



**Stevensville Town Council Meeting
Agenda for
THURSDAY, AUGUST 26, 2021
7:30 PM
NVPL Community Room – 208 Main Street**

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. April 22, 2021 Meeting Minutes Closed Session
 - b. June 28, 2021 Meeting Minutes Closed Session
 - c. June 28, 2021 Meeting Minutes
 - d. July 08, 2021 Meeting Minutes
 - e. July 22, 2021 Meeting Minutes
5. Approval of Bi-Weekly Claims
 - a. Claim #16437
 - b. Claims #16940-16991
6. Administrative Reports
7. Guests
8. Correspondence
 - a. Stevensville Civic Club
9. Public Hearings
 - a. FY2021-2022 Preliminary Budget
10. Unfinished Business
11. New Business
 - a. Discussion/Decision: Consent to the Mayor's Appointment of Susan Devlin to the Park Board
 - b. Discussion/Decision: Painting of Yellowjacket Bees on Stevensville Side Streets
 - c. Discussion/Decision: Resolution No. 490 - Adopting a Budget, Establishing Mill Levies, and Adopting Wages and Salaries for the Fiscal Year 2021-2022
12. Executive Report
13. Town Council Comments
14. Board Reports
15. 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:

c. June 28, 2021 Meeting Minutes

Stevensville Special Town Council Meeting Minutes
for MONDAY, JUNE 28, 2021

1. Call to Order and Roll Call

Mayor Dewey called the meeting to order. Councilmembers Devlin and Ludington were present.

2. Pledge of Allegiance

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

Jim Crews: 316 9th Street. A couple of things calling a special meeting the mayor is supposed to call the meeting and only those things can be on the agenda. and who is signing the checks when we don't have a financial officer. When you read the town ordinance the mayor the finance officer and the town council president are the only ones authorized to sign checks.

Public comment was sent via mail: Sharon Gee

Public comment was sent via email: Audree Tribbensee and Mark and Jane Harris.

4. Approval of Minutes

NONE

5. Approval of Bi-Weekly Claims

a. Claims #16798-#16853

Mayor Dewey: introduced the claims including the two new claims 16852 and 16853. Council has a claims sheet for their review, 16852 Ravalli Electric Co-op for \$100.00 and 16853 to Project 59870 for \$25,000.

Councilmember Devlin: make a motion.

Councilmember Ludington: 2nd.

Mayor Dewey: it has been moved by Ms. Devlin and 2nd by Mr. Ludington. Council discussion?

Councilmember Ludington: 16837 to Cody and Associates. \$4489.00. Overview of the claim.

Mayor Dewey: a multiple amount that she submitted in one batch for the work that her and Robert had done to get the books reconciled for the AFR. That AFR has been filed

with the state and Jennifer has provided us with a bulk of the information that we need to provide to the auditors for that fiscal year.

Councilmember Ludington: any timeline on an answer from the state?

Mayor Dewey: they already called and said you are in compliance.

Councilmember Ludington: that is what they said, no other statement.

Mayor Dewey: they just wanted to make sure we submitted it through the online portal in fact we uploaded it to the portal on Thursday and she called within an hour and was sending back another version of the PDF for us to utilize for the auditors it is submitted they are happy they are fine. We have a couple of weeks left to get the audit completed and over to them as well. Any further questions from the council? Public comment?

Bob Michalson: 222 Turner Street, Motorola solutions 6 of them for \$375.00. dating back into august of last year.

Mayor Dewey: so, they are for a subscription service for police department records software. We are not sure why the previous invoices were not paid but they were in touch with the claims clerk and determined that several payments were delinquent and so we have rectified that immediately and that is part of this back. We went back in the accounting system it was sporadic we can't understand why they weren't paid.

Leanna Rodabaugh: I don't know the number of this. \$515.00 for tables what was that for.

Mayor Dewey: they were for the tables for this room a couple more of these rolling tables for this room.

Leanna Rodabaugh: pretty expensive I am still asking along with Mr. Crews on how you are going to pay these claims when there is nobody authorized to write checks. I am very uncomfortable with one person writing checks.

Mayor Dewey: that is the situation that we are in today.

Leanna Rodabaugh: not according to the checks and balances sir.

Mayor Dewey: with out getting into much further of a dialog because not necessarily what public comment is for the claims are entered by a separate person and the checks are written by a separate person and all the checks are audited and when the auditors come through they look at check numbers they insure that all the vendors that those checks went to are legitimate vendors and if there is a gap in those checks they flag it, if there is a gap in numbers of claims they flag it and you have to provide an explanation on why that happened. There are checks with balances.

Leanna Rodabaugh: I don't have a problem with that explanation I do have a problem with I don't see any kinds of reports on what the auditors found. I am a little uncomfortable the town is watching, and we will try to figure it out.

Jim Crews: 316 9th Street, because the town has a clerk and a finance officer where the decision made to split the two separate offices the only people that can sign town checks are the finance officer and the mayor or the council president acting as the mayor if the mayor is not present. Now that is a town law, (recited town ordinance) so who is the second signer, the request was also submitted to the town attorney and both councilmembers.

Mayor Dewey: there is only one signer in the organization currently.

Trevor Motley: 318 9th street, I guess my question is there are only two council members there is not a quorum how do you vote to approve town business?

Mayor Dewey: quorum is established by the number of people on council not by the number of seats. We went through this with other council vacancies.

Pat Groninger: 3rd street, Paul are you comfortable with this?

Councilmember Ludington: yep.

Pat Groninger: 100%

Councilmember Ludington: yep.

Pat Groninger: it is different from today and yesterday; I am saying yesterday when we were sitting in this monkey seat. Why is it different today with the allowance of the individual to write checks free willy not that I am accusing him of doing so, the fact is that it is the law, if I would have done that the lovely Ms. Howell would have had me all over the paper. Why is it different yesterday as it is today?

Councilmember Ludington: part of the reason is that we have a software for that, that we didn't have then.

Pat Groninger: we are changing our laws and the town of Stevensville has an ordinance that says that because we have software? What is it?

Councilmember Ludington: I don't know what is it?

Pat Groninger: I am asking how are we here today? allowing one individual with back up of checks and balances signing a check with out this secondary signature that has always been, why is it different today?

Councilmember Ludington: it is not different today.

Pat Groninger: how many signatures are going to be on that check?

Mayor Dewey: only one.

Pat Groninger: I think that it is different today, we only have one signature we used to have two, by city ordinance I feel, and also state law. And once again here we go, without a quorum shouldn't even be having this meeting.

Mayor Dewey: we will go ahead and call for the vote on the claims, Ms. Berthoud.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Mayor Dewey: the motion passes unanimously.

6. Administrative Reports

NONE

7. Guests

NONE

8. Correspondence

a. Resignation of Councilmember Dempsey Vick

9. Public Hearings

10. Unfinished Business

11. New Business

a. Discussion/Decision: Town Council vacancy in Ward 2 created by the resignation of Patrick Shourd

Mayor Dewey: the council has a single application in their packet from Ms. Sydney Allen who is here this evening. I will defer to the council on how you would like to proceed.

Councilmember Devlin: I have already interviewed Ms. Allen I chose some questions to ask her.

Councilmember Ludington: the application period has ended, and she was the only applicant I think that we should fill the vacancy in ward 2 of Patrick Shourd and replace with Sydney Allen.

Councilmember Devlin: I will 2nd that.

Mayor Dewey: Moved by Mr. Ludington and 2nd by Ms. Devlin. Any further council discussion, public comment? Ms. Cook.

Kathy Cook, this is not regarding this appointment why item 4 of your agenda approval of minutes was overlooked. And it is in the agenda packet. It is still in your agenda.

Mayor Dewey: there are no minutes in the approval of minutes section of the agenda. Is there any public comment on filling the vacancy at hand? Hearing none we will call from the vote, Ms. Berthoud.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Mayor Dewey: that motion passes, with councils indulgence so that you can move along with your agenda, we can go ahead and swear in Ms. Allen at this time. (Mayor Dewey swore in Ms. Allen as a councilmember)

b. Discussion/Decision: Town Council vacancy in Ward 2 created by the resignation of Dempsey Vick

Mayor Dewey: introduced new business item (b). (Interruption from the audience) We called for public comment and then we called for the vote.

Councilmember Devlin: I am going to recuse myself from this and escort myself out and would you please let me know when this is done.

Mayor Dewey: the council has two applications in front of them one from Sue Devlin and the other from Jim Crews. That is why Jaime has recused herself from this conversation. (Chatter from the audience) lets try to be respectful. Council?

Councilmember Ludington: I am not sure how we want to actually proceed here other than the fact I don't think that we have a viable candidate for Mr. Vicks position I will agree with Mr. Crews in this instance to not appoint Ms. Devlin's mother there isn't anything on the planet that would make me appoint Mr. Crews to a position on the town council so I would make a motion that we again put out an application and ask for application for ward 2. And not appoint anyone this evening.

Mayor Dewey: is there a 2nd?

Councilmember Allen: I will 2nd.

Mayor Dewey: it has been moved by Mr. Ludington and 2nd by Ms. Allen. Does council want to delineate a time frame on how long you want to take applications, council rules say we have to leave that open for ten days following the notice.

Councilmember Ludington: based on that we are going into a holiday weekend I think we should run it for two weeks.

Mayor Dewey: any further council discussion on that? Public comment?

Jim Crews: I may be wrong with this, but I think you only advertise for eight days to begin with than ten days and you have thirty days from the time of filling the position and secondly, I don't think that council appointee Allen is able to take her seat until after her oath of office has been placed on file with the clerk and recorder's office and I find that Mr. Ludington's comment to not consider me for council I find to be highly inappropriate because he hasn't justified it in any shape or form if I do get up and say something I am usually pretty good at backing up what I say and I find the actions of this council currently to be obscene, you all have a great evening.

Bob Michalson: 222 Turner Street, I think that it is sad that that we have a former Mayor and Council member who has given his time and his effort to this town whether he is a little loud and doesn't fit into this your, (unclear audio) it is so sad and backwards. Thank you.

Leanna Rodabaugh: I would like to know personally Mr. Ludington just for my own education are you afraid of him.

Mayor Dewey: we are not going to engage in a Q&A.

Leanna Rodabaugh: (unclear audio) Mr. Crews on the council I think that you have to have some guts there.

Councilmember Ludington: I don't believe that there is anything that Mr. Crews has to offer other than obstruction there are a lot of things that are going on in this town and I am witnessing it right now that need to be dealt with I don't think that he has anything constructive to add to that based on the fact of his past history and his relationship with me and the fact that he blatantly lied to me more than once I would not consider him to be somebody that I could trust.

Leanna Rodabaugh: he got up and that is something that is more than anybody, Ms. Allen had no business being on there tonight Ms. Allen being legally sworn in (unclear audio) according to Jaime we are kind and we love each other and we can all get along and that has to be an effort on your part and on his to try and make this work and it isn't working right now when you refuse to even consider him to step up this isn't a fun position that you guys have and we all sympathize but there are rules and laws and resolutions that you must follow and to just not consider somebody makes it look like you are a little lacking in compassion and a little lacking in caring. Mr. Crews knows the laws and codes and you don't.

Vicki Motley: 318 9th street, I agree that Sue should not be considered I feel that it would be a conflict of interest, but I feel that you need to consider Jim yes he does know a lot about the town yes there are times that he pushes buttons and I don't think that is a bad thing I think that it holds everybody accountable and I think Jim would be a good fit for ward 2 it is where I live, thanks.

Jim Tadvick: 509 Mission Street, this position is for only 6 months, can't we get along for 6 months. And Jim is very knowledgeable on a lot of stuff, and I don't care for his approach sometimes (unclear audio) I was going to apply but I don't want to get blasted on face book and I am being very honest, thank you.

Leslie Tadvick: 509 Mission Street, I have known Jim Crews for a long time, he is knowledgeable, I am also in his ward and I would request that you put him on the council because his knowledge would be good he knows the laws he knows some of the things that are going on are not quite right and I think that Jim could add to this so I suggest to the council that you put him on and it is a request from his ward. We would be voting for him. I hope that we find somebody quickly are we getting a new person in the accounting department. Do we have any applications? Do we have anybody in line?

Mayor Dewey: outside of the agenda item I am not going to answer it, it is separately. Any further public comment?

Karen Wandler: 311 6th Street I am also in ward 2 I appreciate Ludington's answer, ward 2 has voted against him before I think that he could be a problem, he is a bully he has caused problems with the clerks and the other people, I agree that he should not be on the board he has voiced his opinion for things that we have done wrong I can see the town going on with people that are courteous to other people he has cost the town a lot of money and I don't think that he should be in that position.

Mayor Dewey: any further public comment? Any last-minute comments from the council?

Councilmember Allen: yes, I would like to comment why I supported Paul in his decision to seek further applications. I am reading Mr. Crews application I am looking at an incomplete application so if I am impressed with Jim's application, I don't know how to get a hold of Thomas at APS or Craig in Stevensville so I would like to see a complete application.

Mayor Dewey: if there is nothing further from council we will go ahead and call for the vote, the motion on the floor is to readvertise and not make an appointment at this time. Ms. Berthoud

Councilmember Ludington: aye.

Councilmember Allen: aye.

Mayor Dewey: we will take a short break and have Ms. Devlin join us.

c. Discussion/Decision: Investigation into legal fee claim

Mayor Dewey: introduced new business item (c) council has an email in their packet from the city attorney regarding the facilitation of an investigation following the

documents that you asked for in your last council meeting on the subject. With that council can provide direction on how they would like to move forward.

Councilmember Ludington: I will make a motion to engage in the services of Isaac Canter to do the investigation, independent investigation suggested by the town attorney.

Councilmember Allen: 2nd

Mayor Dewey: it has been moved by Mr. Ludington and 2nd by Ms. Allen. Council discussion?

Councilmember Devlin: is there belief that there was criminal intent with what happened in this claim?

Councilmember Ludington: no, but we should make it clear that we are not going to just let this go that we should have somebody look into this from outside the perimeter of the town. To say here is what happened here is what they investigated and here is what they found and submit that. I realize that it is \$200 per hour but I think that it is worth it for the towns people based on the recent situation that we ran into with the mayor's legal fees we need to make sure that things were done properly and have somebody outside of the town and the town attorney look at it and make sure we can look ourselves in the face and say that was right.

Mayor Dewey: any further council discussion? Public comment? Hearing none we will go ahead and call for the vote, Ms. Berthoud.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Councilmember Allen: aye.

Mayor Dewey: okay motion passes.

d. Executive/Closed Session: Records Request from the Bitterroot Star Regarding Tribbensee v. Town of Stevensville

Mayor Dewey: introduced new business item (d) to the public and to the council.

CLOSED SESSION

Mayor Dewey: we will reconvene the town council meeting after a closed session. The result was for council to release the records if the employee waives her right to privacy if that does not occur, we take the next appropriate steps.

12. Executive Report

Mayor Dewey: we do have a candidate for the finance officer we are just kind of buttoning up a few things on the finalist and then I will be prepared to finally offer the position to the individual so we are just working through our process there and we will hopefully get somebody in that position forthwith. Barring any further questions from the council I guess the only other thing that I will mention is I will go ahead and get availability for budget workshops. Ms. Allen is seated as a councilmember the last time we had a mass exits of the town council the clerk and recorder was fine as long as the town clerk received the document, it is not uncommon for us to hold things to be filed and file all at once you are fine decisions are legal we went through this when councilmember Holcomb was the last standing so we are not going to be in any trouble there. Town council comments?

13. Town Council Comments

Councilmember Devlin: I just want to thank all the volunteers and organizers that put Western Heritage Days together and I know that everyone sitting up here had their hand in it in one shape or form I thank you personally for your help with the event. Most people don't know that it starts in January putting that together July 7th there is going to be a meeting at the American Legion for anyone that is interested in volunteering for the Creamery Picnic we definitely need volunteers for that we like to keep our traditions going here in Stevensville in order to do that it takes volunteers.

14. Board Reports

NONE

15. Adjournment

APPROVE:

Brandon E. Dewey, Mayor

ATTEST:

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

d. July 08, 2021 Meeting Minutes

Stevensville Town Council Meeting Minutes
for THURSDAY, JULY 08, 2021

1.Call to Order and Roll Call

Mayor Dewey called the meeting to order, Councilmembers Allen, Devlin and Ludington were all present.

2. Pledge of Allegiance

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

Stephanie Mapelli: 203 St Mary's Drive gave a presentation about her mother and how she was killed by a driver while in a cross walk. The importance of speed bumps to slow down drivers on College Street.

Cheryl Olson: I live on 10th street, and I want to support what Ms. Mapelli said. I watch the signs being moved; I think it is time to slow down the traffic. I just want to thank Paul, Jaime and welcome Sydney, the mayor and Jenelle for all the work that you do.

Leslie Tadvick: 509 Mission Street, want to say thank you to Ray Smith, Jeff and Vicki Motley for the wonderful 4th of July.

4. Approval of Minutes

a. Meeting Minutes 04/01/2021

b. Meeting Minutes 04/06/2021

Mayor Dewey: introduced the minutes for approval.

Councilmember Ludington: I will make a motion to approve.

Councilmember Devlin: 2nd

Mayor Dewey: moved by Mr. Ludington and 2nd by Ms. Devlin. Council discussion?

Councilmember Ludington: they were long, and I really appreciate Jenelle taking the time.

Mayor Dewey: any further council comment? Public Comment? Hearing none we will call for the vote, Ms. Berthoud.

Councilmember Allen: aye.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Mayor Dewey: okay.

5. Approval of Bi-Weekly Claims

a. Claims # 16800-#16891

Mayor Dewey: introduced Claims # 16800-#16891.

Councilmember Ludington: make a motion to approve.

Councilmember Devlin: 2nd.

Mayor Dewey: it has been moved by Mr. Ludington and 2nd by Ms. Devlin. Council questions?

Councilmember Ludington: I have a question about claim #16871 and Steve Kruse. For fire ball sewer.

Steve Kruse: gave comment about the fire ball sewer cleaner.

Mayor Dewey: further council discussion? Public comment? Hearing none we will call for the vote, Ms. Berthoud.

Councilmember Allen: aye.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Mayor Dewey: while we are on claims I would like to inquire councils' direction on a specific claim that has gained a lot of discussion in the community and that is claim #16437. In the amount of \$12020.20 I think we all know what that claim is for. There has been inquires that the council is going to consider that claim or what that process looks like I would like some input from the council on how you would like to proceed. Do you want that claim to come in front of the council or acknowledge that claim didn't come before council in December or if you would like to consider it this evening?

Councilmember Devlin: I think for me there are other claims that have not come forward from that period as well, I would like to see those come before us I think that claim should be separates and should probably be discussed at the time that we receive the information back on the investigation.

Councilmember Ludington: I agree with Jaime. I think that once we get a report on the investigation it will be considered, and I think we also need to see those claims.

Councilmember Allen: I also agree

Mayor Dewey: with that on the record that will clarify.

6. Administrative Reports

a. Airport

In the agenda packet for council to review.

Councilmember Devlin: I know that I brought this up a couple of months ago, we have not had representation at the airport, and we have not seen the director or as he given his own reports.

Mayor Dewey: he is part time employee; he has conflicts in his evening aside from rearranging schedules we ask that they give there reports in writing.

b. Community Development

In the agenda packet for council to review.

c. Finance

Mayor Dewey: presented the finance report to the council, this is new to the council, the report is in the council packet for their review. Mayor Dewey gave a explanation of the report in front of the council.

d. Fire Department

Chief Motley: gave his report to the council, in the agenda packet for council to review. There was an accident last night.

Councilmember Ludington: that was going to be my question, what is your response time going to look like?

Councilmember Allen: I am glad that nobody was hurt.

e. Parks Department

Bobby Sonsteng: gave his report for the parks department. In the agenda packet for council to review. I had 6 pool parties scheduled and after this was printed there are 12 more parties scheduled.

f. Police Department

Chief Sosa: gave his report to the council, provided in the agenda packet to the council. The only other item that I have to add is that I was involved in a felony arrest and the citizens helped out in our town.

Councilmember Allen: I am glad that you are being transparent about those vacation checks.

g. Public Works

Steve Kruse: gave his report to the council, provided in the agenda packet to the council. June was a busy month for us, water usage is up, the mayor found the leak in our reservoir.

Mayor Dewey: can you speak to Stevensville position on keeping up.

Steve Kruse: we have a lot of water in the early morning hours our reservoir is keeping up.

Councilmember Devlin: I want to thank you and Bobby for your help with Western Heritage Days.

7. Guests

None.

8. Correspondence

a. Email from Stephanie Mapelli RE: pedestrian and traffic safety on College Street.

9. Public Hearings

None

10. Unfinished Business

None

11. New Business

a. Discussion/Decision to nominate and elect a Councilmember to serve Council President in accordance with Town Council Rules Part XII

Mayor Dewey: introduced new business item (a) your council president resigned, and you are now a council of three.

Councilmember Devlin: I would feel that would be appropriate to have a fill in council president until we have a full council.

Councilmember Ludington: I don't have a problem with that.

Councilmember Allen: I think that an interim president might be a good idea.

Councilmember Devlin: has nominated Paul Ludington.

Councilmember Allen: 2nd the nomination.

Mayor Dewey: it has been moved by Ms. Devlin and 2nd by Ms. Allen as Paul Ludington as the interim president. Council discussion? Public comment? Hearing none we will call for the vote.

Councilmember Allen: aye.

Councilmember Devlin: aye.

Councilmember Ludington: abstained.

Mayor Dewey: motion passes two ayes, and one abstained.

b. Discussion/Decision: Special Event and Alcohol Use for Stevensville Class of 2011 Reunion

Mayor Dewey: introduced new business item (b)

Councilmember Devlin: make a motion to approve.

Councilmember Allen: 2nd

Mayor Dewey: it has been moved by Ms. Devlin and 2nd by Ms. Allen. Council discussion?

Councilmember Ludington: we all remember our ten-year class reunion I have no problem with the class reunion.

Mayor Dewey: any other council discussion? Public comments? Alright we will call for the vote, Ms. Berthoud.

Councilmember Allen: aye.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Mayor Dewey: motion passes.

c. Discussion/Decision: Morrison-Maierle Task Order No. 4, New Automatic Vertical Pivot Gate at the Stevensville Airport

Mayor Dewey: introduced new business item (c)

Tyler Reed: I am with Morrison-Maierle, and I am here to present task order no. 4. Tyler discussed the problem with deer entering the airport and causing problems.

Councilmember Ludington: what is the timeline for this?

Tyler Reed: so, I would like to get construction going in August. Would like to get everything set up before the gate gets here.

Councilmember Ludington: I will make a motion.

Councilmember Devlin: is it on a timer?

Tyler Reed: I will close automatically on its own. It knows when you are there. When you are leaving it just opens up.

Councilmember Allen: 2nd

Mayor Dewey: it has been moved by Mr. Ludington and 2nd by Ms. Allen. Council discussion?

Councilmember Ludington: Mr. Thomas had a comment for the airport report.

Craig Thomas: gave a report to the council for Tim Smead.

Mayor Dewey: thanks Craig. Is there any public comment?

