1669	Pavlik Electric Co, Inc	1,955.44					
	3856	09/16/19	Labor, Materials-PAPI Oofs	1,955.44*			5610 430300	360	101000

09/20/19
13:55:22

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 9/19

Page: 6 of 8
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
15500		77 THATCHER COMPANY OF MONTANA		505.08					
	349967	09/04/19 590#Drum TI-3021		559.44			5210 430540	220	101000
	349967	09/04/19 Freight Charges/Fuel Surcharge		132.82			5210 430540	220	101000
	349957	09/05/19 Frieight Charges/Fuel Surcharg		132.82			5210 430540	220	101000
	349957	09/05/19 Contanier Deposit Refund		-320.00			5210 430540	220	101000
15501		1666 Tommy Teniente		87.00					
		Reimbursement for meals during training at Montana Law Enforcement Academy 9-26-19 to 10-4-19							
14.5		(Dinner) x 6 days= \$87.00 (Breakfast and Lunch provided)							
	09/18/19	Reimbursement-TRN meals		87.00*			2810 420100	377	101000
		*** Claim from another period (8/19) ****							
15502		1671 Environmental Systems Research		2,450.00					
	08/27/19	AcrGIS Online Term Licenses		2,450.00*			1000 410550	312	101000
15504		553 Lane and Associates, Inc.		225.00					
2019		Consortium Fee (FY 18-19)							
	0018	05/15/18 Streets/Roads Consortium Fee		75.00*			1000 430200	350	101000
	0018	05/15/18 Water Consortium Fee		75.00			5210 430510	350	101000
	0018	05/15/18 Sewer Consortium Fee		75.00			5310 430610	350	101000
		# of Claims	34	Total:	22,771.11				
		Total Electronic Claims		971.91	Total Non-Electronic Claims		21799.20		

09/20/19
13:55:22

TOWN OF STEVENSVILLE
Fund Summary for Claims
For the Accounting Period: 9/19

Page: 7 of 8
Report ID: AP110

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	\$6,927.91
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	\$42.10
2440 Creekside Lighting #4 District 77	
101000 Cash - Operating	\$258.56
2450 Twin Creeks Lighting #5 District	
101000 Cash - Operating	\$472.68
2810 POLICE TRAINING & PENSION	
101000 Cash - Operating	\$87.00
5210 WATER	
101000 Cash - Operating	\$10,728.30
5310 SEWER	
101000 Cash - Operating	\$2,274.87
5610 AIRPORT	
101000 Cash - Operating	\$1,979.69
Total:	\$22,771.11

09/20/19
13:55:22

TOWN OF STEVENSVILLE
Claim Approval Signature Page
For the Accounting Period: 9/19

Page: 8 of 8
Report ID: AP100A

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

Council

Council

Council

Council

Mayor

Date Approved _____



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	Unfinished Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	9/24/2019
Agenda Topic:	Discussion/Decision: Contract for legal services with Scott B. Owens, City Attorney
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	9/24/2019
Notes:	



**TOWN COUNCIL
Council Communication**

**Regular Meeting
September 24, 2019**

Agenda Item: 9a, Unfinished Business
Discussion/Decision: Contract for legal services with Scott B. Owens, City Attorney

Other Council Meetings July 11th, 2019
Exhibits a. Legal Services Contract

This agenda item provides Council with the ability to approve a contract for legal services with the City Attorney.

Background:

Council consented to the Mayor’s appointment of Scott Owens as the Stevensville City Attorney on July 11th, 2019. A contract has since been drafted and prepared for Council’s review and approval.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): Do not approve the contract.

MOTION

I move to: Approve the contract for legal services with City Attorney Scott Owens.

**TOWN OF STEVENSVILLE
ATTORNEY CONTRACT**

THIS CONTRACT, effective this 13th day of July, 2019, by and between the Town of Stevensville, a Municipal Corporation, 206 Buck Street, Stevensville, Montana 59870 hereinafter referred to as "Town", and Scott B. Owens, Attorney at Law, 54 N. Last Chance Gulch, Suite 7, Helena, MT 59601, hereinafter referred to as "Contractor";

WITNESSETH:

WHEREAS, the Town requires legal counsel to review, counsel, advise, defend, and represent the Town on civil matters including, but not limited to litigation, zoning, planning, development, construction, municipal assessments, special improvement districts, annexation, disability claims, liability claims, election law; and