Jim Tadvick: 509 Mission Street, I agree that a gate is needed just make sure that it is a quality gate.

Mayor Dewey: any further public comment? Hearing none we will call for the vote, Ms. Berthoud.

Councilmember Allen: aye.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Mayor Dewey: that motion passes.

d. Discussion/Decision: Consent to the Mayor's appointment of Wendi Planty as Director of Finance (Finance Officer) and Human Resources

Mayor Dewey: introduced new business item (d). Ms. Planty is coming to us from Alaska. Mayor Dewey gave a background on Ms. Planty and discussed her start time.

Councilmember Ludington: I will move to consent to the mayor's appointment.

Councilmember Devlin: I will 2nd.

Mayor Dewey: it has been moved by Mr. Ludington and 2nd by Ms. Devlin. Council discussion? Public comment?

Vicki Motley: 318 9th Street what does it mean as an exempt position?

Councilmember Ludington: that means that it is salaried.

Councilmember Devlin: (unclear audio)

Mayor Dewey: we have worked over the past few months to move our department heads to salaried. any further public comment? Hearing none we will call for the vote, Ms. Berthoud.

Councilmember Allen: aye.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Mayor Dewey: the motion passes.

e. Discussion/Decision: American Rescue Plan Act Water & Sewer Infrastructure Grant Application

Mayor Dewey: introduced new business item (e). this is a carry over from your decision from the last meeting to carry on with the grant application. In your council communication is some background on the project. The application is on an online application and is not in your packet it is not printable. All together we are looking at a \$2.5 million and some change we are contributing funds as well. Gave a breakdown of the contributing funds. There is about \$100,000.00 wiggle room from the town that has been set aside for a project.

Councilmember Devlin: does this tie into the gentleman that we spoke with last fall about the bond refinancing?

Mayor Dewey: regarding bond financing? Not really, the bond financing I am waiting to hear back from him, and he is waiting on some information from us. The bond refinancing will result in a savings to the town. If we saw a significant savings in the bond restructure, we could see additional funds for the project depending on where we were at in the project.

Councilmember Delvin: or lower our water rates?

Mayor Dewey: you will never be able to lower your water rates. We had that conversation a couple of years ago with the council. Your bond conditions are not able to lower your water rates, but you can work on not raising them. There are requirements within the system, and when you reduce rates bond holders get very concerned that you may not be able to repay your debt if you reduce your rates. Last time that we talked to USDA and said that we wanted to lower our rates they said are you nuts.

Councilmember Allen: could you clarify the ARPA money? How much do we get total?

Mayor Dewey: we had CARES funding that was the first round. And then we have ARPA. CARES reimbursed us for expenses related to COVID. For 9 months it paid public safety wages. Actually, we haven't touched the ARPA money. You get half now and you get the second amount in a year from now. There is also a second bucket that is being set aside for the town of Stevensville and we have to apply for that. The third bucket is a competitive grant through the state of Montana, and you have to apply for it. Those are the three buckets of ARPA money, and we haven't touched any of it at this time.

Councilmember Ludington: I will move to approve the application.

Councilmember Allen: I will 2nd.

Mayor Dewey: it has been moved by Mr. Ludington and 2nd by Ms. Allen. Council discussion?

Councilmember Devlin: go through this again, ARPA money, \$264,000 we already have a million in our water fund in essence we don't have to come up with any money we can fund this project with out raising any rates, without raising anybody's taxes we don't have to jeopardize anything.

Councilmember Ludington: that does include replacing some water and sewer lines.

Councilmember Devlin: these million dollars is what was raised to put away. When we looked into our growth and needing to add to our water supply.

Mayor Dewey: I think the intent of the proposed project the critical need of the engineer reports critical need is storage and that is because there is not enough storage. In addition, the tank is very old and needs to be either rehabbed or replaced. Capacity needs to be increased regardless. Our well system however based on projections that they utilized (unclear audio) in some places not. We have enough capacity for the water being pumped out of the ground it is a concern on where we store that water. We would put less wear and tear on the well if we wouldn't lose 75% of the water that we are pumping into the ground. The council could reassess financially and say this project is done what does the next thing look like for the Town of Stevensville's water system what is it going to take to fund that does that mean that you adjust your infrastructure fees that builders are paying.

Councilmember Devlin: we already approved Burnt Fork Estates we already take care of that. Where is it going to go?

Mayor Dewey: they already pay a portion in their infrastructure fee.

Councilmember Delvin: that is not included in this so is that money going into, so we are not going to.

Mayor Dewey: Creekside phases 1 and 2, Creekside phase 1 has already paid for this project and so when Burnt Fork Estates is built out all those infrastructure fees are paid those infrastructure fees will pay for the project. Any further questions from council? Are you okay with consensus designation half of the treasury fund towards the project? (Council stated "fine with that") not sure if you wanted to adjust it up or down.

Councilmember Devlin: so, we can say we want to put this amount for, we go through the process can we lower it at a later time?

Mayor Dewey: sure, you can obligate that funding through the grant match and then adjust the budget down accordingly. Whatever works you may also have an opportunity financially that we may have a windfall turn those funds into the project and increase those funds (unclear audio) once this grant application is submitted and hope that it is approved we can do the nuts and bolts with HDR regarding exactly what does the project look like from a design point is there a second water tower and we rehab the first is there just a brand new water tank and what does this all look like those intricate pieces of the grant we will address this. Right now, we are just trying to make sure the piggy bank is accurate. Any further council discussion?

Councilmember Allen: I am reading this allocation we chose to do this match one to one to be more competitive, correct?

Mayor Dewey: public comment?

Vicki Motley: I think that it is a great project, and it is needed. And we don't have the funding to do it.

Mayor Dewey: any further public comment? Hearing none we will call for the vote, Ms. Berthoud.

Councilmember Allen: aye.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Mayor Dewey: that motion passes unanimously, the deadline for that is July 15th over to HDR.

12. Executive Report

Mayor Dewey: gave his report to the council. Tying in with the conversation that we just had we talked about our bonds and our debt services there. USDA comes and does a review of the water and sewer system any system that has debt, every six years is what they told us, so we had not had a review since our bonds had been awarded it had been about six years. They came and said that they wanted to come and look at some stuff, one of the questions they asked us what you are going to do with the ARPA funding and what type of project, they said how much do you need to borrow, when Jenelle and I said none, they were very pleased. They had a great review of the town of Stevensville in terms of what has happened over the past administrations to regain credibility with the USDA if you recall before the big projects, they weren't going to give us a dime and Mayor Minmack did a lot to repair that relationship. They are very happy with where we sit, they toured our facilities they were very impressed with how well everything

is maintained. The leak that Mr. Kruse referred to was the leak that we found when we opened the lid and there was a leak in the whole. Their only critique was the ADA review of the public space. We have some challenges of ADA access to town hall it is not a secret to anyone; they noted the changes that we had made. They would like to see us do a little more but understand our circumstance. In other news the administration has been working on long grass issues, working with the police department and public works. The success that we have seen with some enforcement measures. There was just one resident that we had to mow due to the deceased homeowner. The other ones mowed before we had to take measures, there are some other trouble properties that I am sure the community is familiar with we are going to address those separately in some staff meetings and work with those as well and get those picked up. We feel a little bit better about the fire safety and preparedness in the community. Lastly, we are providing data sets to mysidewalk and went back as far as 2017 and provided data sets to them with matrix, and then we will start to see some movement on our website. I would anticipate September 1st would be a good solid date to launch. Any questions from the council on the executive report?

13. Town Council Comments

Councilmember Ludington: one of the things that I thought of when we were talking about the ARPA funding was I was at my nephews wedding, they were all excited about Montana I had a conversation with a gentleman that lived 200 miles south of Chicago and has a 2000 square foot house with a detached garage (unclear audio) he pays \$12,000 per year in property taxes he pays \$185 per month on water and sewer and is limited to the size of grass that he can water. We think that things are expensive here but in the grand scheme of things (unclear audio) we have a little perspective, and we are lucky. (Unclear audio) when I was originally on council, we were aggressive around water mains. (Unclear audio) I always tell people that say that is high, I have been paying to upkeep this system since I bought my house you need to buy into that system so you will have to pay a portion for that system. This is not an enterprise fund that funds itself, you have to be able to sustain that service and it is not an easy job, it takes a lot to be able to keep the infrastructure happy. So, I think we are doing a great job.

Councilmember Devlin: I had in mind a completely different council comment tonight. Looking over the budget and what happened 20/21 I am really proud of that we increased a lot in our budget workshop last year did a lot that made a lot of people nervous. It took on a different structure and we also did something that you Brandon brought to the table we did something (unclear audio) without getting actual numbers from the county it was pretty scary we did that, and it was absolutely phenomenal so thank you for that. I think there were a few people that a role in that good job. I am proud to be part of what you did. We need volunteers for Creamery Picnic.

Mayor Dewey: thank you very much. Any further council comments

Councilmember Allen: I am eager to get involved and work on the budget. I super eager to work on the budget.

Mayor Dewey: if you recall we adopted a budget around the 13th of July last year it was incredible. When we estimated our revenues I think we were in seven tenths of a mill with tax

revenues, we don't have to do that this year because we are already behind, when I say behind we are past our dead line in passing our budget. The fact that we came out ahead and that we didn't have to use reserves out of the general fund, CARES helped out with that, and we can credit to that, and we did very well in managing that, we have budget amendments that have to happen. Thanks for your support and feedback.

14. Board Reports

Councilmember Ludington: the planning and zoning met last week spent a little bit of time reacquainting because we hadn't met in person for over a year. (Unclear audio) very relevant to where we are right now. We are paying particular attention to the economy the mayor has set an ambitious schedule (unclear audio) try to keep up with it.

Mayor Dewey: that is the second time that the planning and zoning board has said that the mayor has set up an ambitious schedule, I want to say that I just suggested it, you guys are sticking to it good job. Any other board reports? Following your next council appointment, it probably will not be on your 22nd agenda but the agenda following in August we will put board appointments on that agenda. Sydney is already on the park board. the airport board is still without a representative. If there is a council member that would be able to attend the next airport meeting that would be great.

15. Adjournment

APPROVE:

ATTEST:

Brandon E. Dewey, Mayor

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

e. July 22, 2021 Meeting Minutes

Stevensville Town Council Meeting Minutes for THURSDAY, JULY 22, 2021

1. Call to Order and Roll Call

Mayor Dewey called the meeting to order, Councilmembers Allen, Devlin and Ludington were all present.

2. Pledge of Allegiance

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

Pat Groninger: 518 3rd Street I am asking why I did not hear about the 3rd Street rebuild? Any reason that I did not get anything in the mail.

Mayor Dewey: it is not a question-and-answer period Pat. I have your question noted.

Pat Groninger: I find it to be a total disregard that we were not notified of this disaster that is happening on 3rd street. You put on Facebook, you did I am sure, that they would finish on the 6th of August. They aren't pouring asphalt until the 11th they won't be done until mid-month. It was such a disaster, and you could have saved a lot of money for the town if you would have brought the community together on that street it is disrespectful it is unacceptable, we should have been notified and I understand that you can't give an answer, but I expect some sort of an answer in some way.

Bob Michalson: 222 Turner Street, I would like to add to our conversation that we had this afternoon the town has a long history and past and goes beyond Mayor Dewey. The town has a culture of buying big ticket items in November and December of every year in the out of cycle claims that aren't preapproved. I was brought aware of this in 2015 when Mr. Ludington was the mayor, and the town purchased a ladder truck for \$28,000 and then it came before the council in January, and it was already paid for. This goes on and on, dump trucks, police cars, computers. Last December the town paid \$64,000 for computers, laptops everything that Brandon stated today were for the fire and police department it all came out of CARES the town bought \$28,000 for the computers and equipment for the administrative staff I can't find anywhere in the purchasing policy where the town has the authority to spend \$64,000 without council approval without public input like I said Mayor Dewey it goes beyond and I think that this culture needs to change, it really does it is really irresponsible spending on our parts and this has to change now. This is almost \$100,000 in computer equipment here that the town bought out of cycle in November and December of last year. And it is just coming before the council now and I guarantee that the purchasing policy doesn't give anybody the authority to purchase without approval. And one more thing, the portal thing that Mayor Dewey put in the paper. I would like to know if that was reviewed by the city attorney, the fines that were set there are no MCA codes to back it and I think that it should have been run by Scott before. It

looks like to me that this thing, the public had no input on the council had no input on. It was just put in and yes, the idea is great but I think the public should have had more participation on the front end of this. Thank you for your time.

4. Approval of Minutes

a. 04/22/2021 Regular Meeting

Mayor Dewey: introduced the approval of minutes.

Councilmember Devlin: make a motion.

Councilmember Allen: 2nd

Mayor Dewey: it has been moved by Ms. Devlin and 2nd by Ms. Allen. Council discussion? Public comment? Hearing none we will call for the vote, Ms. Berthoud.

Councilmember Allen: aye.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Mayor Dewey: the motion passes unanimously.

5. Approval of Bi-Weekly Claims

a. Claims #16892-#16918

Mayor Dewey: introduced the bi-weekly claims.

Councilmember Ludington: make a motion to approve.

Councilmember Devlin: 2nd.

Mayor Dewey: it has been moved by Mr. Ludington and 2nd by Ms. Devlin. Council discussion?

Councilmember Ludington: claim #16903, MMIA. I am asking if that is an annual premium for insurance?

Mayor Dewey: yes.

Councilmember Ludington: \$25,680. 50 is the annual premium for the town?

Mayor Dewey: correct. Any further council discussion? Public comment?

Public Comment

Unidentified citizen: why can't we see the claims up there? We can't see them.

Leslie Tadvick: 509 Mission Street, in that claim is there a claim for attorney's fees for the \$12,000 on this?

Mayor Dewey: no this is only for claims #16892-#16918.

Leslie Tadvick: that doesn't mean anything to me.

Mayor Dewey: there are two batches on the agenda.

Leslie Tadvick: so, there is another batch. Will the \$12,000 be in that batch?

Mayor Dewey: yes, it is but the council is going to remove that claim.

Leslie Tadvick: I would like to show that court papers for Leanna Rodabaugh and no where is the town of Stevensville mentioned.

Mayor Dewey: if there are no further public comment then we will call for the vote. Ms. Berthoud.

Councilmember Allen: aye.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Mayor Dewey:

b. Claims #16426-#16456

Mayor Dewey: at the last meeting council gave direction that they wanted to wait until after an investigation was done to consider claim #16437 so with that, I would entertain a motion from council to approve claims #16426-#16456 omitting #16437.

Councilmember Ludington: I will make a motion.

Councilmember Allen: 2nd

Mayor Dewey: it has been moved by Mr. Ludington and 2nd by Ms. Allen to approve claims #16426-#16456 omitting #16437.

Mayor Dewey: council discussion?

Councilmember Devlin: I would like to discuss claim #16452 and #16454 the public safety computers and the new administration computers I went back through, and I am not finding anywhere where we received this is any kind of reporting from our finance officer these were never brought to our attention. I kind of noticed it seemed like all of the other accounting for the CARES money was brought up for session for the council whether it be to let us know what were the ideas, the thought process or to get our approval. Am I missing something?

Mayor Dewey: I don't think that you are Ms. Devlin, it is our responsibility to bring these expenditures to your attention. These occurred out of cycle for primary reason while we deliberated the purchase for some time as we provided in the memo that we sent to CARES. Despite that we were given a deadline by the state that said you need to have this money spent by December 30th. When we were given that deadline we weren't, we did not have opportunity to call council meeting and say this is what we want to do. So we had to rapidly pull these

proposals together that doesn't diminish councils expectations that the finance officer or the administration should be reporting on those matters to the council.

Councilmember Devlin: I know in the past when things had to happen that were information purposes that we have received an email stating her is what is happening this is going to be a quick purchase what not. I am just kind of shocked that we didn't here from the person in charge of our finance making the decision to spend over \$92,000. It is pretty unsettling, and what was the back plan if that was not going to be paid by CARES, was there a back up plan?

Mayor Dewey: we were certain that CARES was going to approve it because we had received indication from them of a preapproval, they weren't giving preapprovals they were saying yes that appears to be an eligible CARES expense. We were in the 90% tile in confidence that this expenditure was approved by CARES. And that being said the off chance that they did not approve that we were prepared to ask council to spend reserves.

Councilmember Devlin: so, I think of the fire departmet door as an example. We were in on that discussion and that decision by the while not knowing if CARES would pay for it or not. This sounds like the same process I am not sure who led that I don't know whose decision this was. While this had to be spent by the end of the year, I think there was plenty of time in advance that CARES was going to pay for things. We kind of set a precedence when we talked about the \$12,000 and investigating that, we are talking about \$92,000 that we had no nothing about. Because we set this precedence because the last time that we spoke of claims, Mr. Michalson made a point that there was a big lump sum that had not been paid in quiet a while and he spoke to no they had not been paid in quiet a while and we weren't sure why. I think rather than, and this is my opinion and I welcome anybody's else viewpoint on this, considering this we are looking at \$6,000 for an investigation considering \$92,000 I would welcome a financial review or a financial audit at this point.

Councilmember Ludington: all I will say is that I will never approve claims out of cycle again. If you look at this, I am somewhat surprised at this kind of claims that were being done out of cycle. We will have to figure out how to do it, but I don't think we should pay claims out of cycle. We are coming up on the fall and the winter of the year where we normally only have one meeting in November and December, we are going to have to figure out what we are going to do because I won't allow this again.

Councilmember Allen: I think that I support that idea, Mr. Michalson spoke about being the new person and I sit here being the new person. I sat here combed through these wondering why I am approving something this being cycle that will be paid tomorrow and one from November. I agree our tactics must change my goal and everybody's goal is transparency. This doesn't feel transparent when we are paying for something from November. I agree with both my fellow councilmembers

Mayor Dewey: is there any further council discussion? Public comment?

PUBLIC COMMENT

Pat Groninger: I must say that I am very proud of you three for standing up and showing the fact that you want to be responsible I don't know you two ladies personally I do know Mr. Ludington

but thank you very very much for being aware that there are things in this community that are being paid for unauthorized by the council and the mayor has cut the check. I don't know if it is the finance officer or not because the fact is there has been such a fog put forth on this community on who is in charge or who should be in charge you don't know me but I used to be the mayor at one point I used to be on the council and I understand and respect the system very very much you turn the head the council turns the head they approve on the decisions, they approve on monies they approve on checks if you say okay he is allowed if you say no he is not, if you say nothing he is guilty of falsifying checks for written unknown amounts. You just exposed an amount that just really tugs on a few head and tugs on a few hearts. The \$12,000 we know he is guilty of that the other money, in my opinion, the other money we don't know what he has done illegally or unethically. Thank you very much for now starting to be the watch dog of his failure and we need to get even deeper I think you three are going to be very very scared when the individual avenue, cost, pricing, checks he has wrote is astounding. I mentioned 3rd Street that is where I am living, the bid was let out for \$200,000 that poor contractor has not a clue what is deep in behind the dirt it is going to be a four to five to six hundred thousand dollar project on 3rd Street I have been crying about it for three years he even told me one time in a meeting that water line was replaced no it wasn't, a wooden water line, I have been here longer than he has been alive, I have seen I thank you , stay strong, stay tough and question everything that comes about because you know something you are just as liable as he is when he signs it and you approve it and don't know about it, it is going to go to court.

Bob Michalson: 222 Turner Street, I still have to question the FIRST CALL computer solutions we are paying \$2100.00 a month for monthly fees, and I see where we paid \$2100.00 for another monthly fee these are past months, we paid \$7429.00 for computer repair \$444.00 to pier one tech support, \$361.00 for server issues of course we know about the \$28,000. So we are getting all of this service for \$2100.00 a month but yet every time they come down to look at something we are getting billed big time, big time folks I think we need to seriously look at that cost down the road because I think we are getting billed. Thank you.

Stacie Barker: 104 Winslett Ave, I sat up there just like you guys are right now as a council president we had a council president and the mayor verify funds, there was two people who is verifying that now, I haven't seen when Dempsey was here, he said that there was no council president to verify those checks, we need that back we need the two party check in place.

Mayor Dewey: any further public comment on the claims?

Pat Groninger: Barker just brought up a valid point. How many signatures are on the check?

Mayor Dewey: when we have a finance officer there are two.

Pat Groninger: why is the finance officer on them why not the council president. When did that change?

Mayor Dewey: I don't know that is how it has always been as far as.

Pat Groninger: you are exactly right when I was mayor it took the mayor signature and it took, if I was absent the council president correct? And it also took the clerk or whatever it has to be

accountable one signature is unacceptable basically it is handing the check book over. Thank you again.

Jane Shuts: 103 Winslet, why are you approve paying these when you don't know anything about them. Would you pay from your check book just because somebody told you to not know what it was for?

Mayor Dewey: any further public comment? Any further council comment? Go ahead and call for the vote. Ms. Berthoud.

Councilmember Allen: aye.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

6. Administrative Reports

NONE

7. Guests

NONE

8. Correspondence

NONE

9. Public Hearings

NONE

10. Unfinished Business

a. Discussion/Decision: Town Council vacancy in Ward 2 created by the resignation of Dempsey Vick

Mayor Dewey: introduced unfinished business (a) council has one application in their packet that has been submitted since the last time council considered this item.

Councilmember Ludington: I will make a motion to appoint Karen Wandler.

Councilmember Allen: 2nd.

Mayor Dewey: it has been moved by Mr. Ludington and 2nd by Ms. Allen. Council discussion?

Councilmember Devlin: shouldn't we interview her first?

Mayor Dewey: if you would like to you are welcome to ask her, she is here. Ms. Wandler would you like to come forward.

Councilmember Devlin: what is your understanding in the role of town council and individual members.

Karen Wandler: basically, what they have talked about tonight and I think we need to get reorganized and do things the way the records say we should, appropriate participation by the council.

Councilmember Allen: I guess I wasn't as concerned with interviewing because I got all the information in needed from your application. Since some people are not looking at the packet what would you like to accomplish in your time as a councilmember?

Karen Wandler: I would like to see a little more stability within the community everybody listening to both sides and understanding what everybody is trying to say. Lately I have heard a lot of times that I am on the other side well I am not on any side I am on the towns side I am interested in getting things going in the right direction and every body working together rather than against each other.

Councilmember Ludington: I did talk to a couple of the references you gave they spoke honestly about you and you're understanding your ability to understand budgets and finances and stuff like that. I don't have a problem of what she has in her application or what she has to contribute to the council.

Karen Wandler: thank you.

Councilmember Devlin: if you are appointed how will you solicit input from the citizens of your ward?

Karen Wandler: pretty much how I have been before this, listen to what people have to say, talk with the city officers and their concerns. The biggest thing is to listen to what people have to say I think one thing that is really important is that yesterday is gone and we have to be able to do today and tomorrow that is our problem, we keep looking back one citizen came to me and was concerned about something that happened in 2017 and we have to do something about the mayor, I said when did he take office well he took it in '18. Well, all the prior mayors since I have been in this community since I was born, all the mayors have made mistakes, but we go on from today we realize the mistakes we made, and we deal with each other, and we quit throwing stones. Just listen to people I walk all the time I have an opportunity to talk to a lot of people.

Councilmember Devlin: how do you resolve a conflict?

Karen Wandler: communicate. Communicate with each other, don't repeat things that you know are not true. Try to get to the bottom of the situation when you are asked go to the source.

Councilmember Devlin: what are your strengths and what would you consider your weaknesses?

Karen Wandler: strength for me is controlling my temper I think listening to people and I like to talk to people. I am a person that likes one on one rather than a group of people. I have trouble talking in front of a lot of people so that is probably my weakness.

Councilmember Allen: what I look for in a councilmember is who I am I have never looked at a large budget and I am willing to learn I saw the willingness in your application. The ability to learn and the ability to be an upstanding citizen it is not easy to be up here. I agree my weakness

is public speaking it is really nerve racking. I really care about my town, and I want it to survive. I thank you for applying those are the things that I am looking for.

Mayor Dewey: any thing further from council? Public comment?

Bob Michalson: 222 Turner Street. I would only ask that you listen to the public and anytime that you receive a phone call or an email to respond back as courteous and quickly as you can it really works, and it really stands out as a councilmember.

Mayor Dewey: any further public comment? Hearing none we will go ahead and call for the vote.

Councilmember Allen: aye.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Mayor Dewey: the motion passes, Ms. Wandler would you please come forward and I will swear you in. Mayor Dewey swore in Ms. Wandler as a council member.

11. New Business

a. Discussion/Decision: Bid opening for the Stevensville Airport gate project

Mayor Dewey: introduced bid opening, there is not necessarily any discussion or decision from the council, but certain dollar amount require the clerk to open the bid in front of the council.

Tyler Reed: met with Town Clerk to do a check off sheet for the opening bid. Jenelle Berthoud, clarified with Tyler Reed that all documents were included in the bid.

Jenelle Berthoud: it is from Pavelic Electric Company Inc., and it is for the amount of \$117,200.00

Mayor Dewey: Mr. Reed and Ms. Berthoud have worked together, and the bidder is responsive, and they have all of the required documents in their bid.

b. Discussion/Decision: Special Event and Alcohol Use Permit for Stevensville Creamery Picnic

Mayor Dewey: introduced new business item (b) Ms. Howell is here from the Civic Club if the council has any questions.

Victoria Howell: (condensed) the template that we are using is what we used two years ago, it is a hybrid of main street and the Lewis and Clark Park. Street closures will also be very similar, that has been approved by MDT. I do want to talk about alcohol on Main Street. Closing off a space to have open container. Victoria gave an overview of what alcohol use at the event will look like.

Mayor Dewey: the only thing when we revied the permit was the open container on Main Street and whether you wanted to permit service in the encroachment zone in front of the liquor establishments on the 200 block of Main. I think a couple of those establishments have asked to serve alcohol out on main street to relieve some congestion in the buildings. I think from a

standpoint of responding to the pandemic I think that is worth considering. How far you allow that out into the street to occur is probably something that we need to discuss or consider. Our recommendation would be if it is councils' inclination to allow service all the outside of those buildings that it happen within the 5-foot encroachment area that is permitted by city code. They are allowed to come out anyway into the sidewalk the unique piece of this is that they are not typically allowed to come out 5 feet and serve alcohol so that would be the caveat.

Victoria Howell: (condensed) I think that it is something to consider, what we did was that we met with these bar owners, and we have asked these bars to participate, and they need that economic boost, and we would like to allow them that little space in front.

Councilmember Allen: we want to discuss the bars wanting to be out on the sidewalk are we also discussing that we want 50 square feet around that or? Do we monitor that?

Victoria Howell: (condensed) we do monitor that the closure that we are asking for this year is the block of main from 2nd to 3rd, that entire space we are asking you to allow open container in that space. Last year we had two blocks that were closed and this year we are asking for one block. Open container in that area and at the park.

Mayor Dewey: we are separating the consumption. Are they allowed to sell in that encroachment area? Wrist bands will be used.

Councilmember Devlin: I will make a motion.

Councilmember Wandler: 2nd

Mayor Dewey: it has been moved by Ms. Devlin and 2nd by Ms. Wandler. Can you clarify in the discussion any stipulations or conditions that you would like to include in that please?

Councilmember Devlin: this is similar to what has happened the previous year I spent a lot of time right here last Creamery Picnic and I know the Tin Can did have a bar outside I don't know if they were necessarily serving but they had a bar space out there Creamery Picnic in the past has always been an event that brings money to our business in the past it has been an event that takes away from our restaurants and our bars and I think this is a really great way especially coming back off a pandemic to reunite our community and bring money back to our Main Street I would love to see that they would be able to serve I think we have enough man power to ensure that it is a safe environment and be family friendly and they are able to serve out and people are able to participate.

Councilmember Ludington: you are going to close 2nd street to 3rd street for 12 hours on Saturday.

Victoria Howell: we do have approval of that.

Councilmember Ludington: I saw the form here but did not see the signature.

Victoria Howell: I just turned it in.

Councilmember Ludington: you are going to close that area and there will be cars parked there during the parade.

Mayor Dewey: in 2019 after the parade, they pretty much dispersed. And we did not have any problems with that.

Councilmember Ludington: that would be my only concern with that.

Victoria Howell: (condensed) I hope to meet again with everybody between now and Creamery Picnic it was very helpful. Concerned about the turn out, with smoke and COVID.

Councilmember Allen: I just want to say I appreciate this I spoke with one of the bar owners and I know that you have put in a lot of work to ensure that this will work and safely, thank you.

Mayor Dewey: it is no easy feat to get a 12-hour permit from MDT, but we did it. Any public comment?

Stacie Barker: I just had a question about Farmers Market being that Saturday, we had some problems last year with the vehicles that park on 3rd Street on Friday night. Not last year excuse me the year before. Is there a way to close it off the night before?

Mayor Dewey: we can post it; I would be apposed to closing 3rd street on Friday night because of the parking that it does provide. The reason that we are not closing the 300 block on Saturday is because of the complaints that we received about parking. We can do an effective job of signing it and special notices that you have to move by 2:00 am and that gives SPD a chance to call and tell them to move their vehicles.

Stacie Barker: I know in the past that we have stayed 2 hours later for Farmers Market is this something we can extend. If we were to stay 2 hours later would that still be included?

Mayor Dewey: your permit is administrative so just submit that request to Jenelle and we will amend your permit for that day. Any further public comment? Hearing none we will call for the vote, Ms. Berthoud.

Councilmember Allen: aye.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Councilmember Wandler: aye.

Mayor Dewey: the motion passes.

c. Discussion/Decision: Free community open swim on August 7, 2021

Mayor Dewey: introduced new business item (c) this happens to be during Creamery Picnic. We thought that maybe it would be nice if the town council waved pool fees from 12 pm- 4pm. open swim event.

Councilmember Ludington: I will make a motion.

Councilmember Devlin: 2nd

Mayor Dewey: it has been moved by Mr. Ludington and 2nd by Ms. Devlin. Council discussion?

Councilmember Ludington: the pool will be closed after 4:00?

Mayor Dewey: yes after 4:00 and prior to noon. Any further council comment? Public comment?

PUBLIC COMMENT

Victoria Howell: when I saw that on the agenda, I thought that was such a cool idea so neat and once again the town is doing something nice to help with this event. I just love it. I think that Bobby has something to do with it, he has been very helpful and positive with the site plan.

Mayor Dewey: any further public comment? We will go ahead and call for the vote, Jenelle.

Councilmember Allen: aye.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Councilmember Wandler: aye.

Mayor Dewey: the motion passes.

12. Executive Report

Mayor Dewey: we heard comment on the notification on the 3rd Street admittedly the administration did an inadequate job of notifying those residents of this coming we received a construction schedule from the construction company approximately seven days prior to construction actually starting. And with other tasks at hand, we were not able to get out notification like we wanted to. One thing that I will clarify is the August 6th date will be when they finish with replacing the water and sewer services that run under the pavement that is not the final date of the project they will be paving after they finish those services and the construction schedule that we have from the contractor says that they will be done with the services. In terms of the conditions of those services they have been working daily hand and hand with public works. Yesterday we had the former public works supervisor George Thomas, he was generous enough to visit with us and help the contractor with line locations and line conditions and where the lines were and what material those mains were made from. So there has been a lot of work to make sure that we are prepared for the project and that is partly the reason that we were not able to get notification out because we were so busy making sure we were ready and that it would go as smoothly as possible. Of course, we have hit some snags where the contractor expected the water mains to be deeper than they were, so we had a break and we had to shut off water longer than we wanted to. the day before we started replacing services, we did do a robo call to residents that would be affected by those service replacements most of those residents we were able to contact our robo call system tells us who picked up and who got a recording some folks have expired phone numbers we have a lot of 777 phone numbers in our water system that don't work anymore. If you think that we maybe have an expired phone number, we would appreciate it if you would give Laura a call at the office and get your contact info updated so you can get those messages from us when we send them out. Not everybody on 3rd Street needed a new service there were some customers that had services replaced recently so they are not going to have a new service. With that 3rd Street is moving

along, the contractor is new, and they have been a pleasure to work with. They said that they were going to start work today and they started yesterday. So that delayed us in notification. I am wondering from the council if July 30th is our fifth Friday during the day is open for all of you for a budget workshop. If you are available, we would like to start some budget workshops. (condensed) it sounds like there are some revisions to our purchasing policy we know that there needs to be some adjustments to the purchasing policy. There isn't a policy that says who is the signer on what, we have just been winging it. (condensed) I think that needs to be clarified. With that I don't think I have anything else to report.

13. Town Council Comments

Councilmember Devlin: I want to be very clear that when I was bringing up those claims that is not solely you there were two people involved in that. I want to make that clear, there is not a sole responsibility here, and you can whisper about that in the back, but I am making that clear. It is very distracting for me when I hear that stuff so thank you for that. I have been seeing a lot on Facebook that people are not feeling that they are being heard in the town from their representatives and they are feeling that they are able to participate. And it is shocking to me that the names of the people saying that I do not know who they are, and I am not sure on how to contact them. So, I do believe that I do a good job reaching out and getting back to people, whether you are in ward one or not I want to hear from you. I have had dialog from ward 2, I enjoyed it and it brings a different dynamic to the table. There are ways to participate I the town in our events. There are ways to be involved whether it is being on the boards or being here your voice does matter and your participation matters, lets join the town and have your voice be heard. Also, we need volunteers for Creamery Picnic.

14. Board Reports

Councilmember Ludington: next Wednesday here at the library Planning and Zoning Board about subdivision regulations, we realized after the issues that we had and massive discussions that we had about Burnt Fork Estates that there is the need for us to rewrite or revise the subdivision regulations for the town. We have discovered that the department of commerce for the state of Montana puts out a standard subdivision regulation book, it is about 132 pages, I would encourage any of you that have concerns or worries pending subdivisions, existing subdivisions, contemplated subdivisions to attend this so we can do what we need to do for the community as far as how we want to handle this in the future I think there is plenty of room for improvement out there that we have thought about that are not included that need to be included and I will not ask people to read the whole 132 pages, just pick a section familiarize yourself with it, come have a dialog with us and let us know what you want to see I think there is an opportunity for us to use some of that energy we had with those people that had a lot of concerns with Burnt Fork Estates to have a say in how we move forward and what we do next.

Councilmember Allen: we are continuing to work on Father Ravalli Park renovations and getting the playground up and we will do some fundraising for a shade and Bobby is working really hard on that.

Mayor Dewey: (condensed) one other thing that I did not discuss was ARPA was submitted successful to the state of Montana there were over 300 applications and \$20 million dollars and

they received eight times that in requests so I think hopefuls did not think that there would be that much requested. In September they will have recommendations back. Introduced Wendi Planty as our new Finance Officer.

15. Adjournment

APPROVE:

ATTEST:

Brandon E. Dewey, Mayor

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

a. Claim #16437

08/24/21
16:28:46

TOWN OF STEVENSVILLE
Claim Details
For the Accounting Period: 12/20

Page: 1 of 1
Report ID: AP100

For Doc # = 16437
* ... Over spent expenditure

Claim Line #	Check	Invoice #/Inv	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
16437	20552S	1764	Boone Karlberg PC	12,020.20					
1	97958	09/11/20	Legal Fees/FCCS Contract/Mayor	12,020.20			1000 411100	350	101000
			# of Claims	1	Total:				12,020.20

INVESTIGATION REPORT

DATE: August 13, 2021

TO: Scott B. Owens
City Attorney
Town of Stevensville

FROM: Isaac Kantor
Kantor Law, PLLC

RE: Investigation of concerns involving Mayor Brandon Dewey's submission of a legal bill to the Town of Stevensville for reimbursement

SUMMARY OF FINDINGS:

1. A preponderance of the evidence supports a finding that Dewey did not behave in an improper manner when he submitted a claim for attorney's fees incurred in relation to a recall effort to the Town of Stevensville for reimbursement. The claim was submitted in the usual course of business along with all other claims for the second half of December 2020. The deputy clerk confirmed that she received no special instruction or communication from Dewey related to the claim and she entered it into the Black Mountain software system along with all other claims for the second half of December.
2. A preponderance of the evidence supports a finding that Dewey did not subsequently take steps to conceal the claim or prevent it from coming before the town council for approval. The clerk receives a packet of the claims for each cycle from the town finance officer to put before the town counsel at the upcoming meeting. Meetings occur on the second and fourth Thursday of the month and she must receive claims by the immediately preceding Tuesday to add the claims to the materials for the meeting. The clerk stated that she did not receive the packet of claims for the second half of December 2020, but did not notice because it was an "out of cycle" period (meaning there was no meeting the second half of December) and she received claims from the first half of January to enter prior to the first 2021 meeting. The clerk stated that the mayor has nothing to do with the process of claims being placed before the town counsel, and she received no instruction from Dewey related to these claims. Once the finance officer noticed the omission a couple of months later, both the finance officer and Dewey disclosed the matter to the city attorney.

I. Investigation Background

This report concludes an investigation into reported concerns related to Mayor Brandon Dewey's submission to the Town of Stevensville for reimbursement of a legal bill he incurred in relation to an attempt to recall him as mayor. This matter was referred to Kantor Law, PLLC ("the investigator") by city attorney Scott Owens for an independent investigation after approval by the town council.

The investigator interviewed the following persons by telephone: mayor Brandon Dewey on July 30, 2021; former finance officer Robert Underwood on August 4, 2021; clerk Janelle Berthoud on August 5, 2021; deputy clerk Laura Miller on August 5, 2021 and follow-up calls on August 9 and 12, 2021; and former town council president Dempsey Vick on August 9, 2021.

Along with the interviews, the investigator reviewed documents provided by Owens and interviewees and the publicly available Facebook video recording of the town council meeting which occurred on June 10, 2021.

II. Scope of Investigation

This investigation addressed concerns related to Dewey's submission of a legal bill he incurred to the Town of Stevensville for reimbursement. The purpose and scope of the investigation was to determine whether a preponderance of the evidence supported a conclusion that the bill was either submitted for reimbursement in an improper manner or subsequently concealed from the town council.

III. Evidence Considered

A. Witnesses

The interviews noted above were considered. Selection of interviewees was based on the investigator's need to substantiate, corroborate, or otherwise investigate the concerns at issue. Not all persons who could possibly have had some pertinent information were, or realistically could have been, interviewed. The investigator determined that the information obtained from the interviewees and documents reviewed was sufficient for the purposes of the investigation.

B. Documents

The investigator was provided the following documents, which were considered in the investigation:

1. Letter of clarification from city attorney Scott Owens to town council and mayor dated June 10, 2021.
2. Emails between former finance Robert Underwood and Owens dated January 12, 2021, and April 16 and 19, 2021.
3. June 11, 2021 memo from mayor Dewey to town council and attached documentation.
4. Facebook posted “press release” by former town council president Dempsey Vick Dated June 10, 2021.

IV. Facts

Following is a summary of the facts revealed in this investigation through witness interviews and review of documents.

A. Interview Summary

The following information was relayed during interviews. At the start of each interview, the investigator informed the subject of the following: he was an attorney hired by the town council for the Town of Stevensville, he had been hired to conduct an independent investigation into concerns related to mayor Brandon Dewey and a legal fee reimbursement claim, and that he did not represent any side or person in the dispute, his role was to independently investigate the facts. Subjects were also told the investigator would be producing a report that would include a summary of the information they provided which would be given to the city attorney and likely the town council. Subjects were asked not to discuss their interviews with others. Finally, subjects were told that participating in the investigation was a protected activity and retaliation for participation was forbidden. Subjects were told to contact the city attorney or the investigator if they thought they were experiencing retaliation. All witnesses were given the investigator’s phone number and told they could call if they thought of additional information they would like to share.

Mayor Brandon Dewey

Dewey has been mayor since January 1, 2018. There was a recall effort begun in 2020, instigated as a result of a contract he signed for IT services for the town. Dewey obtained an attorney at Boone Karlberg PC to represent him, and sought to enjoin the recall effort. Ultimately, the recall election was on the November 2020 ballot, but Dewey was not removed as mayor.

Dewey stated that he received the invoice from Boone Karlberg in early December 2020. At around the same time, Dewey learned that Helena city council members and the mayor of Helena had faced a recall in the same time period, and had been represented by

the Helena city attorney. Dewey believed the legal bill had been incurred by him as mayor, rather than as a politician, because his action being challenged, entering the IT services contract, had been done as mayor on behalf of the town. He submitted the claim for reimbursement of the legal bill in the same manner he would submit any other claim, but he did draft a statement of justification for inclusion with the claim, which is not something he does for every claim. Dewey stated that he submitted the claim to deputy clerk Laura Miller by leaving it on her desk. Because of the Christmas holiday, there was no second council meeting in December and the bill was paid “out of cycle,” but would have been subject to review at the next council meeting on January 14, 2021.

Dewey described the claims payment and submission process. Claims are submitted to the deputy clerk, who enters the claims in the computer system. Checks are then generated and matched with claims. The finance officer signs the checks, which are then sent to the mayor for signature, and finally the checks are returned to the deputy clerk who sends them out.

Dewey stated that he did not recall any concern or discussion with finance officer Robert Underwood during the claim submission or check issuance process. Later, after the check was cashed and likely at some point in January 2021, Underwood came to speak with him and discuss the justification for the claim. Dewey offered to get the opinion of Owens on the matter, and Owens was notified. The claim, along with all other “out of cycle” claims did not go before the town council at their January 14, 2021 meeting, and the “out of cycle” claims should have gone before them at that meeting. Dewey stated it is the finance officer’s job to put the claims packet together and submit it to the clerk, who then puts the claims on the agenda. Dewey stated this would not have been an issue if the “out of cycle” claims had been on the agenda. He does not know why the claims were not on the agenda, but he stated he did not tell the finance officer, clerk, or anyone else to conceal the claim or not put it on the agenda.

In April 2021, Owens was notified the claim had not been approved by the council, and told Dewey and Underwood that because the step of town council approval had been missed, the money should be put back, and Dewey could then decide whether or not to ask for reimbursement. Dewey promptly repaid the money and decided not to seek reimbursement. Owens also said he needed to notify the town council, and Dewey agreed. Owens then informed council president Dempsey Vick. After this, the matter was quiet until Vick’s Facebook post on June 10, and the matter was discussed at the recorded town council meeting that evening.

Former Finance Officer Robert Underwood

Underwood was the town’s finance officer for just under two years. During this time span he also filled some other roles such as airport manager (for just a few months) and human resource officer. He recalled that the legal bill first came to his attention on December 23,

2020, the same date as Dewey's memo explaining the bill. Underwood stated that the deputy clerk enters some bills, but Underwood enters unique bills. On December 23, as he was running bills and signing and copying checks, he came across the legal bill and asked the deputy clerk. She said Dewey had told her to enter the bill and how to code it. At this point, Underwood "got mad" and spoke with Dewey, and understood that Dewey had legal counsel that the bill could be submitted for reimbursement. Underwood held onto the check in a safe. Later that day, Dewey wrote the memo, and Underwood signed and mailed out the check for legal fee reimbursement.

Underwood stated that the next town council meeting was January 14, 2021, and that he had to get claims ready to provide to the clerk by the 12th. He wrote an email to Owens on the 12th regarding the bill. The email states that the legal bill "got through the system and was paid without me looking at it. I'm not sure we can pay his lawyer bills for the recall. What is your read on this?" Underwood stated that he turned the out of cycle claims into the clerk and the mayor on the 12th, but that none of those claims were added to the agenda for the town council meeting. He does not know why the claims did not go before the counsel. He also indicated that he'd talked to everyone in the office about the legal fees claim.

Underwood stated that he lost his seat at town council meetings beginning in 2021, and in April 2021 was told he no longer needed to attend meetings by the mayor.

Underwood stated that he realized in February 2020 that the claim had not gone before the town council when he was preparing for the annual audit, which happens every year in February or March. Underwood spoke with a friend who also does audits, and the auditor raised concerns. He sent Owens another email about this, and Owens indicated he thought that the claim had been paid back already and would talk to the mayor. The next Monday, the mayor paid back the money. Emails provided show an exchange on April 16 and 19, 2021, in which Underwood expresses concern, Owens indicates the money should be repaid and then the matter of indemnification should be addressed to the town council. Dewey indicated that council president, Dempsey Vick, had been informed. A couple of weeks later, Underwood called Vick to confirm that Vick knew, and learned that Vick had been informed.

Underwood stated that subsequent to April, he and Dewey stopped speaking and he felt like Dewey was excluding him from town business. Underwood also decided to resign at that point.

Deputy Clerk Laura Miller

Miller has been deputy clerk since May 2019. She initially did water and sewer billing, and that duty has spread to other departments. Underwood was getting overwhelmed so

Miller was trained to enter claims data into the Black Mountain software system to take pressure off of him.

Miller stated that she did not really pay attention to the legal bill claim. She has a basket of invoices and purchase orders on her desk to enter, and the legal bill claim was just included with the others. She received no special instructions from Dewey related to the bill and entered the bill into Black Mountain software as she would any other bill. After all initial interviews had been completed, Miller was called a second time and specifically asked if she had ever received any coding instructions from Dewey or anyone else that would somehow “hide” the bill. Miller was adamant that she did not and received no special coding instructions. She said she believes a rumor was started by a community member on this, and it makes her angry because Miller does not even know if her computer or the Black Mountain software has the capability of coding a bill so that it will “disappear.”

Miller stated she never witnessed anyone trying to keep these out of cycle claims from the town council, and she thought little of it at the time. She does not remember Underwood mentioning anything about the legal bill until April 2021, when he became worried and said Miller should not have entered the bill. Miller got concerned at that point and spoke with Dewey the following Monday. Dewey told her, as he was handing her the check to reimburse the town for the legal fees, that the city attorney had said the matter needed to go before the town council, and until that happened he needed to repay the money.

Miller stated that she never received any indication from Dewey that he thought he had done something wrong or that he wanted to hide or cover up the legal bill reimbursement. Dewey had submitted the bill just as he would any other expense.

Town Clerk Janelle Berthoud

Berthoud has been the town clerk for one year. Prior to that, she was police clerk and an evidence technician. She described the process of placing claims on the town council meeting agenda in detail. Town council meetings are the second and fourth Thursdays of the month. Packets for the council meetings are due to her on the first and third Thursday of the month, with the exception of claims which she can enter up to and including the Tuesday prior to the meeting. When she receives the claims, she puts it before the council at the next meeting.