WHEREAS, the Town requires legal counsel to prosecute criminal matters before the Municipal Court of Stevensville, the District Court of Ravalli County, and the Montana Supreme Court; and

WHEREAS, the Town desires a Contractor to represent it relative to these needs for a period of 2 (two) years; and

WHEREAS, the Town Council is authorized specifically by statute to retain an attorney on terms mutually agreeable to the Town and the Contractor;

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, it is hereby agreed as follows:

- 1. Representation: The Contractor shall represent the Town and the Town Council relative to civil matters in all courts of Montana, the United States and all administrative hearings and agencies. The Contractor is not expected to represent the Town in defending liability and Worker's Compensation matters expected to be covered by existing insurance wherein the insurance contract provides its own defense counsel.
- 2. Consultation: The Contractor shall participate in meetings, research, conferences, opinions, and general consultation with the Town.
- 3. Meetings: At the Mayor's request, the Contractor shall attend Town Council meetings, special meetings other Town Boards and Commissions.
- 4. Opinions: The Contractor shall render opinions to the Town Mayor and Town Council upon the specific request of those parties.
- 5. Municipal Court: The Contractor will be responsible for representation of the Town before the Municipal Court of Stevensville or any appeals therefrom.
- 6. Conflicts: The Contractor shall not represent any individual in any adverse hearing or in any court appearance in which the Town is an adverse party.

7. Notice of Claim: The Contractor shall immediately notify the Town Mayor and subsequently the Town of Stevensville of any claim, demand, complaint, or cause of action filed, delivered, or served on the Contractor, and the Mayor of the Town of Stevensville shall immediately notify the Contractor to the same effect relative to anything filed, delivered, or served on the Mayor of the Town of Stevensville.

8. Compensation to Contractor: It is understood the Contractor shall be paid as follows:

a. Attorney Compensation: The Town shall pay as compensation to Contractor the rate of \$80.00 per hour for attorney services.

b. Routine Expenses: The parties acknowledge that the Contractor will incur out-of-pocket expenses which are specifically and directly attributable to Town matters, such as insurance, legal resources, copies, postage, and long-distance telephone calls, etc., which are reimbursed by a \$250 Service Fee each month. Additionally, the parties agree that travel mileage between Stevensville and Wye, will be reimbursed to Contractor, monthly at the approved federal (IRS) mileage ratings.

c. Training Expenses: The Town shall pay expenses related to out-of-pocket expenses incurred in connection with annual training seminars through MMIA and the Montana League of Cities and Towns. The contractor shall receive prior approval from the Town in advance of such training.

d. Extraordinary Expenses: The parties acknowledge that the Contractor may also incur extraordinary out-of-pocket expenses such as litigation. The Contractor shall be entitled to reimbursement from the Town for out-of-pocket expenses incurred in connection with such matters with prior approval by the Town.

9. Independent Contractor: It is understood that the Contractor is an independent contractor and not an employee of the Town.

10. Substitute: The Contractor shall be responsible for having available at no additional cost to the Town, a substitute Contractor to perform his duties in his absence. This expressly includes coverage during any protracted service obligation with the Montana National Guard.

11. Non-Discrimination in Employment and Client Services: During the performance of the contract, the Contractor agrees that no person shall, on grounds of race, creed, color, national origin, sex, marital status, age, religion or on the presence of any sensory, mental or physical handicap, be excluded from full employment rights with the Contractor. Neither shall the Contractor discriminate against any employee or applicant for employment for the above reasons; provided, however, that prohibition against discrimination in employment because of handicap shall not apply if the particular disability prevents the proper performance of the particular work involved.

12. Non-Discrimination in Provided Services: The Contractor shall not, on the grounds of race, color, sex, religion, national origin, creed, marital status, age, or the presence of any sensory, mental or physical handicap:

- a. Deny any individual services or benefits provided under the contract;
- b. Subject any individual to segregation or separate treatment in any manner related to his or her receipt of any services or other benefits provided under the contract;
- c. Deny any individual an opportunity to participate in any program or services provided by the contract.

13. Term of Contract: The term of this contract shall be for 2 (two) years, from July 13th, 2019 through July 12th, 2021. Upon the expiration of the initial term of this contract and thereafter, this contract shall be automatically extended for additional consecutive two (2) year terms, unless either party notifies the other party, in writing at least four (4) months before the expiration of the current term, that that party desires to renegotiate or terminate this contract. If such notice is given as provided above, then this contract shall terminate on the final July 12th of the then current two-year term.