Berthoud stated that it was Underwood’s job to give her the claim packet, and she never received a packet for the out of cycle claims of December 2020 from Underwood. She did not notice the oversight, because she received claims on January 12 to put on the council agenda for January 14, but they were the claims for January only. Her job is just to enter the claims, and match numbers, she does not look at what the claims are for.

Berthoud does not know why she did not receive this packet of claims, but believes it was just a holiday error on Underwood's part. Berthoud stated that the mayor has nothing to do with the process of receiving the claims and including them on the meeting agenda. She also stated that the mayor never told her not to put these claims before the council, nor did she see him say anything like that to anyone else.

The legal fees claim first came to Berthoud's attention in April 2021. Underwood mentioned in the office that the out of cycle claims for December 2020, which included a large claim, did not go before the council for approval. Underwood was concerned, and Berthoud understood he needed guidance from the city attorney.

Berthoud stated she never had a conversation with Dewey about the legal bill. She also never saw anything to indicate Dewey either tried to prevent the legal bill claim from coming before the council or tried to cover it up after the fact.

Former Council President Dempsey Vick

Vick was on the town council nearly two years. He was council president from December 2020 to June 2021.

Vick stated that he first became aware of the legal bill issue when the city attorney contacted him in April or May 2021. Owens let Vick know that the claim had been paid by the town, but that Dewey had paid it back. The city attorney also wanted Vick's opinion, and Vick recalls thinking that Dewey should have asked the council before submitting the claim.

After this, Vick began being asked about the legal bill by members of the public. He does not know how they were aware. After being asked by the public, and well after Owens had spoken with him, Vick spoke with Underwood to confirm that the money had been repaid. Subsequently, Underwood told Vick he'd been telling Dewey that there was a problem and the claim should have gone before the council.

Vick stated that this was not the first time that out of cycle claims had showed up months later. The IT contract which triggered the recall attempt was another such issue. Vick expressed concern that Dewey "reduces communication" when issues with bills like this arise, and that possibly he's coded claims to make them disappear from the system. Vick stated that the deputy clerk would be the person asked to code bills so that they were hidden if this was occurring.

B. Factual Summary

On December 21, 2020, Miller found in her inbox, along with other claims and purchase orders, a claim submitted by Dewey for a \$12,020.00 legal bill. Miller entered the claim along with the others, and a claim page for legal bills of \$12,020.00 was generated. Both Miller and Dewey stated that Dewey provided no instruction on coding the bill, and in fact did not even speak with Miller about it.

Dewey also provided a memorandum of the same date, addressed to Underwood, explaining Dewey's reasoning for submitting the claim for payment by the Town. The memo does not state that Dewey was relying on legal counsel, it is just Dewey's reasoning. A check dated December 23, 2020, was generated. Both Underwood and Dewey had to sign off on the process. Although Underwood stated that he expressed concern to Dewey prior to sending out the check, no other witness recalls this occurring.

On January 12, 2021, Underwood sent Owens an email stating the legal bill "got through the system and was paid without me looking at it. I'm not sure we can pay his lawyer bills for the recall. What is your read on this?" Underwood stated that he submitted the out of cycle claims to Berthoud and the mayor that day, but Berthoud stated she received only the bills for the first half of January 2021, and that the mayor has nothing to do with the process of receiving the claims or putting them on the meeting agenda for the council. None of the out of cycle bills, including the legal bill, were submitted to the council for approval at the January 14, 2021 meeting. There is no evidence that any person intentionally caused this omission.

The omission of the out of cycle bills was not caught or addressed until Underwood realized the error in late winter or early spring as he prepared for an upcoming audit. Underwood spoke with a friend who does audits and became worried, and also shared his concerns openly in the office with Miller and Berthoud. He sent a follow-up email to the Owens on April 16, 2021. Owens responded on April 19 that the money should be repaid and then the issue of indemnification submitted to the town council for determination. Dewey repaid the money by check on April 19 and chose not to seek reimbursement. Owens informed Vick of the situation and that the money had been repaid.

The matter came to a head again at the June 10, 2021 town council meeting. Ultimately it was determined that there should be an independent investigation into the situation.

V. Analysis and Findings

The investigation concludes, by a preponderance of the evidence, that no steps were taken by Dewey or any other person to either conceal the legal bill claim upon its submission in December 2020, to prevent it from coming before the town council for

approval on January 14, 2021, or to subsequently conceal the fact that it had been paid by the town.

There is no evidence that Dewey gave any special instructions to Miller regarding coding of the legal bill to try and conceal it, and there is no evidence that coding to conceal bills is even possible in the Black Mountain software system. The persons who raised the possibility of improper coding did not personally observe, or even learn through hearsay, that anything out of the ordinary occurred and these allegations appear to be unsupported gossip. Further, speculation about covert coding is a moot point: it is undisputed that a claim page was generated for the legal bill and that the claim was included with all of the other claims for that cycle.

There is no evidence that any person prevented the December 2020 out of cycle bills from coming before the town council on January 14, 2021. Underwood was the person responsible for providing the bills to Berthoud. Berthoud stated that she placed the claims she received from Underwood on January 12 on the council agenda, and that she never received any out of cycle bills for December 2020. There is no evidence that Dewey had any role in this process, or that he or anyone else intentionally prevented the council from reviewing the out of cycle December bills at the meeting. Although Underwood stated that he submitted the out of cycle claims, the most plausible explanation is he accidentally omitted the out of cycle claims. Vick noted that this has occurred in the past. It was noted that Underwood's recall of events in his interview was inconsistent with documentary evidence and the testimony of others at times. For example, his January 12 email to the city attorney inaccurately states that the legal bill got through the system and was paid without Underwood looking at it, when in fact the check could not issue without Underwood's signature and Underwood stated in his interview that he'd questioned Dewey on the claim in December and held onto the check for a time. All witnesses who discussed the point except for Underwood also indicated that claims are submitted to the clerk for inclusion on the meeting agenda, and that the mayor has nothing to do with this process. Additionally, had anyone wished to prevent the town council from reviewing the legal bill claim, there would be no reason to also withhold all of the other "out of cycle" claims, as this would make the omission more likely to have been discovered later.

The evidence indicates that subsequently, the legal bill issue was overlooked until Underwood realized the town council had never had a chance to review and approve it as he prepared for an audit. Underwood and Dewey both promptly brought the issue to the attention of Owens, and Dewey followed Owen's advice and reimbursed the town with the option of submitting the claim for indemnification to the town council. There is no evidence that Dewey tried to prevent this issue from coming to the attention of Owens or anyone else.

In sum, although it was an error for Dewey's legal bill claim to be paid without review by the town council, there is no evidence that Dewey or anyone else intentionally caused this to occur, and once the error was caught the money was promptly repaid.



Isaac Kantor
Kantor Law, PLLC

File Attachments for Item:

b. Claims #16940-16991

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (7/21) ****									
16940	E	8 RAVALLI ELECTRIC CO-OP		225.00					
		July 21 07/30/21 Airport Utilities - Lights 2/		150.00			5610 430300	340	101000
		July21 07/30/21 Airport Utilities - Water Pump		75.00			5610 430300	340	101000
16942	E	59 BITTER ROOT DISPOSAL		507.25					
		3769873 08/01/21 Court solid waste		5.07		9	1000 410360	340	101000
		3769873 08/01/21 H20 Dept TH facility		30.43*			5210 430510	340	101000
		3769873 08/01/21 Sewer Dept TH facility		30.44*			5310 430610	340	101000
		3769873 08/01/21 PD solid waste		15.22			1000 420100	340	101000
		3769873 08/01/21 TH solid waste		15.22			1000 411201	340	101000
		3769873 08/01/21 BD solid waste		5.07			2394 420531	340	101000
		3769873 08/01/21 Street solid waste		152.18		9	1000 430200	340	101000
		3769873 08/01/21 Sewer plant solid waste		152.17*		9	5310 430640	340	101000
		3770036 08/01/21 Parks		101.45			1000 460430	340	101000
*** Claim from another period (7/21) ****									
16960	E	852 CENEX FLEETCARD		2,029.74					
		216965CL 07/31/21 Admin - Fuel		0.00			1000 410550	231	101000
		216965CL 07/31/21 PD - Fuel		620.42			1000 420100	231	101000
		216965CL 07/31/21 FD - Fuel		343.39			1000 420460	231	101000
		216965CL 07/31/21 PW - Fuel		1,022.18			1000 430100	231	101000
		216965CL 07/31/21 Amubulance - Fuel		19.20			2230 420730	231	101000
		216965CL 07/31/21 Airport - Fuel		24.55			5610 430300	231	101000
*** Claim from another period (7/21) ****									
16965	E	1166 VISA		2,389.00					
		July 21 06/21/21 K & S Greenhouse		384.61*			2940 470310	220	101000
		July 21 06/25/21 Costco bath tissue parks		24.49			1000 460430	220	101000
		July 21 06/25/21 Costco papertowel town hall		14.39			1000 410550	220	101000
		July 21 06/25/21 Costco papertowel 1/2 water		11.49*			5210 430540	220	101000
		July 21 06/25/21 Costco papertowel 1/2 sewer		11.50			5310 430640	220	101000
		July 21 06/26/21 Amazon bankerboxes townhall		97.12			1000 410550	210	101000
		July 21 06/28/21 Canva subscription		12.99			1000 410550	339	101000
		July 21 06/28/21 Costco A/C unit airport		429.99*			5610 430300	210	101000
		July 21 06/28/21 Costco charirs mayors office		179.99			1000 410200	210	101000
		July 21 06/30/21 Facebook advertising		20.00			1000 460445	330	101000
		July 21 06/29/21 Lowes Pool chemicals		55.92*			1000 460445	220	101000
		July 21 07/01/21 SBC Subscription		35.00			1000 410550	339	101000
		July 21 07/01/21 Colonial flag Town Hall		180.98*			1000 411201	220	101000
		July 21 07/06/21 DNH Go Daddy subscription PD		38.34			1000 420100	220	101000
		July 21 07/07/21 Pool & Pond supply		212.00			1000 460430	220	101000
		July 21 07/07/21 Lowe's 40 lb clorox blue alge		119.92			1000 460430	220	101000
		July 21 07/08/21 Amazon headlights Firetrucks		279.98			1000 420460	232	101000
		July 21 07/08/21 Amazon liquid reagent pool ch		99.99			1000 460430	220	101000
		July 21 07/12/21 Adobe Acropro DC 3 license		50.97*			1000 410550	312	101000
		July 21 07/15/21 Zoom pro 2 month		31.10*			1000 410550	312	101000

* ... Over spent expenditure

Claim	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
	July 21	07/15/21	USPS letter to Shunkwiler	7.00			1000		410550	311		101000
	July 21	07/18/21	EIG Constantcontact	70.00*			1000		410550	312		101000
	July 21	07/16/21	Amazon court office supplies	21.23			1000		410360	210		101000
16971		1698	Spectrum	464.89								
	August 21	08/03/21	PD phone/internet	129.97			1000		420100	340		101000
	August 21	08/03/21	FD phone/internet	24.49			1000		420410	340		101000
	August 21	08/03/21	Court phone/internet	12.25			1000		410360	340		101000
	August 21	08/03/21	Admin phone/internetq	24.49			1000		410550	340		101000
	August 21	08/03/21	Econ Development phone	24.49*			2940		410550	340		101000
	August 21	08/03/21	H2O dept phone/internet	73.48*			5210		430510	340		101000
	August 21	08/03/21	Sewer dept phone/internet	73.48*			5310		430610	340		101000
	August 21	08/03/21	BD phone/internet	12.25			2394		420531	340		101000
	August 21	08/03/21	Pool phone	49.99			1000		460445	340		101000
	August 21	08/03/21	Water office phone/internet	20.00*			5210		430510	340		101000
	August 21	08/03/21	Sewer office phone/internet	20.00*			5310		430610	340		101000
			*** Claim from another period (7/21) ****									
16972		115	BURNT FORK COMMISSION	115.74								
	July 21	08/05/21	450" H2O delivered	115.74			1000		430900	340		101000
16973		1656	COLJ CONFERENCE REGISTRATION	300.00								
			MONTANA COURTS OF LIMITED JURISDICTION CONFERENCE									
		002	08/01/21 MAUREEN O'CONNOR'S REGISTRATIO	300.00			1000		410360	380		101000
16974		1714	Big Bear Sign Company Inc	455.00								
	2021-1268	08/04/21	Vinyl decal 2013 dodge truc	455.00			1000		420100	232		101000
16975		1819	Elizebeth Laufenberg	20.00								
			Pavilion reservation canceled due to weather									
	11217	08/04/21	Cancel pav rental due to weath	20.00			1000		346011			101000
16976		1804	Lee Enterprises	579.46								
			Notice of Invitation to bid Airport									
	54269	08/01/21	Notice of Invitation to bid Ai	579.46*			5610		430300	332		101000
			*** Claim from another period (7/21) ****									
16977		1787	Valli Information Systems, Inc.	360.00								
			Credit card scanner for Town Hall									
	77537	07/31/21	Water Billing CC machine	180.00			5210		430510	220		101000
	77537	07/31/21	Sewer Billing CC machine	180.00			5310		430610	220		101000

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TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 8/21

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* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
16978	1219	08/16/21	858 MILLER LAW OFFICE, PLLC Water rights	400.00 400.00			5210 430530	352	101000
16979	080121	08/01/21	1820 Lauren Quiroa 2 children lessons, refund due to pump out & weather Swimming Lesson Refund	80.00 80.00			1000 346030		101000
16980	081921	08/19/21	1821 Samantha Lawrence Customer #101420-00 204 South Avenue, paid \$146.30 after house closed and account was paid in full by Title Company Cust OP after house closed	146.30 146.30			5210 343022		101000
16981			33 NORTHWESTERN ENERGY	16,497.28					
	August 21	08/04/21	Spec lighting #3	246.30			2430 430263	340	101000
	August 21	08/04/21	206 Buck 90% TH Facility	281.33			1000 411201	340	101000
	August 21	08/01/21	206 Buck 10% Bldg Dept	31.26			2394 420531	340	101000
	August 21	08/06/21	Peterson Add'n lighting	183.17			2420 430263	340	101000
	August 21	08/06/21	Dayton Add'n lighting	251.85			2410 430263	340	101000
	August 21	08/04/21	Maplewood Cemetery	10.44			1000 430900	340	101000
	August 21	08/04/21	Main St seasonal lighting	9.69			1000 430263	340	101000
	August 21	08/06/21	Orig Town street lights	240.59			1000 430263	340	101000
	August 21	08/06/21	ESH - 5th St. lights	434.45			1000 430263	340	101000
	August 21	08/06/21	5th St - Lange Park lights	34.63			1000 430263	340	101000
	August 21	08/06/21	Add'l Town lighting	157.82			1000 430263	340	101000
	July 21	08/01/21	NW LDS parking lot	0.00			2430 430263	340	101000
	August 21	08/03/21	MBF H2O plant	63.44			5210 430520	340	101000
	August 21	08/04/21	102 Main St pump #1	31.03			5210 430520	340	101000
	August 21	08/06/21	Riverside Cemetery IRR	165.52			1000 430900	340	101000
	August 21	08/05/21	Maplewood Cemetery	166.03			1000 430900	340	101000
	August 21	08/04/21	Sewer lift station W. Centr	9.17			5310 430620	340	101000
	August 21	08/05/21	Sewer trtmnt plant	3,860.46			5310 430620	340	101000
	August 21	08/04/21	Truck garage South	49.42			1000 430100	340	101000
	August 21	08/04/21	L&C Yard Light	10.44			1000 460430	340	101000
	August 21	08/04/21	L&C Park Irrigation 5hp IRR	275.70			1000 460430	340	101000
	August 21	08/04/21	L&C Park Parking Lot	6.00			1000 460430	340	101000
	August 21	08/04/21	L&C Park Restrooms/Field li	50.66			1000 460430	340	101000
	August 21	08/04/21	214 Buck St. - H2O 25%	9.38			5210 430520	340	101000
	August 21	08/04/21	214 Buck St. - Sewer 25%	9.38			5310 430620	340	101000
	August 21	08/04/21	214 Buck St. - PD 50%	18.75			1000 420100	340	101000
	August 21	08/03/21	3rd & Park	12.52			1000 430263	340	101000
	August 21	08/03/21	421 Airport Rd - SRE 2/3	41.88			5610 430300	340	101000
	August 21	08/03/21	421 Airport Rd - FD 1/3	20.97			1000 420422	340	101000
	August 21	08/04/21	Pool	699.75			1000 460445	340	101000
	August 21	08/03/21	MBF Well Field	8,822.07			5210 430520	340	101000

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	August 21	08/03/21	MBF booster station	134.62			5210 430520	340	101000
	August 21	08/04/21	Creamery Park (223 Main)	47.24			1000 460430	340	101000
	August 21	08/04/21	102 Main Street D-PD	96.05			1000 420100	340	101000
	August 21	08/06/21	Dickerson Park	6.57			1000 460430	340	101000
	August 21	08/05/21	Water 157 Sewer Works Rd De	2.90			5210 430520	340	101000
	August 21	08/05/21	Sewer 157 Sewer Works Rd De	2.90			5310 430620	340	101000
	August 21	08/05/21	Streets 157 Sewer Works Rd	2.90			1000 430200	340	101000
16982			1822 Kantor Law PLLC	3,260.00					
	388	08/16/21	Special Investigation	3,260.00			1000 410100	352	101000
16983			708 USA BLUEBOOK	86.66					
	694555	08/12/21	3x3 tigertail w/24' rope	86.66			5310 430630	230	101000
16984			690 Core & Main LP	879.54					
	P344412	08/05/21	MM 2" + parts	823.70*			5210 430550	220	101000
	P407233	08/12/21	Meter Flange	41.84*			5210 430550	220	101000
	P407230	08/12/21	Rubber meter washer	14.00*			5210 430550	220	101000
16985			1823 Visa c/o Rocky Mountain Bank	63.86					
	04831	07/25/21	BD Walmart office supplies	15.88			1000 410200	210	101000
	11960000	07/16/21	BD Costco Parks TP TH Papert	32.99*			1000 411201	220	101000
	11960000	07/16/21	BD Costco Parks TP TH Papert	14.99*			5310 430630	934	101000
16986			728 HDR ENGINEERING, INC.	13,605.29					
	1200366219	08/11/21	Water Right assessment	1,916.98			5210 430530	354	101000
	1200366215	08/11/21	Water sys Engineering repo	5,869.03			5210 430510	354	101000
	1200366216	08/11/21	Park Ave sewer main extens	5,819.28			5310 430630	354	101000
16987			1731 Quadient Finance USA, Inc.	200.00					
	July 21	08/12/21	Admin-Postage	40.00			1000 410550	311	101000
	July 21	08/12/21	Court-Postage	10.00			1000 410360	311	101000
	July 21	08/12/21	PD-Postage	4.00			1000 420100	311	101000
	July 21	08/12/21	FD-Postage	10.00			1000 420410	311	101000
	July 21	08/12/21	BD-Postage	10.00			2394 420531	311	101000
	July 21	08/12/21	W-Postage	58.00			5210 430510	311	101000
	July 21	08/12/21	WW-Postage	58.00			5310 430610	311	101000
	July 21	08/12/21	AP-Postage	10.00			5610 430300	311	101000
16988			77 THATCHER COMPANY OF MONTANA	1,065.84					
	353036	08/03/21	55 gal drum T Chlor 12.5	1,118.88*			5210 430540	220	101000
	353036	08/03/21	Container Deposit	80.00*			5210 430540	220	101000
	353036	08/03/21	Freight	140.76*			5210 430540	220	101000
	353037	08/05/21	Container deposit refund	-480.00*			5210 430540	220	101000
	302831	08/05/21	Freight deposit refund	206.20*			5210 430540	220	101000

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TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 8/21

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* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
16989	September	1758 09/01/21	Ramona Vance Police Office Lease Sept R	1,000.00 1,000.00			1000 420100	530	101000
16990	September	1790 09/01/21	Taz Properties Rent Spetember 21	300.00 300.00*			5610 430300	530	101000
16991	324	08/01/21	17 MONTANA SAWS LLC Service of mower #2 1/2 Parks	133.50 39.75			1000 460430	360	101000
	324	08/01/21	Service of mower #2 1/2 Cemete	39.75			1000 430900	360	101000
	324	08/01/21	Trimmer line 1/2 cemeter	5.50			1000 430900	220	101000
	324	08/01/21	Trimmer line 1/2 park	5.50			1000 460430	220	101000
	324	08/01/21	FD chainsaw repair	43.00			1000 420460	360	101000
# of Claims				25	Total:	45,164.35			
Total Electronic Claims				5,150.99	Total Non-Electronic Claims	40013.36			

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TOWN OF STEVENSVILLE
Fund Summary for Claims
For the Accounting Period: 8/21

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Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	\$12,342.31
2230 AMBULANCE	
101000 Cash - Operating	\$19.20
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	\$58.58
2410 DAYTON LIGHTING #1 DISTRICT 55	
101000 Cash - Operating	\$251.85
2420 PETERSON ADDN LIGHTING #2 DISTRICT 80	
101000 Cash - Operating	\$183.17
2430 GEO SMITH LIGHTING #3 DISTRICT 76	
101000 Cash - Operating	\$246.30
2940 ECONOMIC DEVELOPMENT	
101000 Cash - Operating	\$409.10
5210 WATER	
101000 Cash - Operating	\$19,714.53
5310 SEWER	
101000 Cash - Operating	\$10,328.43
5610 AIRPORT	
101000 Cash - Operating	\$1,610.88
Total:	\$45,164.35

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TOWN OF STEVENSVILLE
Claim Approval Signature Page
For the Accounting Period: 8 / 21

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Report ID: AP100A

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

Council

Council

Council

Council

Mayor

Date Approved _____

File Attachments for Item:

a. Stevensville Civic Club



Stevensville Civic Club
P.O. Box 676
Stevensville MT 59870

August 17, 2021

Mayor & Town Council
206 Buck
Stevensville MT 59870

Dear Mayor Dewey & Town Council members:

On behalf of the Stevensville Civic Club, I would like to express my appreciation for all the help we received from the Town of Stevensville in putting on the 108th Creamery Picnic. By all accounts, this was one of the biggest Picnics in terms of attendance, certainly in recent memory. To my knowledge, there were no major negative incidents of any kind.

An event of this size requires a lot of physical labor, from moving stages and erecting tents, mowing the park lawns and hooking up extra electricity and hoses, placing traffic barricades and signs, to providing extra police and fire security. Town staff did all this and much more.

In fact, there is absolutely no way we could have staged such an excellent and successful event without the Town's help. From the very moment that planning started, I was able to call on Mayor Dewey for advice and suggestions and general problem-solving. His response to my concerns was most often, "How can we help?" I talked numerous times with council members, the police chief, the town clerk, members of the fire department, public works and the parks and recreation department, and every time each person was so positive and helpful. And as the event grew closer, so many Town personnel pitched in and helped with the "heavy lifting" that was required and that some of us older folks just can't do anymore. It was a real pleasure to work with such an accommodating crew. I am so grateful.

The Town of Stevensville is a community within a community. The person in the leadership role sets the tone for that "micro" community. Mayor Dewey set a tone of positivity and exhibited a "can do" attitude that certainly contributed to this year's Creamery Picnic success. For that I thank the Mayor and the Town Council and I look forward to more partnerships like this in the future.

With deepest appreciation,

Victoria Howell, Chair
108th Creamery Picnic

File Attachments for Item:

a. FY2021-2022 Preliminary Budget



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:	8-26-2021
Agenda Topic:	FY2021-2022 Preliminary Budget
Backup Documents Attached?	No
If no, why not?	Public Hearing Item – Refer to Res. No. 490
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	8-26-2021
Notes:	

File Attachments for Item:

- a. Discussion/Decision: Consent to the Mayor's Appointment of Susan Devlin to the Park Board



Stevensville Town Council Meeting

Agenda Item Request

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

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon E. Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	8-26-2021
Agenda Topic:	Discussion/Decision: Consent to the Mayor's Appointment of Susan Devlin to the Park Board
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	8-26-2021
Notes:	

BOARD APPLICATION FORM
STEVENSVILLE, MONTANA

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

Name: Susan A. Devlin Home Phone: —
Address: 305 6th Street Work/Cell Phone: 406-240-7862
City: Stevensville State: MT Zip: 59870
Email Address: ladypam22@yahoo.com
Business or Occupation: Retired
Board or Committee applying for: Park Board

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

I do not have actual park experience but have served on many boards and committees. I love gardening and know how to help (and raise what Mr. Sonstang has brought to the town - his energy and great ideas has caught my attention and admiration I want to help

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

I love this town and believe that part of that is our parks. They "complete" the pretty picture. I want to be able to help in whatever capacity I can to keep them looking great - and to help implement improvements.

- ✓ Additional information which you feel is pertinent:

Signature: 

Date: 8/13/21

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

File Attachments for Item:

b. Discussion/Decision: Painting of Yellowjacket Bees on Stevensville Side Streets



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:	Stevensville Booster Club
Second Person Submitting the Agenda Item:	Glen Frost
Submitter Title:	Citizen
Submitter Phone:	(406) 531-8267
Submitter Email:	gfrostsei@gmail.com
Requested Council Meeting Date for Item:	8/26/2021
Agenda Topic:	Painting of Yellowjacket Bee on side streets
Backup Documents Attached?	No
If no, why not?	Will bring logo example to meeting
Approved/Disapproved?	Choose an item.
If Approved, Meeting Date for Consideration:	8/26/2021
Notes:	

File Attachments for Item:

c. Discussion/Decision: Resolution No. 490 - Adopting a Budget, Establishing Mill Levies, and Adopting Wages and Salaries for the Fiscal Year 2021-2022



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:	8-26-2021
Agenda Topic:	Discussion/Decision: A Resolution Adopting a Budget, Establishing Mill Levies, and Adopting Wages and Salaries for the Fiscal Year 2021-2022
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	8-26-2021
Notes:	

RESOLUTION NO. 490

**A RESOLUTION ADOPTING A BUDGET, ESTABLISHING MILL LEVIES
AND ADOPTING WAGES AND SALARIES FOR
THE TOWN OF STEVENSVILLE, MONTANA
FISCAL YEAR 2021-2022**

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 2021-2022 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 2021-2022 and;

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

WHEREAS, MCA 7-6-4036 provides that the governing body shall fix the tax levy for the municipality sufficient to generate revenue to meet its budgetary needs subject to certain limitations; and

WHEREAS, MCA 15-10-420 sets the levy limitation; and

WHEREAS, the current property tax revenue limitation under MCA 15-10-420 for year ending June 30, 2022, is calculated at \$331,870.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Stevensville, Montana, do hereby levy upon all taxable property of the Town the authorized levy of 93.84 mills in accordance with MCA 15-10-420.

BE IT FURTHER RESOLVED that 90.89 mills of said tax shall be collected and credited to the General Fund of the Town of Stevensville, Montana; and

BE IT FURTHER RESOLVED that 2.95 mills of said tax shall be collected and credited to the Capital Improvement Fund of the Town of Stevensville, Montana.

IT IS HEREBY MOVED, SECONDED AND CARRIED by the Stevensville Town Council that “this resolution be adopted” for fiscal year 2021-2022 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 2021-2022, are hereby established as set forth in the Final Budget and by this reference made a part hereof.

BE IT FURTHER RESOLVED THAT, the wages and compensation shall be effective as of July 1, 2021 unless otherwise noted in the Final Budget.

PASSED AND ADOPTED by the Town Council and approved by the Mayor this 26th day of August, 2021.

Approve:

Attest:

Brandon E. Dewey, Mayor

Jenelle Berthoud, Town Clerk



Town of
STEVENSVILLE
Montana



PRELIMINARY BUDGET
FOR FISCAL YEAR 2022
JULY 1, 2021 TO JUNE 30, 2022

TOWN OF STEVENSVILLE, MONTANA

FY 2022 BUDGET EXECUTIVE MESSAGE

MAYOR'S STATEMENT

August 18, 2021

Stevensville Town Council,

I am pleased to present the Mayor's proposed budget for Fiscal Year 2022 (FY22). COVID-19 serves as a pause in many ways. It has paused projects, travel plans, birthdays, holidays and even funerals. The same impact is felt with your government. Projects have been delayed, advancement held back, and growth sidelined. However frustrating the past year-and-a-half has been, our community is renewed with a strength born from strategic action.

A recent article published by the Government Finance Officers Association (GFOA) advised that there are three leadership tasks for recovery from financial distress: Bridge the immediate crisis, Reform the budget in the short-term, and Transform plans and policies so the government comes back stronger and more resilient than before. As I reflected on this article, I was struck by the similarities to our current situation. We have bridged the financial turmoil created by the pandemic through strategic spending, leveraging special funding opportunities, and using cash balances to balance the budget.

Three years ago, we began discussing an imbalance growing in the General Fund and our Capital Improvements Plan. Revenue in the General Fund simply does not meet the organizations needs to deliver the essential services that citizens expect every day. This dynamic makes is overwhelmingly difficult to realize a surplus in the General Fund each year, which has historically been used to provide resources to the Capital Improvement Fund. The woes of the General Fund have become the demise of the Capital Improvements Fund. While we have taken great strides to responsible spend the funding in the Capital Improvement Fund, our approach to date is unsustainable.

The Town of Stevensville has consistently avoided tax increases by way of additional levies. Any additional levy must be voted on by the citizens. Further burdening the existing tax-base makes little sense and defines poor policy. However, I call upon the Council to take bold action in addressing the revenue challenges that we face. This can be done thorough promoting responsible development within the existing city limits, and by expanding the incorporated boundary lines.

There is still uncertainty surrounding the extent of the COVID-19 pandemic and how it will impact the community and the Town's budget in FY22. The Town had, more than ever before, the need to provide high levels of service and support to the residents and business community. Our staff was up to the challenge and performed above and beyond.

What's Included

Non-discretionary departmental spending has increased from FY21. Departmental expenses represent the largest expenses of the general fund. In FY22, departments reduced their operating budgets to FY21 levels (or less) and only budgeted for required increases, new laws and safety requirements. Therefore, the non-discretionary increase is due to adjustments for wages, the revision or addition of new full-time equivalent positions and contractual requirements. Many of these additional positions are funded partially by outside sources or are the result of alternative staffing plans. When these offsets are considered, approximately 1.5 FTE positions are newly funded in the FY22 budget.

What's Not Included

During the budget development, departments were asked to limit their request to what is necessary to maintain service levels and continue progress on FY22 projects that were already in progress. Meetings were held with each Department to review and discuss their requests. While it was evident that each took the instructions seriously for budget development, the combined requests exceeded revenue capacity. After further discussion, the FY22 operating budget was limited to the expected revenue levels and the ending balance in the General Fund remains untouched. In addition, several projects in the FY22 Capital Improvement Plan were postponed to future years. Reducing expenditures saved approximately \$200,000. This savings represents 6% of the budget and is spread throughout the departments in small amounts. Nonetheless, these savings also represent unmet needs in each department as each budget was developed conservatively, with increases representing either increased cost or resource needs or both.

The Future

As has been discussed in the past few years, there are several important indicators to watch: a decreasing annual surplus impacting the reserve balance, flat revenues, and increasing costs. During FY21, we have focused on improving revenue performance, optimally managing CARES funding given the state and federal restrictions placed on these funds, monitoring the reserve, and returning to a surplus operating budget.

The FY22 budget proposes fee increases to allow the Town to provide quality service, rebuild the reserve, fund requirements and meet critical CIP needs. Despite forecasted overall revenues increasing slightly, COVID-19 mitigation efforts, both physical and financial, will continue to dominate our indicators. Strategic use of future American Rescue Plan Act (ARPA) funding will be a consideration in FY22.

Things to Consider

The general fund reserve is a focus of any Mayor. The unassigned fund balance (reserves) trend is a true bellwether of a locality's financial health. Taxes and fee structures are also important considerations when proposing a budget. Stevensville has benefited from fiscal conservancy. We are committed to a strong general fund reserve policy and, in recent years, we have recommitted to growing it. These efforts have enabled us to "Bridge" the impacts from the recent pandemic.

This budget forecasts revenue shortfalls, in part because of the COVID-19 pandemic. It also acknowledges that in order to “Reform” and “Transform,” we must continue maintaining our goal of having 35% of operating revenues in reserve to weather future emergencies and uncertain economic conditions. To transform for the future, it is vital to fund capital projects that maintain and improve our community.

In addition to our reserve policies, debt management and rate-setting policies, will be proposed to ensure future financial resiliency. While the future is unknown, we can be sure that we are prepared. Using our fiscal strength now is the right strategy for meeting tomorrow’s challenge.

Final Thoughts

The impact of the COVID-19 pandemic has, and is still having, major impacts on all aspects of life but with vaccination underway there is renewed hope for an improved financial landscape. Our leadership has been strong, and our staff has been diligent in providing a high quality of service in a unique and uncertain time.

The Town of Stevensville was prepared by having a solid financial foundation and strong financial policies. As we worked through the challenges of the pandemic, we gathered advice from experts like the Government Finance Officials Association (GFOA) for guidance on leading through times of financial uncertainty. GFOA’s process Bridge, Reform and Transform is the path that Stevensville has been undertaking.

Last year we created a “Bridge” to meet the immediate revenue needs caused by the pandemic. Our ability to plan and to rely on strong reserves while providing service helped us bridge the initial impact of the pandemic. As we “Reform” by strengthening our financial foundation with improved revenues, we are ready to “Transform” as we develop stronger policies and procedures that enable goal achievement, key initiatives and programs to proceed, and opportunities to be leveraged all to meet the challenges of a post-pandemic world. The Town of Stevensville has provided the leadership to meet the challenges of the pandemic, and we move onto fiscal year 2022 with certainty that on the other side of the bridge is the future we all envision.

It is my honor to offer the Town of Stevensville’s 2022 fiscal year budget for adoption by Town Council.

Sincerely,

Brandon E. Dewey
Mayor

FY 2022 TOWN OFFICIALS

MAYOR & TOWN COUNCIL



BRANDON E. DEWEY
MAYOR



PAUL LUDINGTON
COUNCIL PRESIDENT
MEMBER - WARD 1



SYDNEY ALLEN
MEMBER - WARD 2



JAIME DEVLIN
MEMBER - WARD 1



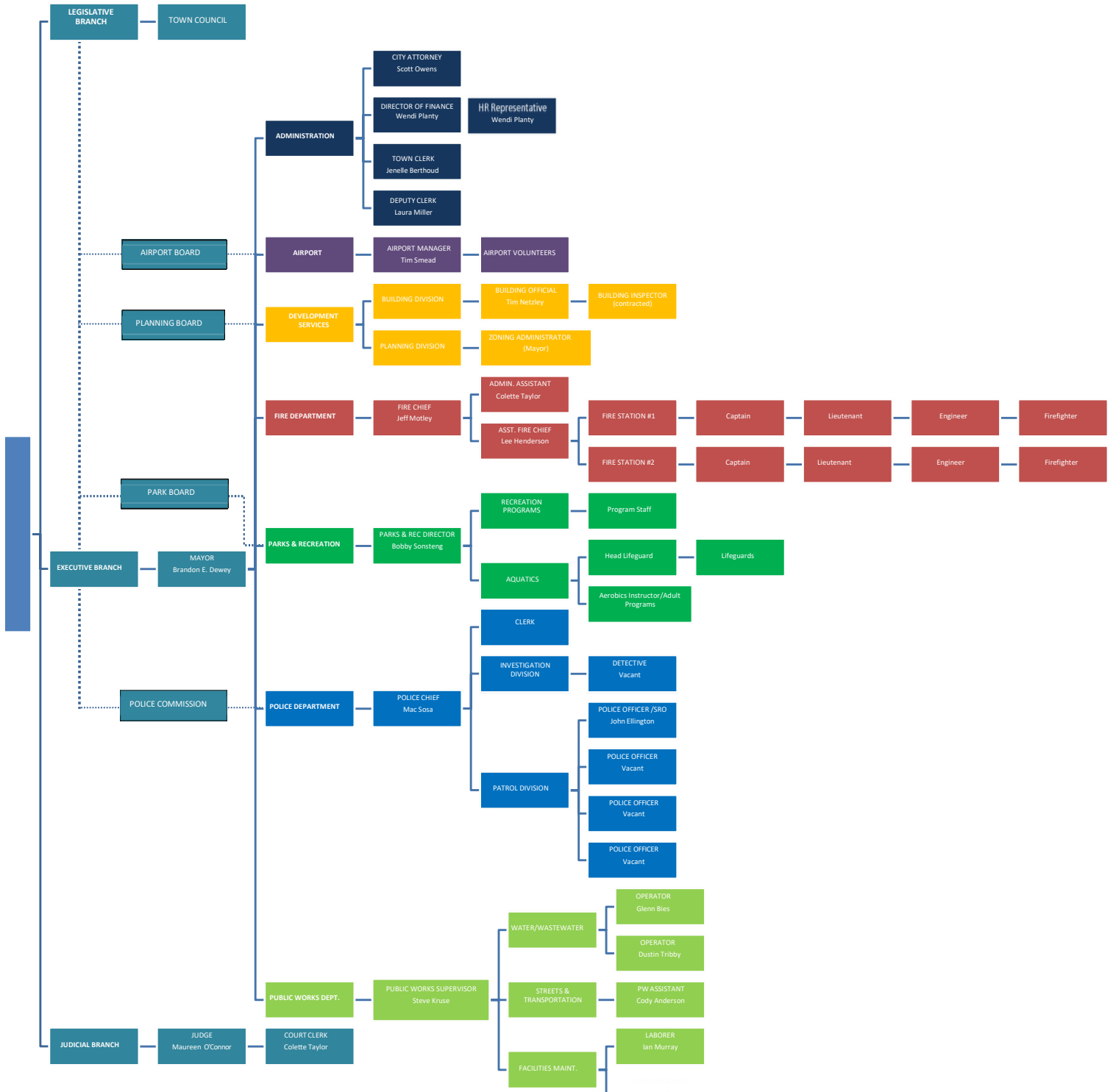
KAREN WANDLER
MEMBER - WARD 2

OFFICIALS

SCOTT OWENS
WENDI PLANTY
JENELLE BERTHOUD
STEVE KRUSE
VACANT
MACARIO SOSA Jr.
JEFF MOTLEY
BOBBY SONSTENG
TIM SMEAD
MAUREEN O'CONNOR

City Attorney
Director of Finance & Human Resources
Town Clerk
Director of Public Works
Community Development Director
Police Chief
Fire Chief
Director of Parks & Recreation
Airport Director
Judge

TOWN OF STEVENSVILLE ORGANIZATIONAL CHART



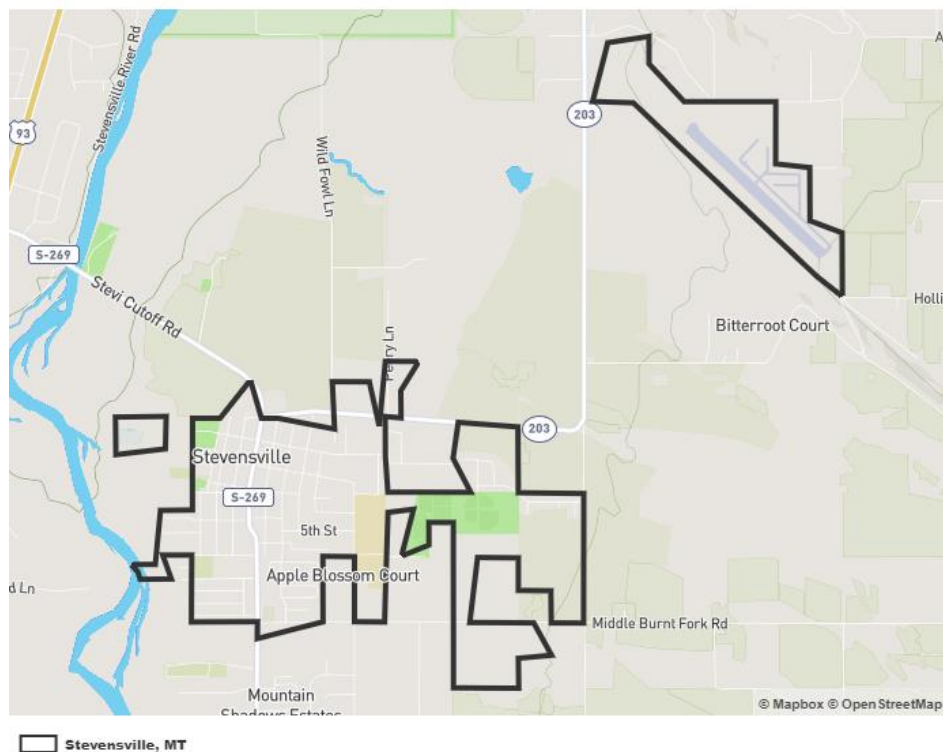
COMMUNITY PROFILE STEVENSVILLE, MT

The Town of Stevensville is located in the north-central area of the Bitterroot Valley and lies within Ravalli County, Montana. Ravalli County encompasses over 2,000 square miles, bordering Idaho to its south and Missoula County to the north. The Town encompasses an area approximately 2 square miles with its next-closest municipality being the City of Hamilton, approximately 21 miles from our outermost boundary. Stevensville is located 29 miles south of Missoula. Named to honor territorial governor Isaac Stevens, the Town was established in 1841 and incorporated in 1899 after Montana was admitted into the United States in 1889.



Stevensville is home to Stevensville Public Schools – the fighting Yellowjackets. The local newspaper is the Bitterroot Star, and the Town is served by the Stevensville Municipal Airport and Missoula International Airport.

Area of Interest



The Town has seen large amounts of growth in the last five years going from a population of under 1,800 to over 2,000.

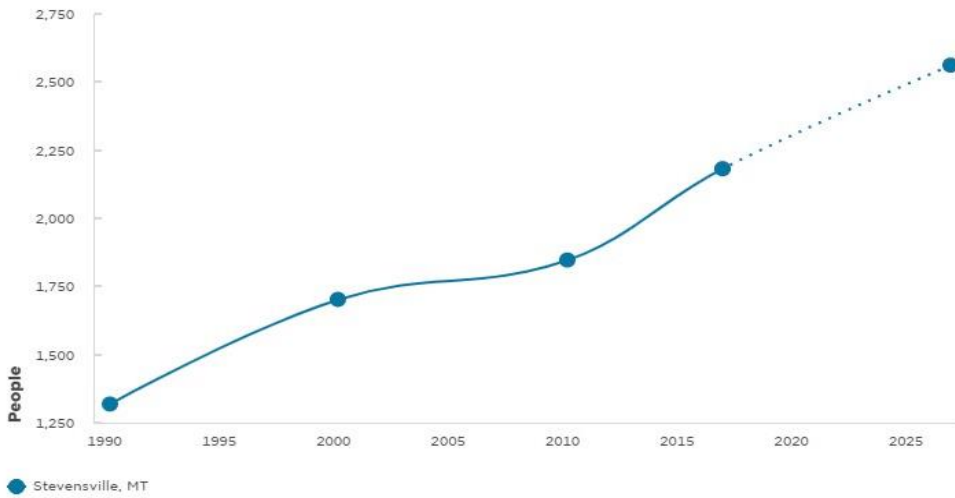
2,182
People
Total Population
Stevensville, MT

48%
of total population
Males

52%
of total population
Females

Sources: US Census ACS 5-year 2015-2019

Total Population



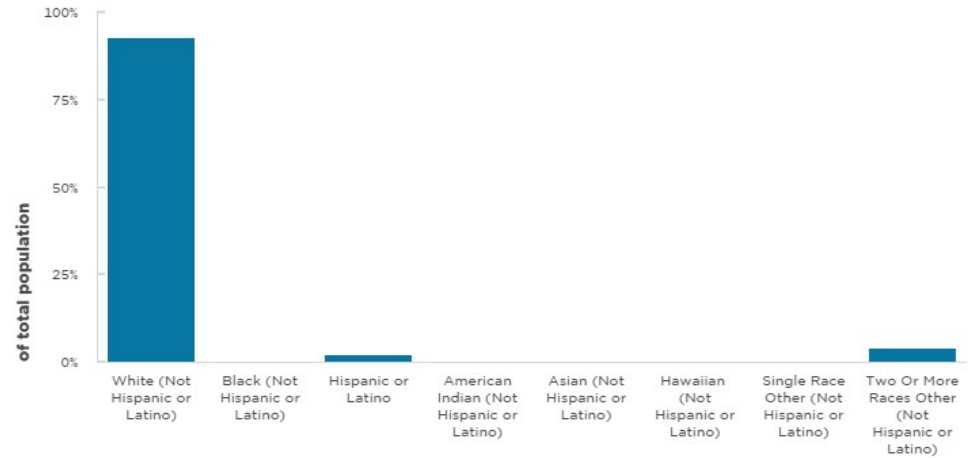
Sources: US Census; US Census ACS 5-year



7%
of total population
People of Color

Sources: US Census ACS 5-year 2015-2019

Race/Ethnicity Totals



Stevensville, MT

Sources: US Census ACS 5-year 2015-2019

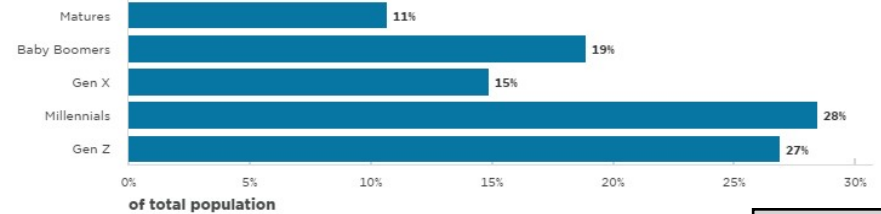
36
Years Old
Median Age

27%
Population Under Age 18
Children

17%
Population Age 65 and Over
Seniors

Sources: US Census ACS 5-year 2015-2019

Generations



Stevensville, MT

Sources: US Census ACS 5-year 2015-2019

How equitable is your community's local economy?