14. Suspension or Termination: If either party fails or neglects to fully comply with the provisions of the Contract, the other party may suspend or terminate the Contract pending corrective acts or investigation. Upon written notice thereof, the opposing party shall respond within 10 days. If after the 10 days the responding party has failed to answer or comply, the other party may suspend or terminate the contract upon 30 days written notice. Upon and until the time of termination, the Contractor shall proceed quickly and in a reasonable and efficient manner to complete all assignments given to it. The Contractor shall, in a professional manner, transfer all work in progress to the Town or to any contractor designated in writing by the Town upon termination.

IN WITNESS WHEREOF, the parties have hereunder set their hands and seals the day and year first above written.

Scott B. Owens
 Attorney at Law
 54 N. Last Chance Gulch, Suite 9
 Helena, MT 59601

Brandon Dewey – Mayor
 Town of Stevensville - Mayor
 206 Buck Street
 Stevensville, MT 59870

By: _____
 Scott B. Owens

By: _____
 Mayor

Attest:

By: _____
 City Clerk



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	Unfinished Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	9/24/2019
Agenda Topic:	Discussion/Decision: Performing a special audit from May 2019 through July 2019
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	9/24/2019
Notes:	



**TOWN COUNCIL
Council Communication**

**Regular Meeting
September 24, 2019**

Agenda Item: 9b, Unfinished Business
Discussion/Decision: Performing a special audit from May 2019 through July 2019

Other Council Meetings September 12, 2019
Exhibits

This agenda item provides Council with an update regarding a special audit during staff turnover.

Background:

Council approved proceeding with an RFP process in order to conduct a special audit during the absence of a Finance Officer. The current Finance Officer has reached out to several auditors to further research the Council’s request.

Many auditors believed it would be cost prohibitive for a firm that is unfamiliar with the Town of Stevensville’s processes and systems to audit the time period requested. Instead, it has been suggested that we request our current contracted auditors, Strom & Associates, to review the time frame as a high-risk area, and audit it accordingly.

At this time, the Administration does not know what the additional cost associated with this request would be, if any. The Finance Officer will seek further information for Strom & Associates.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s):

MOTION

I move to:



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	9/24/2019
Agenda Topic:	Discussion/Decision: Resolution 449, Adopting the Final Budget for Fiscal Year 2020
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	9/24/2019
Notes:	



TOWN COUNCIL Council Communication

Regular Meeting September 24, 2019

Agenda Item: 10a, New Business
Discussion/Decision: Resolution 449, Adopting the Final Budget for Fiscal Year 2020

Other Council Meetings
Exhibits a. Resolution 449

This agenda item provides Council with the ability to adopt the Final Budget for Fiscal Year 2020.

Background:

In early spring of 2019, Department Heads and staff began work on the FY2020 budget, submitting their budget requests to the Finance Department. The budget was then compiled and reviewed throughout the administration. An AdHoc Budget Committee was appointed by the Mayor's Office to provide public input and insight into the Town's budget.

Many of the initiatives proposed by the staff and Mayor's Office were endorsed by the Budget Committee. The Committee also provided feedback on areas of the budget that could be improved in this and subsequent years. The Committee's recommendations are included in the Preliminary Budget document.

The Council has since held multiple meetings and discussions around the budget, providing their feedback and making modifications to the proposals made by the administration. The State of Montana requires that local government budgets be submitted by October 1st. Resolution 449 approves the Final Budget and sets the mill levy for the Town, along with establishing wages and salaries, as required by law.

Board/Commission Recommendation: [X] Applicable - [] Not Applicable

The AdHoc Budget Committee endorsed the Preliminary Budget as of 8/13/2019

Alternative(s): Do not adopt a FY2020 Budget

MOTION

I move to: Approve Resolution 449, adopting a budget, fixing mills and adopting wages and salaries for Fiscal Year 2019-2020.

RESOLUTION NO. 449

**RESOLUTION FOR ADOPTING A BUDGET, FIXING MILLS,
AND ADOPTING WAGES AND SALARIES FOR
THE TOWN OF STEVENSVILLE, MONTANA
FISCAL YEAR 2019-2020**

WHEREAS, pursuant to Section 7-6-4024, MCA, the Town Council of the Town of Stevensville, Montana has held a public hearing on the proposed budget of Stevensville for the fiscal year 2019-2020 as required by law, and

WHEREAS, pursuant to Local Government Budget Act contained in Title 7, Chapter 6, Part 40 of the Montana Code Annotated, the Town Council of Stevensville has held hearings and passed resolutions as applicable under the above sections.