The Gini Index is a statistical measure of income inequality ranging from 0 to 1. According to the U.S. Census Bureau, "A measure of 1 indicates perfect inequality, i.e., one household having all the income and the rest having none. A measure of 0 indicates perfect equality, i.e., all households having an equal share of income" (source). It is the most commonly referenced index of income concentration and inequality, and can be useful for assessing the relative income inequality in an area.

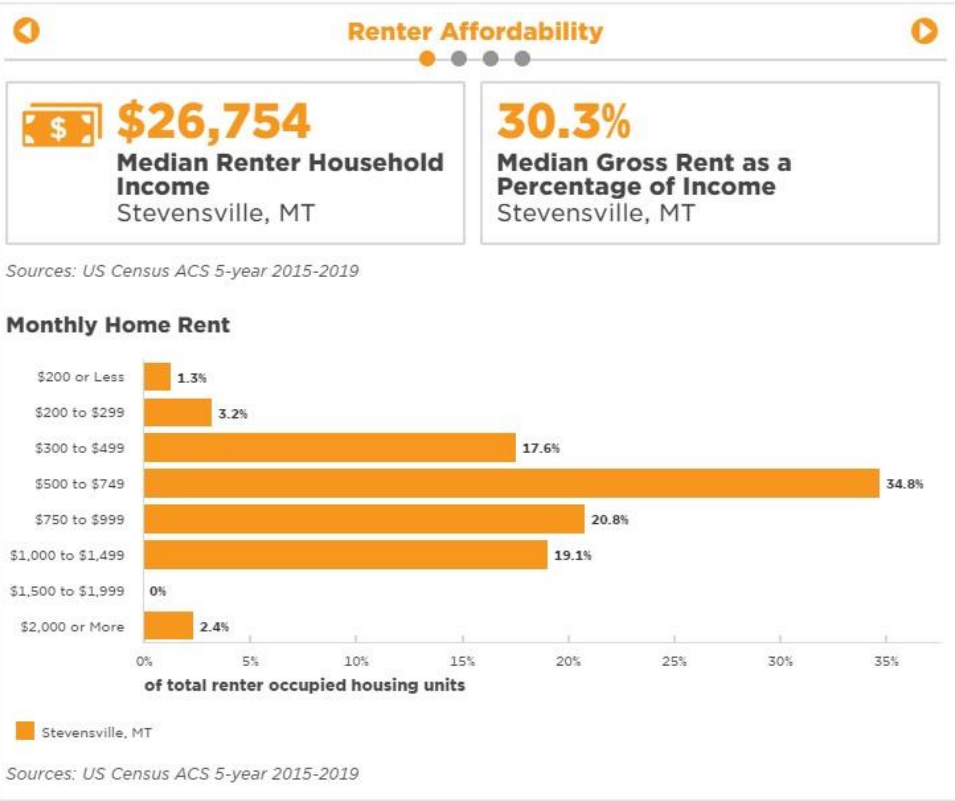


Sources: US Census ACS 5-year 2015-2019



Sources: US Census ACS 5-year 2015-2019

Note: Cost burden is defined as households spending 30% or more of household income on housing costs.



Internet and Computer Access

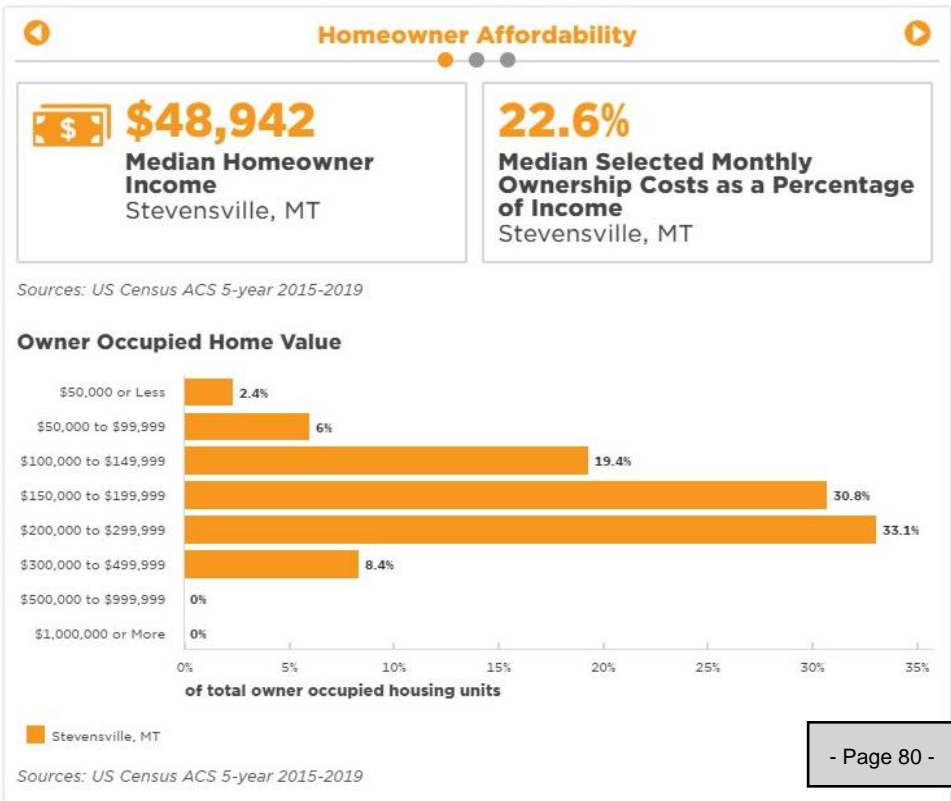


Sources: US Census ACS 5-year 2015-2019



Sources: HUD CHAS 2013-2017; US Census ACS 5-year 2015-2019

Note: Severely cost burdened are those households (owner or renter) whose monthly housing costs (including utilities) exceed 30% of their monthly income. Low income are those households (owner or renter) who earn up to 80% of the US Housing and Urban Development Area Median Family Income (HAMFI).

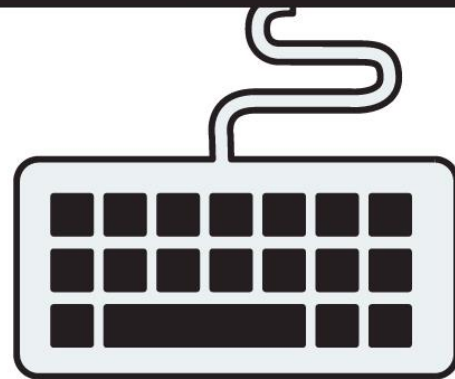


STRATEGIC PLAN GOALS, INITIATIVES, & OUTCOMES

To advance our Town's vision, the Town Council, Mayor, and staff identified new strategic initiatives for our town government. The Town of Stevensville is excited to present the 2021/2023 Strategic Plan, the first ever strategic plan of its kind for the Town of Stevensville.

The Stevensville Town Council adopted the 2021/2023 Goals, Initiatives, and Outcomes (GIOs) on April 22, 2021. Goals, Initiatives, and Outcomes (GIOs) provide an expression of priorities, as specific and measurable as possible, and cover a two-year period. They are not intended to be a comprehensive list of all city services and activities. Instead, GIOs are a concrete, coordinated expression of the Town Council's direction and focus.

The Town of Stevensville is preparing to launch a highly interactive Performance Dashboard that links the GIO's to the Town's strategic plan, performance measures and budget. The dashboard tells a story of how the community is doing toward reaching the goals in the strategic plan, why it's important, what the Town of Stevensville is doing about it, and how citizens can help.



To Advance OUR TOWN'S VISION,

The Town of Stevensville Town Council, Mayor, and staff are excited to present not only the 2021 / 2023 Strategic Plan, but a new vision statement for the first time in recent history.

This new vision statement is meant to carry us through the next two decades. It is our vision for the Stevensville of 2040, and we will fulfill that vision with a strategic approach.

The strategic plan provides an expression of priorities, as specific and measurable as possible, and cover a two-year period. They are not intended to be a comprehensive list of all city services and activities. Instead, this is a concrete, coordinated expression of the Mayor and Town Council's direction and focus.



Stevensville is a safe, diverse, resilient, sustainable, and growing town known for its rich heritage, historic significance, natural beauty, economic prosperity, and exceptional quality of life for all.

GOALS

Safe and Healthy

Sustainable Resources

Innovative Infrastructure

Community Experience

Engaging with Our Partners

Targeted services that support, improve, and sustain individual health and community safety. Our town will proactively address public safety and social health in an endeavor to create a safe, healthy, supportive environment for Stevensville residents, businesses, and visitors.

RIGHT RESOURCE, RIGHT TIME

Develop improved integrated response to emergencies.

COMMUNITY NEEDS

Reinforce ongoing community policing efforts in Stevensville

INCREASED STAFFING

Focus efforts on the recruitment and retention of qualified volunteer and paid public safety staff to increase the organization’s ability to provide services.

CITIZEN ENGAGEMENT AND EDUCATION

Pursue programs that engage citizens and build the relationships between the community and Police and Fire Departments. Provide education opportunities that lead to reduced crime, property loss, and injury.

BEAUTIFICATION

Beautify Stevensville through community-wide clean and safe actions.

A commitment to making sustainable financial decisions that support strategic goals, deliver excellent customer service, and contribute to economic prosperity.

LIVE WITHIN OUR MEANS

Eliminate the gap between revenue and expenses through budgeting principles that prioritize expenditures and implement financial management practices that are sustainable, transparent, efficient, and accountable.

COMMUNICATION PLAN

Continue to develop a communication plan that addresses strategies for creating a staff directory with photos; for celebrating the successes of the town; for pursuing recognition of town programs and projects; for improving the interface between Town Council and the Boards and Commissions; and for rewarding volunteerism.

Reinforce internal communication throughout the organization between town staff as well as the various departments.

PERFORMANCE MEASUREMENT

Strengthen the link between the strategic planning process, the budget, and performance measures by better defining measurements and by producing operating reports that communicate progress toward goals established in the budget process.

COVID-19 RECOVERY PLANNING

Work with stakeholders to develop a COVID-19 recovery plan that focuses on rebuilding a recruitment strategy.

SUPPORTED EMPLOYMENT

Develop a program that matches individuals with disabilities with employment options that integrate into the organization and provide community benefit.

To build and effectively manage innovative infrastructure that supports community accessibility, mobility, and resiliency.

AFFORDABLE SERVICES

Maintain affordable and predictable taxes, rates, and charges for services. Manage annual growth of utility rates.

ENCOURAGE PRIVATE INVESTMENT

Continue to plan and implement efforts that attract investors to support catalytic development projects and promote private investment into the community.

ENHANCE EXISTING PARK FACILITIES

Develop a comprehensive review of potential enhancements at each of the town’s existing parks to boost visitation and accommodate better accessibility.

IMPROVED STREETS

Accelerate street improvement, such as grind-and-overlay and surface projects, to catch up on deferred maintenance.

EFFICIENT UTILITIES

Develop and implement a plan for the conservation of water that addresses system-wide leakage, as well as consumer water waste.

INVEST IN OUR COMMUNITY ASSETS

Support the smart use public assets and participate in the development and improvement of community facilities and spaces.

4 Community Experience

The equitable enhancement and protection of our entire town’s natural beauty and historic assets by respecting our past and building our tomorrow. Our innovative town will promote growth that connects people to place.

PUBLIC ART

Consider and adopt a public art program for the Town of Stevensville that includes a review process, funding strategy, and placement planning.

MARKET STEVENSVILLE

Market Stevensville advantages and experiences to grow jobs and economic investment.

AVAILABLE HOUSING

Increase housing quality and availability by supporting diverse housing and employment options.

YOUTH PROGRAM EXPANSION

Utilize interdepartmental assets to provide youth programming and to establish community policing practices that address truancy, academic failure, and crime prevention.

PLANNING FOR GROWTH

Update master plans and policies to create a forward-thinking growth plan for our community.

5 Engaging with our Partners

Collaborations that re-energize and reimagine relationships with our partners that result in mutual success. The town will maximize strategic partnerships with agencies that work with us to provide services, as well as expand our partner base.

FY2022 BUDGET SUMMARIES



INTRODUCTION

The Summary Section provides an overview of all budgeted funds for the upcoming year. These include the General Fund, the special revenue funds, Capital Improvement Funds, and enterprise funds including Water, Sewer, and Airport.

Revenues and expenditures/expenses are categorized by type, in accordance with the State of Montana BARS Chart of Accounts, and recommended standard formats of the Government Finance Officers Association, enabling consistency and comparability between all forms of local government.

CONTENTS

Budget Summary - All Funds by Fund & Account

Fund Balance Summary - All Funds by Fund Type

Mill Levies & Taxable Values

Revenue and Expenditure Highlights - General Fund

BUDGET SUMMARY

ALL FUNDS

Account	Previous Year Actual	Previous Year Budget	Final Budget	% Old Budget
1000 GENERAL				
Revenues				
310000 TAXES	54,590	61,225	63,725	104
320000 LICENSES AND PERMITS	13,255	15,300	31,350	205
330000 INTERGOVERNMENTAL REVENUE	519,370	309,092	229,880	74
340000 CHARGES FOR SERVICES	25,405	73,000	96,475	132
350000 FINES AND FORFEITURES	19,665	17,000	20,000	118
360000 MISCELLANEOUS REVENUE	28,171	6,000	6,000	100
370000 INVESTMENT AND ROYALTY EARNINGS	3		0	0
380000 Other Financing Sources		7,600	236,687	3114
Total Revenues	660,459	489,217	684,117	
Expenditures				
410000 General Government	381,472	224,242	295,148	132
420000 Public Safety	445,677	423,972	500,851	118
430000 Public Works	122,002	102,744	97,957	95
460000 Culture and Recreation	99,802	154,565	141,926	92
520000 Other Financing Uses		10,000	10,000	100
Total Expenditures	1,048,953	915,023	1,045,882	
2230 AMBULANCE				
Revenues				
340000 CHARGES FOR SERVICES		1,500	3,000	100
380000 Other Financing Sources		10,000	7,000	70
Total Revenues		11,500	10,000	
Expenditures				
420000 Public Safety	3,788	4,400	5,759	131
Total Expenditures	3,788	4,400	5,759	

Account -----	Actual -----	Previous Year Budget -----	Previous Year Budget -----	Final % Old Budget -----
2250 PLANNING				
Revenues				
340000 CHARGES FOR SERVICES	3,686	20,000	25,000	125
380000 Other Financing Sources			10,000	0
Total Revenues	3,686	20,000	35,000	
Expenditures				
410000 General Government	18,030	28,200	25,251	91
Total Expenditures	18,030	28,200	25,251	
 2310 TAX INCREMENT FINANCE DISTRICT				
Expenditures				
410000 General Government	2,500	13,725	23,246	169
Total Expenditures	2,500	13,725	23,246	
 2311 TARGETED ECONOMIC DEVELOPMENT DISTRICT				
Expenditures				
520000 Other Financing Uses	12,000	12,000	12,000	100
Total Expenditures	12,000	12,000	12,000	
 2390 DRUG FINES-FORFEITURES ACCOUNT				
Expenditures				
410000 General Government		1,000	1,000	100
Total Expenditures		1,000	1,000	

Account -----	Previous Year Actual -----	Previous Year Budget -----	Final Budget -----	% Old Budget -----
2394 BUILDING CODE ENFORCEMENT				
Revenues				
320000 LICENSES AND PERMITS	59,988	110,500	110,500	100
Total Revenues	59,988	110,500	110,500	
Expenditures				
420000 Public Safety	67,634	136,818	110,405	81
Total Expenditures	67,634	136,818	110,405	
2410 DAYTON LIGHTING #1 DISTRICT 55				
Revenues				
360000 MISCELLANEOUS REVENUE	2,151	1,100	5,606	510
Total Revenues	2,151	1,100	5,606	
Expenditures				
410000 General Government			1,505	0
430000 Public Works	2,913	2,100	3,300	157
Total Expenditures		2,100	4,805	
2420 PETERSON ADDN LIGHTING #2 DISTRICT 80				
Revenues				
360000 MISCELLANEOUS REVENUE	1,900	1,100	4,662	424
Total Revenues	1,900	1,100	4,662	
Expenditures				
410000 General Government			1,505	0
430000 Public Works	2,119	1,500	2,500	167
Total Expenditures	2,119	1,500	4,005	

Account -----	Previous Year Actual -----	Previous Year Budget -----	Final Budget -----	% Old Budget -----
2430 GEO SMITH LIGHTING #3 DISTRICT 76				
Revenues				
360000 MISCELLANEOUS REVENUE	2,550	1,500	5,295	353
Total Revenues	2,550	1,500	5,295	
Expenditures				
410000 General Government			1,505	0
430000 Public Works	2,986	2,400	3,300	138
Total Expenditures	2,986	2,400	4,805	
 2440 CREEKSIDE LIGHTING #4 DISTRICT 77				
Revenues				
360000 MISCELLANEOUS REVENUE	3,924	4,500	8,385	186
Total Revenues	3,924	4,500	8,385	
Expenditures				
410000 General Government			1,505	0
430000 Public Works	4,121	3,195	5,000	156
Total Expenditures	4,121	3,195	6,505	
 2450 TWIN CREEKS LIGHTING #5 DISTRICT				
Revenues				
360000 MISCELLANEOUS REVENUE	2,483	5,500	6,677	121
Total Revenues	2,483	5,500	6,677	
Expenditures				
410000 General Government			1,505	0
430000 Public Works	4,601	5,844	5,000	86
Total Expenditures	4,601	5,844	6,505	

Account -----	Previous Year Actual -----	Previous Year Budget -----	Final Budget -----	% Old Budget -----
2810 POLICE TRAINING & PENSION				
Revenues				
330000 INTERGOVERNMENTAL REVENUE	4,636	3,750	3,750	100
Total Revenues	4,636	3,750	3,750	
Expenditures				
420000 Public Safety	1,874	4,360	4,100	94
Total Expenditures	1,874	4,360	4,100	
 2820 GAS APPORTIONMENT TAX				
Revenues				
330000 INTERGOVERNMENTAL REVENUE	27,316	36,421	37,255	102
Total Revenues	27,316	36,421	37,255	
Expenditures				
430000 Public Works	59,598	145,000	77,000	53
Total Expenditures	59,598	145,000	77,000	
 2821 BaRSAA (HB 473)				
Revenues				
330000 INTERGOVERNMENTAL REVENUE	41,319	68,669	46,455	68
Total Revenues	41,319	68,669	46,455	
Expenditures				
430000 Public Works		82,000	82,000	100
Total Expenditures		82,000	82,000	

Account -----	Previous Year Actual -----	Previous Year Budget -----	Final Budget -----	% Old Budget -----
2940 ECONOMIC DEVELOPMENT				
Revenues				
320000 LICENSES AND PERMITS	10,250	10,000	0	0
330000 INTERGOVERNMENTAL REVENUE		10,000	10,000	100
Total Revenues	10,250	20,000	10,000	
Expenditures				
410000 General Government	24		10,450	0
470000	4,393	10,000	0	0
Total Expenditures	4,417	10,000	10,450	
 2987 JEAN THOMAS PARK BEAUTIFICATIION FUND				
Expenditures				
460000 Culture and Recreation	36,400		33,000	0
Total Expenditures	36,400		33,000	
 2991 American Rescue Plan Act (ARPA)				
Revenues				
330000 INTERGOVERNMENTAL REVENUE	264,635		264,635	100
Total Revenues	264,635		264,635	
Expenditures				
520000 Other Financing Uses			233,787	0
Total Expenditures			233,787	

Account -----	Previous Year Actual -----	Previous Year Budget -----	Final Budget -----	% Old Budget -----
4000 CAPITAL IMPROVEMENTS				
Revenues				
310000 TAXES	1,827		0	0
360000 MISCELLANEOUS REVENUE	8,898		5,000	0
370000 INVESTMENT AND ROYALTY EARNINGS	15		0	0
Total Revenues	10,740		5,000	
Expenditures				
420000 Public Safety	112,158	76,320	0	0
430000 Public Works	10,500	10,500	0	0
460000 Culture and Recreation	19,602	10,000	0	0
Total Expenditures	142,260	96,820	0	
 4001 SIDEWALK IMPROVEMENT				
Revenues				
370000 INVESTMENT AND ROYALTY EARNINGS	7		0	0
Total Revenues	7		0	
Expenditures				
430000 Public Works		20,000	30,000	150
 4002 FIRE ENGINE CAPITAL IMPROVEMENT				
Revenues				
370000 INVESTMENT AND ROYALTY EARNINGS	1		0	0
Total Revenues	1		0	

Account -----	Previous Year Actual -----	Previous Year Budget -----	Final Budget -----	% Old Budget -----
5210 WATER				
Revenues				
340000 CHARGES FOR SERVICES	397,549	338,000	364,463	108
370000 INVESTMENT AND ROYALTY EARNINGS	1,406	0	1,500	
Total Revenues	398,955	338,000	365,963	
Expenditures				
430000 Public Works	366,431	334,419	446,726	134
520000 Other Financing Uses		3,500	3,500	100
Total Expenditures	366,431	377,919	450,226	
 5250 WATER BOND PRINCIPAL & INTEREST				
Revenues				
360000 MISCELLANEOUS REVENUE	195,130	191,950	191,950	100
Total Revenues	195,130	191,950	191,950	
Expenditures				
490000 Debt Service Reserve	83,424	191,947	191,947	100
Total Expenditures	83,424	191,947	191,947	
 5310 SEWER				
Revenues				
340000 CHARGES FOR SERVICES	381,469	345,000	378,572	110
370000 INVESTMENT AND ROYALTY EARNINGS	913	0	1,000	
Total Revenues	382,382	345,000	379,572	
Expenditures				
430000 Public Works	306,373	306,097	339,022	111
520000 Other Financing Uses		4,100	4,100	100
Total Expenditures	306,373	310,197	343,122	

Account -----	Previous Year Actual -----	Previous Year Budget -----	Final Budget -----	% Old Budget -----
5350 SEWER BOND PRINCIPAL & INTEREST				
Revenues				
360000 MISCELLANEOUS REVENUE	233,509	229,500	229,500	100
Total Revenues	233,509	229,500	229,500	
Expenditures				
490000 Debt Service Reserve	165,366	229,500	229,500	100
Total Expenditures	165,366	229,500	229,500	
 5610 AIRPORT				
Revenues				
310000 TAXES	4,070	5,300	5,300	100
330000 INTERGOVERNMENTAL REVENUE	29,496		0	0
340000 CHARGES FOR SERVICES	27,528	26,300	31,108	118
360000 MISCELLANEOUS REVENUE	12	30,000	0	100
370000 INVESTMENT AND ROYALTY EARNINGS		57	0	0
380000 Other Financing Sources	12,000	12,000	12,000	100
Total Revenues	73,163	73,600	48,408	
Expenditures				
410000 General Government			32,607	0
430000 Public Works	160,656	86,285	88,194	102
490000 Debt Service Reserve		9,733	0	0
Total Expenditures	170,389	86,285	120,801	
 5620 AIRPORT PROJECT				
Revenues				
330000 INTERGOVERNMENTAL REVENUE	1,550,567	1,560,071	167,530	11
Total Revenues	1,550,567	1,560,071	167,530	
Expenditures				
430000 Public Works	1,217,453	1,769,597	167,530	9
Total Expenditures	1,217,453	1,769,597	167,530	

Account -----	Previous Year Actual -----	Previous Year Budget -----	Final Budget -----	% Old Budget -----
7120 FIREMEN'S DISABILITY				
Revenues				
330000 INTERGOVERNMENTAL REVENUE	4,636	4,000	4,700	118
Total Revenues	4,636	4,000	4,700	
Expenditures				
510000 Miscellaneous	4,636	4,000	4,703	118
Total Expenditures	4,636	4,000	4,703	

FY2022 FUND BALANCE SUMMARY

Preliminary Budget						
Fiscal year 2021-2022						
	General Fund	Special Revenue	Capital Projects	Enterprise	Fiduciary	All Funds
Projected Beginning Fund Balance/Working Capital	\$ 262,645	\$ 881,952	\$ 52,206	\$ 2,720,440	\$ 3	\$ 3,917,246
Estimated Revenues	\$ 1,008,666	589,434	15,866	1,382,923	4,700	3,001,589
Less Appropriations	\$ (1,045,882)	(644,623)	(30,000)	(1,503,126)	(4,703)	(3,228,334)
Increase/(Decrease) in Fund Balance/Working Capital	\$ (37,216)	(55,189)	(14,134)	(61,659)	(3)	(168,201)
Projected Ending Fund Balance/Working Capital	\$ 225,429	\$ 826,763	\$ 38,072	\$ 2,658,781	\$ 0	\$ 3,690,501



FY2021-2022 Changes in Fund Balance

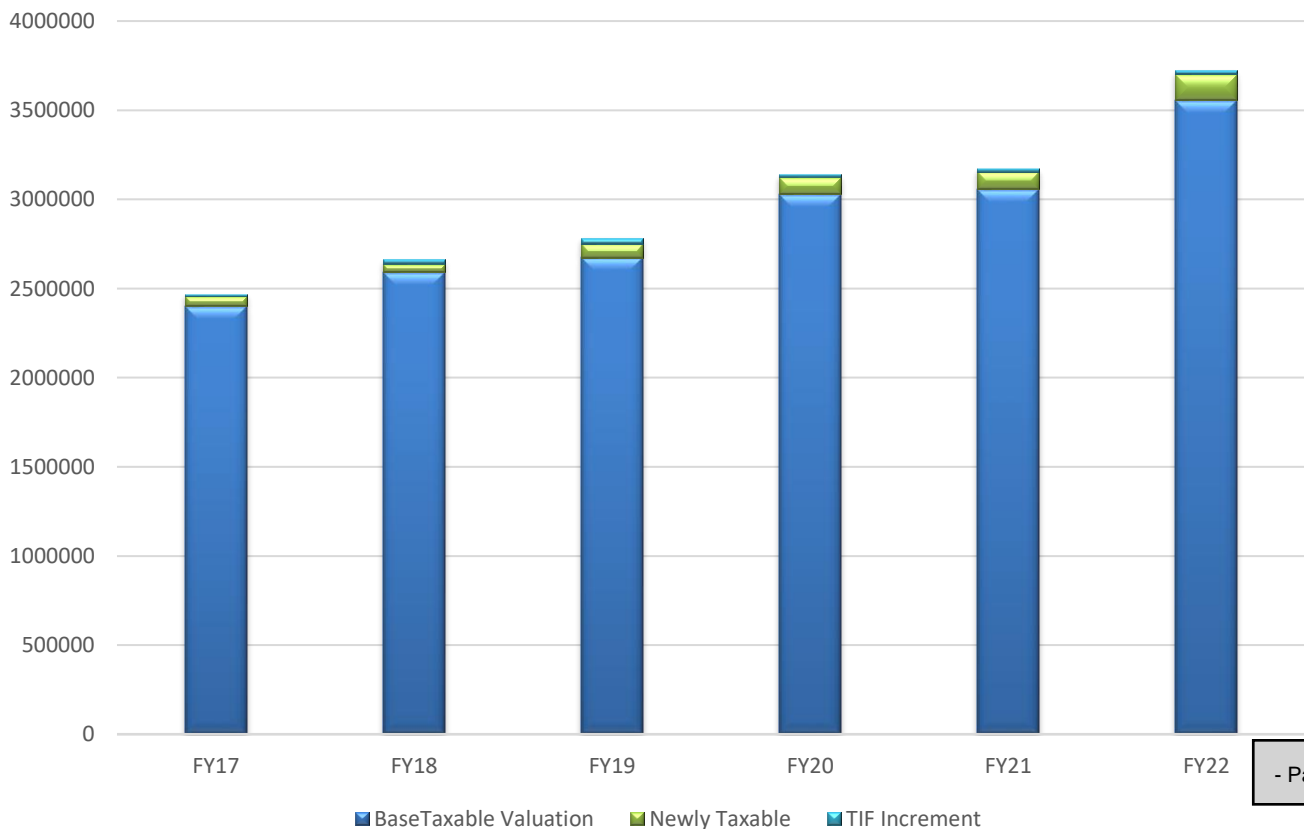
Fund #	Fund Name	Appropriation	Budgeted Cash Reserve	Total Requirements	Cash Available (Less current liabilities)	Total Revenues	Total Resources	Estimated
								Ending Cash Balance
1000	General Fund	1,045,882	225,429	1,271,311	262,645	1,008,666	1,271,311	225,429
2230	Ambulance Fund	5,759	-	5,759	(3,897)	10,000	6,103	344
2250	Planning Fund	25,251	-	25,251	(9,180)	35,000	25,820	569
2310	TIFD (North Stevi)	23,246	-	23,246	231,601	30,614	262,215	238,969
2311	TEDD (Airport)	12,000	-	12,000	5,117	10,600	15,717	3,717
2390	Drug Fines & Forfeitures	1,000	-	1,000	2,594		2,594	1,594
2394	Building Code Enforcement	110,405	-	110,405	151,898	110,500	262,398	151,993
2410	Dayton Lighting District	4,805	1,201	6,006	530	5,606	6,136	1,331
2420	Peterson Lighting District	4,005	1,001	5,006	434	4,662	5,096	1,091
2430	George Smith Lighting District	4,805	1,201	6,006	841	5,295	6,136	1,331
2440	Creekside Lighting District	6,505	1,626	8,131	(39)	8,385	8,346	1,841
2450	Twin Creeks Lighting District	6,505	1,626	8,131	249	6,677	6,926	421
2810	Police Training & Pension	4,100	-	4,100	14,203	3,750	17,953	13,853
2820	Gax Tax Fund	77,000	-	77,000	81,595	37,255	118,850	41,850
2821	BaRSAA Fund	82,000	-	82,000	82,082	46,455	128,537	46,537
2940	Economic Development	10,450	-	10,450	20,689	10,000	30,689	20,239
2987	Jean Thomas Parks Fund	33,000	-	33,000	38,600		38,600	5,600
2991	American Rescue Plan Act	233,787	-	233,787	264,635	264,635	529,270	295,483
4000	Capital Improvements	-	-	0	(2,991)	15,866	12,875	12,875
4001	Sidewalk Improvements	30,000	-	30,000	52,610		52,610	22,610
4002	Fire Engine CIP	-	-	0	2,588		2,588	2,588
5210	Water Fund	450,226	400,701	850,927	1,132,377	365,963	1,498,340	1,048,114
5250	Water Bond	191,947	95,974	287,921	541,690	191,950	733,640	541,693
5310	Sewer Fund	343,122	305,148	648,270	568,745	379,572	948,317	605,195
5350	Sewer Bond	229,500	114,750	344,250	322,882	229,500	552,382	322,882
5610	Airport Fund	120,801	30,200	151,001	154,710	48,408	203,118	82,317
5620	Airport Project	167,530	-	167,530	36	167,530	167,566	36
7120	Firefighter Pension & Disability	4,703	-	4,703	3	4,700	4,703	0
	TOTAL	\$ 3,228,334.00	\$ 1,178,856.75	\$ 4,407,190.75	\$ 3,917,246.60	\$ 3,001,589.00	\$ 6,918,835.60	\$ 3,690,501.60

FY2022 MILL LEVIES & TAXABLE VALUE

MILL LEVIES & MILL VALUES

FISCAL YEAR	FY17	FY18	FY19	FY20	FY21	FY22 EST
Entity Taxable Valuation	\$ 2,401,982	\$ 2,591,958	\$ 2,674,917	\$ 3,029,067	\$ 3,086,766	\$ 3,557,397
PERCENTAGE CHANGE YOY	1.41%	7.91%	3.20%	13.24%	1.90%	15.25%
GENERAL FUND:						
All-Purpose	113.77	108.53	106.73	94.32	99.44	90.89
SPECIAL REVENUE:						
Capital Improvements	0.00	0.00	0.00	3.32	3.32	2.95
TOTAL SPECIAL REVENUE	0.00	0.00	0.00	3.32	3.32	2.95
TOTAL MILLS LEVIED	113.77	108.53	106.73	97.64	102.76	93.84

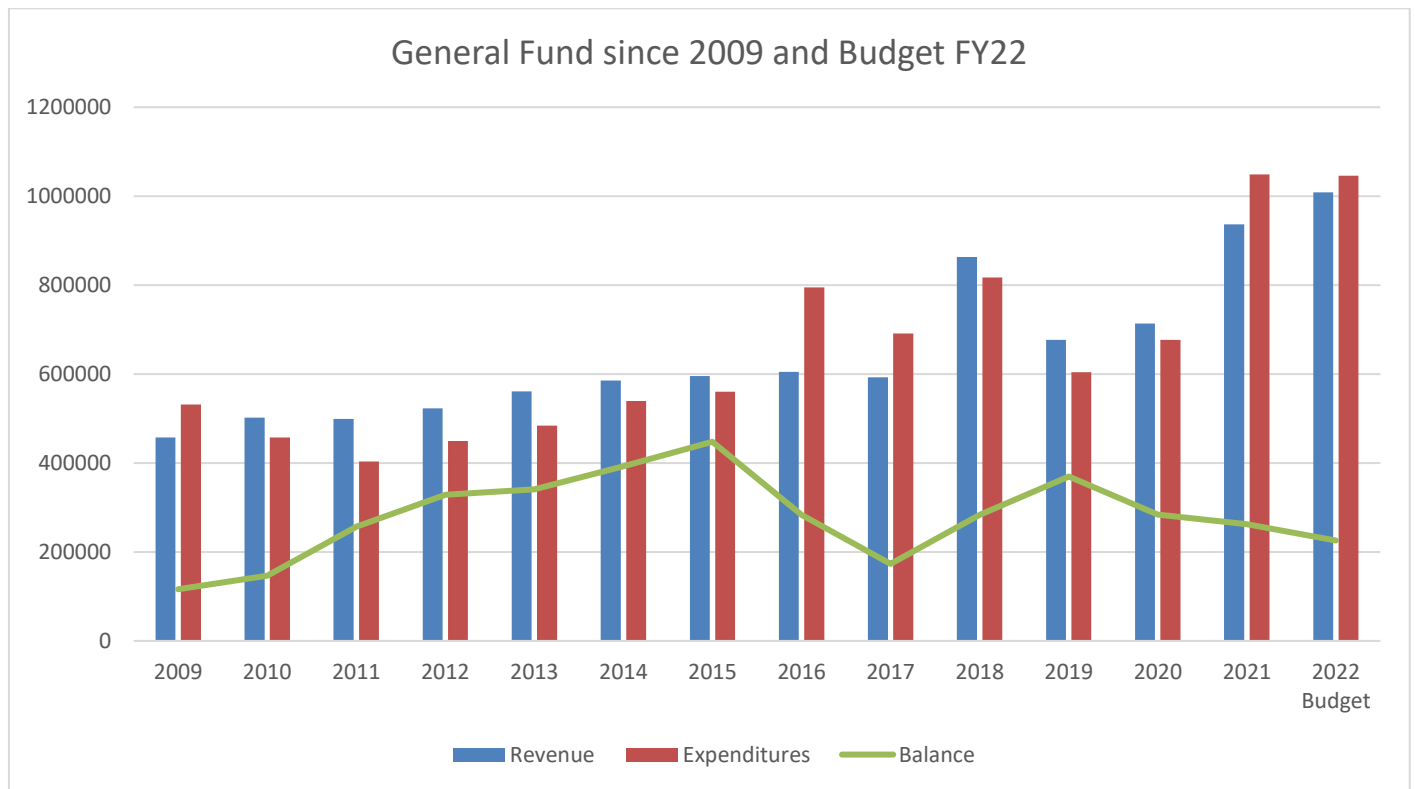
Taxable Valuation Trends



FY2022 GENERAL FUND HIGHLIGHTS

The General Fund is used to account for all financial resources of the Town, except for those required to be accounted for in another fund. The General Fund supports such basic services as the Legislative Service, General Administration, Police, Fire, Streets & Transportation, and Recreation services.

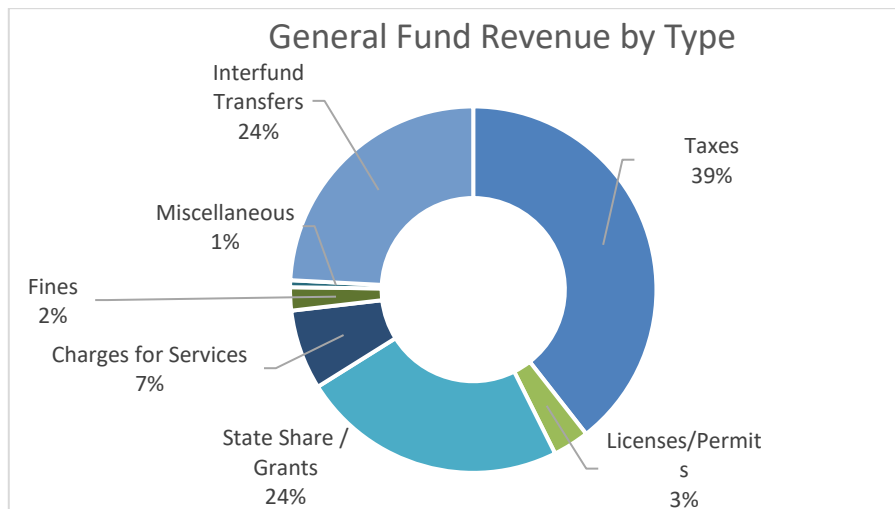
The below graph details the General Fund balance with actual expenditures and revenue. In FY2022, the administration is proposing a balanced General Fund budget that does not spend any cash from the General Fund reserves.





REVENUE HIGHLIGHTS

The Town's General Fund is financed heavily by property taxes. Other revenue sources include licenses and permits, intergovernmental revenue, charges for services, fines and forfeitures, interest on investments, operating transfers, and miscellaneous revenues. We are estimating the General Fund to generate \$1,008,666 in total revenue, with 40% is from property taxes, 23% from the State Entitlement Share and other Intergovernmental Sources, and 7% for charges for services. The following chart shows the breakdown of estimated revenues. The Town will utilize funds from the American Rescue Plan (ARPA) to continue response and recovery efforts relating to the COVID-19 Pandemic, including investments in public safety that are within the ARPA Treasury Guidance. This accounts for 20% of the General Fund revenue.



GENERAL PROPERTY TAXES

All real estate, personal, and business property taxes, including penalties and interest, are included. Overall, real estate property assessments increased. Property taxes are anticipated to increase compared to FY21 collections, primarily due to increased property valuations by the Montana Department of Revenue.

LICENSES & PERMITS

Licenses and permits consist of city-wide fees for the purposes of tracking activity in the community and ensuring compliance with the adopted laws and ordinances of the Town. Business License fees are not increasing, however an increase in alcohol sales, events, and street closure related permits is proposed in the FY2022 budget.

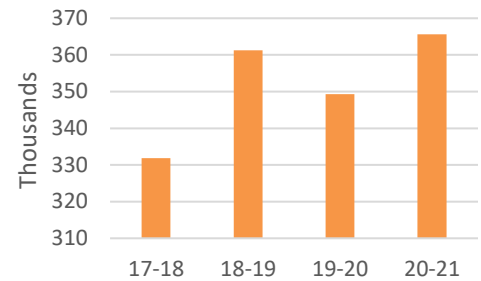
FINES

Court fines, parking citations, and code violations make up this revenue classification. Court fines are collected by the Clerk of City Court and remitted to the Town monthly. Receipts during FY 2021 were \$19,665. Revenues are expected to increase with an increase of police staffing, and FY22 is budgeted at \$20K.

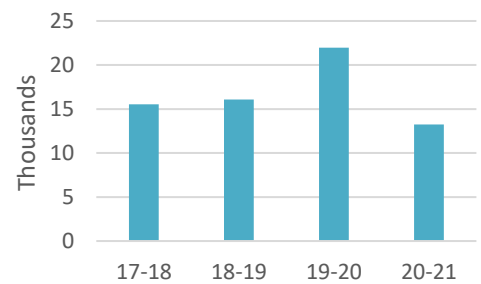
CHARGES FOR SERVICES

Charges for services represent fees for various activities within the Town, such as all recreation fees and program revenues, cemetery lots, and grave openings. COVID-19 restrictions negatively impacted the majority of fees; however, there were some positive impacts. Lewis & Clark Park, a beautiful park featuring a 7-acres of open space offers visitors the opportunity to enjoy outdoor activities while social distancing. Revenues for FY20 were \$59K and \$25K for FY21. FY22 revenues are expected to be \$69K.

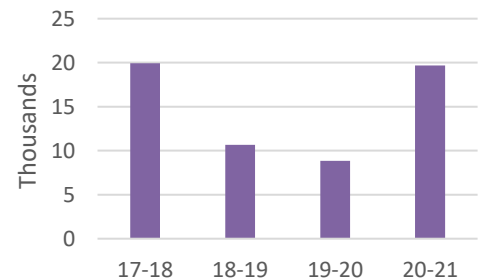
General Property Taxes



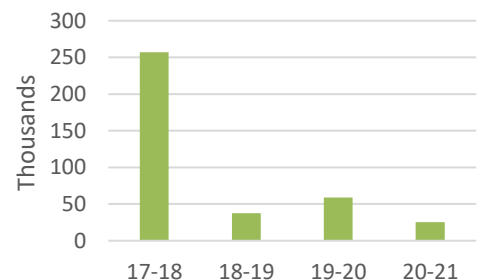
Licenses & Permits



Fines



Charges for Services



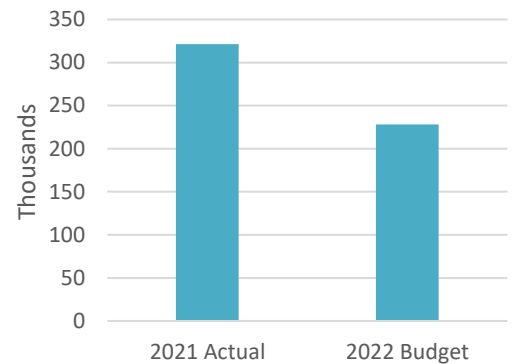
EXPENDITURE HIGHLIGHTS

GENERAL GOVERNMENT ADMINISTRATION

This category includes Town Council, Mayor, Clerk, Finance, Human Resources, City Attorney, Town Hall Facilities, and Elections. Expenditures are estimated to increase by 30% or \$70K compared to the current year. Some of the major factors for the increase include:

- Increased expense in facilitating virtual meeting attendance.
- Substantial increase in liability insurance cost, specifically to the Town Council, as a result of a higher liability risk rating.
- Federal audit will be required due to federal funds received in excess of \$750K.

Government Administration

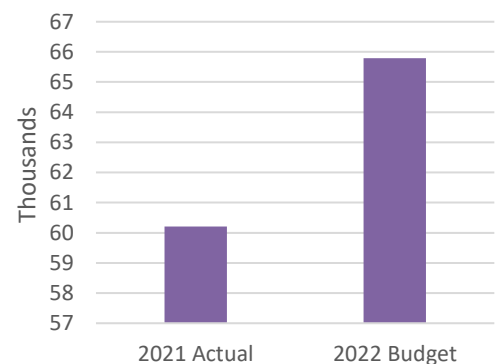


JUDICIAL ADMINISTRATION

Judicial functions are performed by the City Court for misdemeanor infractions that occur within the Town’s jurisdiction. The Court operates with a part-time judge who is paid as an independent contractor, and a part-time court clerk. Court is held weekly, with arraignments occurring daily as needed. Costs for administering the Judicial System also include the Prosecuting Attorney, who prosecutes cases in City Court on behalf of the Town.

Judicial services total \$50,791 for FY2022, representing a 7% increase from FY2021. Prosecuting services total \$15,000, up \$2,000 from FY2021.

Judicial Administration



PUBLIC SAFETY

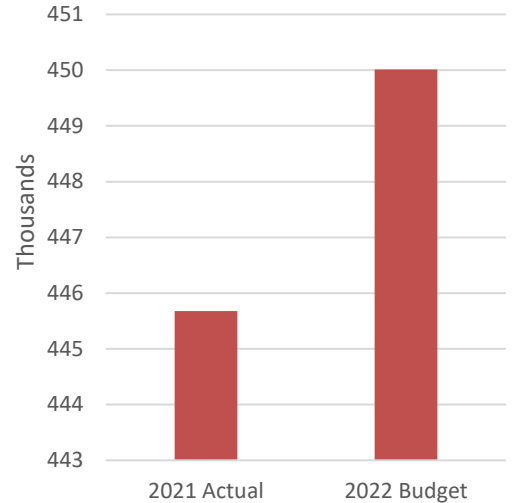
Departments included in this classification are Police and Fire. Public Safety costs increased for FY22 by \$25,000, or 6.0%, compared to the FY 21 adopted budget. The increase is due primarily for additional personnel in both the Police Department and Fire Department. The Police Department looks to re-establish its presence within the Stevensville School system through the SPD C.A.R.E.S Program. This partnership with the school will provide the community with relationship focused officer. This officer will be assigned to school education programming, much like a school resource officer. In the summer, the officer will continue their duties in the Parks & Recreation Department, participating in youth programming there.

Additional volunteers are budgeted for in the Fire Department, with the addition of up to 5 personnel. Recruitment and public relationship efforts are being bolstered, and the department will see enhancements to the training environment.

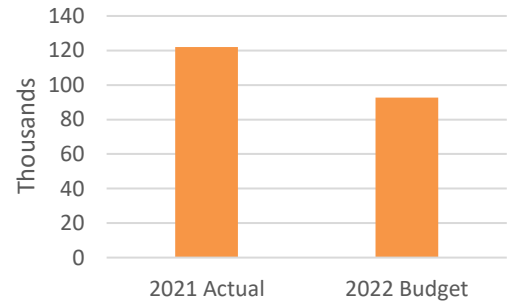
PUBLIC WORKS

The City Shop, Engineering, Streets, Street Lighting, Stormwater Operations, Refuse Collection, Cemetery Maintenance, make up the Public Works section of the operating budget. Overall, the budget for FY22 decreased \$10K or 9.5% compared to FY21. The Public Works Department will transition a seasonal employee to a year-round position in FY22, forgoing all seasonal personnel needs in this department.