NOW THEREFORE BE IT RESOLVED, by this Town Council that the budget be approved and adopted, and that checks/warrants be issued in accordance with laws appertaining thereto.

IT IS HEREBY MOVED, SECONDED AND CARRIED by the Stevensville Town Council that “this resolution be adopted” for fiscal year 2019-2020 and;

WHEREAS, the above resolution adopting the budget was passed by the Town of Stevensville Council;

WHEREAS, the Local Government Budget Act contained in Title 7, Chapter 6, Part 40 of the Montana Code Annotated, provide for the fixing of various tax levies to raise funds sufficient to meet said expenditures authorized in the budget; and

WHEREAS, the Montana Department of Revenue is required to certify to the Town Council the value of a mill for the Town of Stevensville under Section 15-10-202, MCA; and

WHEREAS, the best estimate of a mill Town-wide is **\$2,918.58** and;

WHEREAS, the final Town budget is set out in the attachments to be hereby adopted as the final budget subject to the conditions set forth below.

NOW THEREFORE BE IT RESOLVED THAT, the Town of Stevensville, Montana made a mill levy of 97.64 mills upon the real property situated within the corporate limits for the 2019-2020 fiscal year and adopts the final budget on file, which is based on the modified accrual accounting basis, sets the total limit per fund and authorizes adjustment to appropriations funded by fees as per MCA 7-

6-4012 and authorized the Finance Officer to transfer appropriations between items within the same fund as per MCA 7-6-4031.

IT IS HEREBY MOVED, SECONDED AND CARRIED by the Stevensville Town Council that “this resolution be adopted” for fiscal year 2019-2020 and;

WHEREAS, the above resolution adopting the budget was passed by the Town of Stevensville Council; and

WHEREAS, the above resolution fixing the mill levy upon the real property situated with the corporate limits was passed by the Town of Stevensville Council; and

WHEREAS, Section 7-4-4201, Montana Code Annotated, mandates the establishment of wages and compensation of elected and appointed Town officers and all Town employees by ordinance or resolution.

NOW THEREFORE BE IT RESOLVED THAT, the wages and compensation for the elected and appointed Town officers and all Town employees, for Fiscal Year 2019-2020, are hereby established as set forth in the Final Budget attached hereto and by this reference made a part hereof.

BE IT FURTHER RESOLVED THAT, the wages and compensation shall be effective as of July 1, 2019 unless otherwise noted in the attachments hereto.

PASSED AND ADOPTED by the Town Council and approved by the Mayor this ____th day of September, 2019.

Approve:

Attest:

Brandon E. Dewey, Mayor

Monica Hoffman, Town Clerk



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	9/24/2019
Agenda Topic:	Discussion/Decision: Stevensville Scarecrow Festival Event & Alcohol Use Permit
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	9/24/2019
Notes:	



**TOWN COUNCIL
Council Communication**

**Regular Meeting
September 24, 2019**

Agenda Item: 10b, New Business
Discussion/Decision: Stevensville Scarecrow Festival Event & Alcohol Use Permit

Other Council Meetings
Exhibits a. Event & Alcohol Use Permit Requests

This agenda item provides Council with the ability to approve the special event and alcohol use permits for the Stevensville Scarecrow Festival.

Background:

The Stevensville Scarecrow Festival is an annual festival event organized by the Stevensville Main Street Association promoting arts and creativity in the Stevensville Community. This year, the Scarecrow Festival will include a Brewfest held on Saturday, October 5th. The Festival will require street closure of E. Third Street on Saturday.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): Do not approve the permit

MOTION

I move to: Approve the Stevensville Scarecrow Festival Event & Alcohol Use Permit

TOWN OF STEVENSVILLE
APPLICATION FOR SPECIAL EVENT PERMIT

APPLICATION DATE: 9-9-19 (Must be at least 14 days prior to event)

NAME OF GROUP OR ORGANIZATION: Sawecrow Festival (Main Street Fest)

CONTACT PERSON: Gretchen Spass TELEPHONE: 360-6716

ACTIVITY: Sawecrow Festival and Breakfast

LOCATION REQUESTING: Main Street Bike Path, 3rd Street to Chocole & Back

DATE: Oct 4-5 STARTING TIME: Actual time 3pm Fri & SAT ENDING TIME: Set up time 11am Fri - Sun 12pm

ESTIMATED NUMBER OF PEOPLE ATTENDING: 5000-8000

ALCOHOL USE? YES NO If yes please attach Alcohol Use Request Form

HIGHWAY OR STREET CLOSURE? YES NO If yes, please attach MDOT Street Closure Permit

REQUEST FOR BONFIRE? YES NO If yes, please attach Town Burn Permit

IS OVERNIGHT CAMPING REQUESTED? YES NO

DO YOU HAVE INSURANCE? YES NO

If yes please attach declaration page as proof of insurance for \$1.5 million as pursuant to Montana Statute M.C.A. 2-9-108.