Public Safety



Public Works





PARKS & RECREATION

Recreation administration, playgrounds, parks, urban forestry, aquatics, and participant recreation are included in this category. The Parks & Recreation Department was formally established as a department and program in FY2020. In its first year, the program provided much needed services to the community in the way of park maintenance and special programs that were adapted to the COVID-19 Pandemic. The Parks Department achieved Tree City USA status with the Arbor Day Foundation, and looks to maintain that status with further investment into Stevensville’s urban forest, primarily to address safety concerns with aging city-owned trees.

The Parks & Recreation budget decreased 8% compared to FY2021. Though spending will increase in FY2022, more services will be offered as the community recovers from the COVID-19 Pandemic and more recreation opportunities are possible to safely participate. The Parks & Recreation budget includes participation in the SPD C.A.R.E.S Program, as well as other increases in youth programming with the assistance of the American Rescue Plan Act.



FY2022 BUDGET DETAIL

INTRODUCTION

The Detail Section provides a detailed breakdown of all budgeted funds for the upcoming year. These include the General Fund, the special revenue funds, Capital Improvement Funds, and enterprise funds including Water, Sewer, and Airport.

This section breaks each account within a particular fund into three categories:

1. Personal Services - including all salaries, wages, employer contributions, and benefits.
2. Operations/Maintenance - includes all operational costs incurred in routine day-to-day work and maintenance needs for the department.
3. Capital Outlay - includes all Capital Improvement costs. These are usually large purchases of equipment or infrastructure projects/improvements.

Expenditures are categorized by type, in accordance with the State of Montana BARS Chart of Accounts and recommended standard formats of the Government Finance Officers Association, enabling consistency and comparability between all forms of local government.



Activity/Department Detail

As stated in the Budget Summary the budget is separated out by activity. Within those activities are the Departments. The Departments have Divisions within them and there are specific funds that they use for operational budgeting. The following table lists the Department and corresponding division and budgeted fund for the current fiscal year.

Activity	Departments	Divisions and Budget Units	Budgeted Funds
General Government	Town Council	Town Council, Special Bodies	General
	Executive Services	Administration, Mayor	General
	Municipal Court	Operations	General
	City Attorney	Administration, Civil Litigation, Criminal Litigation, Criminal Victim-Witness	General
	Administration & Finance	Administration, Accounting, Human Resources	General
	Facilities Maintenance	City Hall, City Hall Annex, Fire Station #1, Fire Station #2, Maintenance Shop, Park Facilities	General
Public Safety	Police	Operations, Crime Control & Investigations, Code Enforcement	General, Drug Forfeiture, Police Training & Pension
	Fire	Administration, Operations, Fire Prevention, EMS	General, Ambulance, Heyer Foundation Grant
	Building Inspection	Operations	Building Inspection
Public Works	Airport	Operations	Airport
	Public Works Administration	Administration, Engineering, Sidewalk Repair Program, Sidewalk & Curb Construction, Cemetery's	General, Water, Sewer, Sidewalk Improvements
	Streets & Transportation	Operations, Maintenance, Construction, Snow & Ice Removal, Lighting, Traffic Signs & Markers	General, Gas Tax, Lighting Districts
	Water	Operations, Supply & Pumping, Purification & Treatment, Distribution,	Water, Water Impact Fees
	Wastewater	Operations, Collection & Transmission, Treatment & Disposal	Wastewater, Wastewater Impact Fees
Public Welfare	Parks & Recreation	Parks, Forestry, Recreation	General, Parks & Open Space Bond, Tree Maintenance, Recreation Special Revenue, Story Mansion Operating
	Community Development Economic Development	Planning & Zoning Economic Development	Planning & Zoning, Economic Development, North Stevensville TIFD, Stevensville Airport TEDD
Other	Non-Departmental	Insurance, Contingencies, Transfers, Principal & Interest	General

Fund	Fund Description	Account	Account Description	Previous Budget	Previous Actual	Personal Services	Operating/Maintenance	Capital Outlay	Final Budget
1000	GENERAL	410000	General Government						
1000	GENERAL	410100	Legislative Services	26,472	29,697	13,025	48,586		61,611
1000	GENERAL	410200	Executive Services	11,174	10,475	5,624	9,255		14,879
1000	GENERAL	410360	City Court	47,536	46,504	24,693	28,104		52,797
1000	GENERAL	410364	Prosecution Services	13,000	13,705		15,000		15,000
1000	GENERAL	410530	Audit Services	5,000			2,500		2,500
1000	GENERAL	410550	Administration	82,525	246,533	74,621	38,720		113,341
1000	GENERAL	410600	Elections				1,500		1,500
1000	GENERAL	411100	Legal Services	25,000	23,324		25,000		25,000
1000	GENERAL	411200	Facilities Administration						
1000	GENERAL	411201	Town Hall/Annex Building	13,670	11,234		8,520		8,520
			GROUP TOTAL	224,377	381,472	117,963	177,185		295,148
1000	GENERAL	420000	Public Safety						
1000	GENERAL	420100	Law Enforcement Services	345,253	327,730	337,410	61,767		399,177
1000	GENERAL	420410	Fire Department - Administration	40,011	48,694	29,820	28,157		57,977
1000	GENERAL	420421	Fire Department - Facilities Station #1	7,100	33,304		2,950		2,950
1000	GENERAL	420422	Fire Department - Facilities Station #2	1,130	467		630		630
1000	GENERAL	420440	Fire Department - Fire Prevention	800	540		500		500
1000	GENERAL	420460	Fire Department - Suppression	30,637	34,942		39,617		39,617
			GROUP TOTAL	424,931	445,677	367,230	133,621		500,851
1000	GENERAL	430000	Public Works						
1000	GENERAL	430100	Public Works Administration	78,956	89,245	51,383	22,210		73,593
1000	GENERAL	430200	Road & Street Services	2,003	12,708		4,951		4,951
1000	GENERAL	430263	Street Lighting	13,000	10,505		11,500		11,500
1000	GENERAL	430900	Cemetery Services	8,785	9,543		7,913		7,913
			GROUP TOTAL	102,744	122,001	51,883	46,574		97,957

Fund	Fund Description	Account	Account Description	Previous Budget	Previous Actual	Personal Services	Operating/ Maintenance	Capital Outlay	Final Budget
1000	GENERAL	460400	Park & Recreation Services						
1000	GENERAL	460410	Parks Department Administration	48,561	51,524	63,808	3,750		67,378
1000	GENERAL	460430	Parks	73,670	24,893	11,581	12,630		24,211
1000	GENERAL	460437	Forestry and Nursery	4,000	963		9,200		9,200
1000	GENERAL	460440	Participant Recreation			7,303	2,800		10,103
1000	GENERAL	460445	Swimming Pool / Aquatics	27,834	22,422	21,218	9,816		31,034
			GROUP TOTAL	154,565	99,802	103,910	38,016		141,926
1000	GENERAL	521000	Interfund Operating Transfers Out	10,000			10,000		
			TOTAL	916,617	1,048,952	640,486	405,396		1,045,882
INFORMATION BELOW THIS LINE IS STILL BEING UPDATED IN THE LIVE DOCUMENT									
2230	AMBULANCE	420730	Emergency Medical Services	4,400	3,788		5,759		5,759
2250	PLANNING	410000	General Government						
2250	PLANNING	410200	Executive Services			2,812			2,812
2250	PLANNING	411010	Administration	28,200	18,031	15,719	7,320		23,039
			TOTAL	28,200	18,031	18,531	7,320		25,851
2310	TAX INCREMENT FINANCE DISTRICT	410210	Administration	13,725	2,500	22,817	1		22,818
2311	TARGETED ECONOMIC DEVELOPMENT DISTRICT	521000	Interfund Operating Transfers Out	12,000	12,000		12,000		12,000
2390	DRUG FINES-FORFEITURES ACCOUNT	410200	Executive Services	1,000			1,000		1,000
2390	DRUG FINES-FORFEITURES ACCOUNT	420100	Law Enforcement Services						
2394	BUILDING CODE ENFORCEMENT	420531	Building Inspection	136,818	67,631	53,876	20,588	35,000	109,464
2410	DAYTON LIGHTING #1 DISTRICT 55	410550	Administration			1,420			1,420
2410	DAYTON LIGHTING #1 DISTRICT 55	430263	Street Lighting	2,100	2,913		3,300		3,300
			TOTAL	2,100	2,913	1,420	3,300		4,720

Fund	Fund Description	Account	Account Description	Previous Budget	Previous Actual	Personal Services	Operating/Maintenance	Capital Outlay	Final Budget
2420	PETERSON ADDN LIGHTING #2 DISTRICT 80	410550	Administration			1,420			1,420
2420	PETERSON ADDN LIGHTING #2 DISTRICT 80	430263	Street Lighting	1,500	2,119		2,500		2,500
			TOTAL	1,500	2,119	1,420	2,500		3,920
2430	GEO SMITH LIGHTING #3 DISTRICT 76	410550	Administration			1,420			1,420
2430	GEO SMITH LIGHTING #3 DISTRICT 76	430263	Street Lighting	2,400	2,986		3,300		3,300
			TOTAL	2,400	2,986	1,420	3,300		4,720
2440	CREEKSIDE LIGHTING #4 DISTRICT 77	410550	Administration			1,420			1,420
2440	CREEKSIDE LIGHTING #4 DISTRICT 77	430263	Street Lighting	3,195	4,121		5,000		5,000
			TOTAL	3,195	4,121	1,420	5,000		6,420
2450	TWIN CREEKS LIGHTING #5 DISTRICT	410550	Administration			328			328
2450	TWIN CREEKS LIGHTING #5 DISTRICT	430263	Street Lighting	5,844	4,601		5,000		5,000
			TOTAL	5,844	4,601	328	5,000		5,328
2810	POLICE TRAINING & PENSION	410200	Executive Services						
2810	POLICE TRAINING & PENSION	420100	Law Enforcement Services	4,360	1,873		4,100		4,100
2820	GAS APPORTIONMENT TAX	430200	Road & Street Services	145,000	59,598			77,000	77,000
2821	BARSA (HB 473)	430200	Road & Street Services	82,000				82,000	82,000
2940	ECONOMIC DEVELOPMENT	410550	Administration		24		10,450		10,450
2987	JEAN THOMAS PARK BEAUTIFICATION FUND	460430	Parks		36,400		33,000		33,000
2991	American Rescue Plan Act (ARPA)	521000	Interfund Operating Transfers Out				226,787		226,787

Fund	Fund Description	Account	Account Description	Previous Budget	Previous Actual	Personal Services	Operating/Maintenance	Capital Outlay	Final Budget
4000	CAPITAL IMPROVEMENTS	410550	Administration						
4000	CAPITAL IMPROVEMENTS	411201	Town Hall/Annex Building						
4000	CAPITAL IMPROVEMENTS	420100	Law Enforcement Services	45,000	85,696				
4000	CAPITAL IMPROVEMENTS	420400	Fire Protection & Control	31,320	26,462				
4000	CAPITAL IMPROVEMENTS	430100	Public Works Administration	10,500	10,500				
4000	CAPITAL IMPROVEMENTS	460445	Swimming Pool / Aquatics	10,000	19,602				
			TOTAL	96,820	142,260				
4001	SIDEWALK IMPROVEMENT	430262	Sidewalks Improvements	20,000				30,000	30,000
4002	FIRE ENGINE CAPITAL IMPROVEMENT	420460	Fire Department - Suppression						
4002	FIRE ENGINE CAPITAL IMPROVEMENT	521000	Interfund Operating Transfers Out						
5210	WATER	430510	Water Utility Administration	186,217	227,041	172,603	49,872		222,475
5210	WATER	430520	Facilities - Grounds & Buildings				80,556		80,556
5210	WATER	430530	Source of Supply & Pumping (Storage & Wells)	113,200	76,629		46,650		46,650
5210	WATER	430540	Purification and Treatment	25,372	32,750		22,400		22,400
5210	WATER	430550	Transmission & Distribution (Lines)	35,500	29,987		16,950	32,645	49,595
5210	WATER	521000	Interfund Operating Transfers Out	3,500			3,500		3,500
			TOTAL	363,789	366,407	172,603	219,928	32,645	425,176
5250	WATER BOND PRINCIPAL & INTEREST	490200	Revenue Bonds	191,947	83,424				191,947
5310	SEWER	430610	Sewer Utility Administration	187,297	224,651	172,599	52,753		225,352
5310	SEWER	430620	Facilities - Grounds & Buildings				17,555		17,555
5310	SEWER	430630	Collection & Transmission - Main Lines	17,050	1,659		32,185		32,185
5310	SEWER	430640	Treatment and Disposal	102,000	80,064		25,875	13,000	38,875
5310	SEWER	521000	Interfund Operating Transfers Out	4,100			4,100		4,100
			TOTAL	310,447	306,374	172,599	132,468	13,000	318,067
5350	SEWER BOND PRINCIPAL & INTEREST	490200	Revenue Bonds	229,500	165,366				229,500

Fund	Fund Description	Account	Account Description	Previous Budget	Previous Actual	Personal Services	Operating/Maintenance	Capital Outlay	Final Budget
5610	AIRPORT	410210	Administration			24,168			24,168
5610	AIRPORT	430300	Airport	86,285	160,655		27,194	61,000	88,194
5610	AIRPORT	490500	Other Debt Service Payments		9,733				
			TOTAL	86,285	170,388	24,168	27,194	61,000	112,362
5620	AIRPORT PROJECT	430300	Airport	1,769,597	1,217,453			167,530	167,530
7120	FIREMEN'S DISABILITY	510300	Other Unallocated Costs	4,000	4,636		4,700		4,700
			GRAND TOTAL	4,431,544	3,723,845	1,044,496	1,129,431	498,175	3,093,549

FY2022 BUDGET GUIDE

Budget Process

The Town plans for the long-term needs of our community through a number of efforts and studies. These documents are usually developed by consultants and staff, with numerous public hearings and advisory board meetings prior to their formal adoption by the Council. Once adopted, we work diligently to implement the recommendations and changes outlined in the plans. The starting point is the Growth Policy and then the other master plans that have been developed for each area of concern or study. Along with these documents, the capital improvement plan is used to budget for capital projects.

Funding Structure

To better understand this budget document a basic understanding of the structure, often-used terms, and fund types is helpful. The Town’s operating expenditures are organized into the following hierarchical categories: Activities, Departments, Divisions, and Budget Units.

Activity: Activity represents the highest level of summarization used in the Town’s financial structure. This level is primarily used for entity-wide financial reporting and for summarization in this budget document.

Department: Department is the second level of summarization used in the Town’s financial structure. The function classification represents a grouping of related operations and programs aimed at accomplishing a broad goal or providing a major service.

Division: Department can be further split into divisions which are usually associated with functioning work groups that have more limited sets of work responsibilities. Their primary purpose is organizational and budgetary accountability.

Budget Unit: Divisions may be further subdivided into budget units. A budget unit is used to account for a specific service performed within a division in the pursuit of individual goals and objectives. A budget unit is aimed at accomplishing a specific service or regulatory program for which a government is responsible.

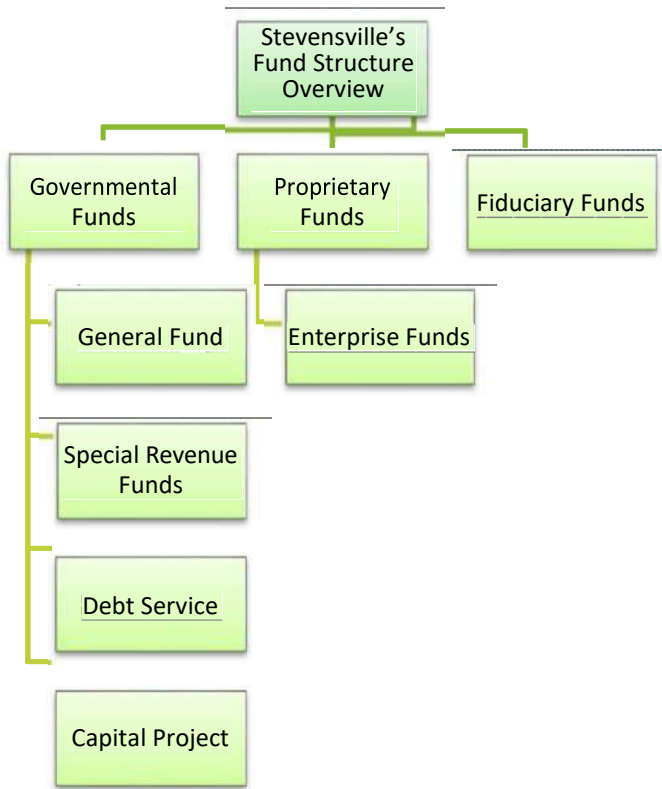
For example, to account for the expenses of operating the Wastewater Treatment Plant the Town uses the following financial structure:

Activity:	Public Works
Department:	Wastewater
Division:	Treatment
Budget Unit:	Operations

Funds:

The activities are funded through various means that are accounted for within specific funds. The Town has a comprehensive fund plan for financial accounting in accordance with the provisions of the recommendations of the National Council on Governmental Accounting as outlined in their publication Governmental Accounting, Auditing, and Financial Reporting (GAAFR), which is the standard accounting guide for local governments.

Governmental funds are a group of funds that account for activities associated with the Town's basic operations. This group of funds uses a modified accrual basis of accounting and focuses on operating revenues and expenditures.



General Fund: The General Fund is used to account for all financial resources of the Town, except for those required to be accounted for in another fund. The General Fund supports such basic services as the Legislative Branch, Judicial Branch, General Administration, Police, Fire, Finance, Recreation, and Public Works services. The Town's General Fund is financed heavily by property taxes, which provide nearly half of the General Fund revenue.

Special Revenue Funds: Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than expendable trusts, or for major capital projects) that are legally restricted to expenditure for specific purposes.

Debt Service Funds: Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Capital Project Funds: Capital Project Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).

Proprietary Fund Types

Proprietary funds are a group of funds that account for activities that are often seen in the private sector and are operated in a similar manner as in the private sector. This group of funds uses a full accrual basis of accounting and focuses on net income and capital maintenance.

Internal Service Funds: Internal Service Funds are used to account for the financing of goods or services provided by one department to other departments on a cost-reimbursement basis.

Enterprise Funds: Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises--where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Fiduciary Fund Types

Fiduciary funds are trust and agency funds that account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, or other funds. These include expendable trust funds, non-expendable trust funds, pension trust funds, and agency funds.

Trust Funds: Trust Funds are used to account for assets held by a governmental unit in a trustee capacity.

These include (a) expendable trust funds, (b) permanent trust funds, and (c) pension trust funds. Trust Funds are supported by donations and interest income.

Budget Policies

State statute provides the “Local Government Budget Act” in MCA 7-6-4001. This section of the law was adopted by the 2001 Legislature to replace the “Municipal Budget Law” and other various sections of code that related to town finances. See detailed Fiscal Policies in Appendix B. The law limits the amount of expenditures to approved appropriations, requires reporting to the State after final budgets and tax levies are adopted, and provides for a detailed preliminary and final budget adoption within the confines of the State determined property tax assessment time-table. The Budget must be “balanced”, and the Town can use fund balance as a resource to balance the budget. Fund balance should not be used as a long-term approach to balance the budget. Planned uses of fund balances should be limited.

It is also appropriate to use fund balance when fund balances have increased beyond the reserve requirements due to higher than anticipated revenues. In this circumstance, the use of fund balances will be used for one-time expenditures, not ongoing operating costs. In all circumstances, it is important to retain sufficient undesignated fund balance for unforeseen circumstances. The Town’s budget encompasses both the operating budget and the capital improvement budget. Each budget unit includes amounts appropriated for both operating expenses and capital items

Basis of Budgeting

The basis of budgeting and accounting refers to when a transaction or related event is recognized in an agency’s budget, or in the operating statement, both of which follow GAAP principles. All governmental funds (including the general, special revenue, debt service and capital projects funds) use modified accrual as both the basis of budgeting and for accounting/financial reporting. Under the modified accrual system, revenues are recognized in the accounting period in which they become “measurable and available.” “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Property tax is reported as a receivable and deferred revenue when the levy is certified and as a revenue when due for collection in the subsequent year. An allowance for estimated uncollectible taxes is included in the estimated tax needed to balance the budget.

The basis of accounting for proprietary funds is full accrual, where revenues are recognized when earned and expenditures when they are incurred. The basis of budgeting for proprietary funds is full accrual with the exceptions of depreciation and amortization. For capital assets and capital purchases, funds are budgeted from a perspective of the actual cash outlay required (cash basis).

Financial and Reserve Policies

The following financial policies are established to provide direction in the fulfilling of duties and responsibilities in the Town of Stevensville. The following is a summary of the policies that have a direct impact on the budget

process, a complete listing of Fiscal Policies to be adopted with the budget are in Appendix B.

Long-range Planning

The Town needs to have the ability to anticipate future challenges in revenue and expense imbalances so that corrective action can be taken before a crisis develops. To provide town officials with pertinent data to make decisions for multi-year policy direction, the Finance Officer prepares revenue and expenditure forecasts. These forecasts will identify changes in revenue and expenditures due to projected new development in the Town, program changes, asset replacement schedules and capital projects coming online.

Capital Planning, and Asset Inventory and Condition Assessment

The Town annually prepares its Capital Improvement Program to plan capital projects and equipment need for a five-year period. The plan is created on the fund basis and reviews all capital needs greater than \$5,000.

Revenue Policies

The Town values a diversified mix of revenue sources to mitigate the risk of volatility. The major source of revenue for the General Fund is property tax, which comprised 53% percent of total General Fund revenue in 2020. Since property values are impacted by the economy and housing market, it is important to make every effort to improve the diversity of the Town's revenue sources. Tax dollars should support essential town services that benefit and are available to everyone in the community (such as parks, police and fire protection). For services that largely or solely benefit individuals, the Town should recover full or partial costs of service delivery through user fees.

Use of One-time and Unpredictable Revenues - One-time revenues should be used only for one-time expenditures and not for ongoing expenditures. By definition, one-time revenues cannot be relied on in future budget years. Appropriate uses of one-time revenues include early debt retirement, capital expenditures that will reduce operating costs or address deferred capital needs, and special projects that will not incur ongoing operating costs.

Expenditure Policies

Expenses should always be for Town operations and strategic goals. Department heads and the Finance Department monitor expenditures. All expenditures must comply with Town laws, rules and regulations and have proper support and authorization.

Debt Capacity, issuance and management

The Town shall evaluate and consider the following factors in analyzing, reviewing and recommending the issuance of obligations before presenting a proposal to the Council and voters as needed:

1. Purpose, feasibility and public benefit of the project
2. Impact on debt ratios generally applied by rating agencies
3. Availability of appropriate revenue stream(s)
4. Aggregate debt burden upon the Town's tax base, including other entities' tax supported debt
5. Analysis of financing and funding alternatives, including available reserves from other Town funds