*Security provided by:
Willowood Inc.
(Bruce & Mark Brown)*

WILL SECURITY BE REQUIRED? YES NO

IF YES, PLANS FOR SECURITY: We will be providing Security

PLANS FOR CLEAN UP: Friday night / Saturday night & Sunday till 2:00

FEE: \$ 25⁰⁰ pd

**If the event involves less than 1,000 participants, this application will be forwarded to the Mayor for final approval. If the event involves more than 1,000 participants, this application will be considered at the first Town Council Meeting after its receipt. The contact person will be notified of the Mayor or Council's decision the following day. ** If Council approval, a representative must attend the council meeting.

TOWN OF STEVENSVILLE
ALCOHOL USE REQUEST FORM

Applicant Name Gretchen Spess Phone Number 360-6716
Group/Organization Name Scarecrow Festival (Main Street Asst)

Describe Intended Alcohol Use (type, amount, commercial or private, etc.) Contained Brew fest in parking lot of Parky Mt Bank corner of Church & 3rd Street

Has an Application to Use/Sell Alcohol been approved by the Montana Department of Revenue? Yes _____ No. If yes, please provide a copy.

Describe the Plan to: 1. Contain the alcohol use to a restricted area. Parking lot will be roped off with single entrance & exit

Describe the Plan to: 2. Prevent the sale or use of alcohol by minors. License will be checked before purchase of wristband. No service without wristband. This is a tasting.

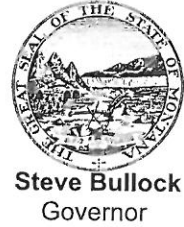
Describe the Plan to: 3. Provide for the safety and security of event attendants and other citizens. Parking and caution signs will be placed at entrances to town and directing people to parking areas.

Approved _____ Date _____ Denied _____ Date _____

Fee: \$200 Date Paid: _____



Montana Department of Revenue



STEVENSVILLE MAIN STREET ASSOCIATION
PO BOX 18
STEVENSVILLE MT 59870-0018

Letter Date: September 13, 2019

Letter ID: L0949004160

Account ID: 4045551-008-SPP

Account Type: Liquor Special Permit License

License Type: Special Permit

License Number: 3900

Subject: Special Permit for Stevensville Main Street Association

Dear Stevensville Main Street Association:

We have approved your request for a special permit to sell Beer and Table Wine for the Scarecrow Festival and Brewfest, at Rocky Mountain Bank, 220 Main Street, Stevensville, MT. Your permit will begin on October 5, 2019 and end on October 5, 2019. Please display the enclosed permit and an age placard at the event.

I will be happy to assist you if you have any questions. Please contact me at the address or phone number below.

Sincerely,

Patty Kautz
Alcoholic Beverage Control Division
Licensing and Compliance Bureau
PO Box 1712
Helena, MT 59624-1712
Phone: (406) 444-0017

Encl: Special Permit

Special Permit: 3900

Fee: \$10.00

STATE OF MONTANA
ALCOHOLIC BEVERAGE CONTROL DIVISION
SPECIAL PERMIT
FOR THE PERIOD BELOW

THIS IS TO CERTIFY that Stevensville Main Street Association of Stevensville, Montana is hereby granted a special permit to sell Beer and Table Wine to the patrons of the Scarecrow Festival and Brewfest at Rocky Mountain Bank, 220 Main Street, Stevensville, MT, the location described on the application.

This permit starts on October 5, 2019 and ends October 5, 2019. All permit holders are required to follow the laws and rules of the Montana Alcoholic Beverage Code (MABC) regarding the sale of Beer and Table Wine.

DATED at Helena, Montana this 13th day of September, 2019.

DEPARTMENT OF REVENUE
Alcoholic Beverage Control Division

Please Note: *Legal hours for sale of Beer and Table Wine are between 8:00 a.m. and 2:00 a.m. except when further restricted by city ordinance.*